

Time Reporting Codes (TRC) Used at DOT  
June 2016

TRC	Full Name	Definition	Who Can Use?		
			Employee	Supervisor	Payroll Coordinator
23036	Injury covered under 230.36	Time an employee is not in work status but paid for authorized time off for injury.	No	X	X
ADMNP	Admin Leave Without Pay	Employee is not in work status and is not receiving pay.	No	No	X
ADMPY	Administrative Leave with Pay	Employee is not in work status and is receiving pay.	No	No	X
BNMRW	Bone Marrow Donor	Time an employee is not in work status but paid for authorized time off for bone marrow donation.	X	X	X
CLLBK	Call Back or Call In Hours Wrk	Employee is called back for duty or called in on day off.	X	X	X
CMPUS	Compensatory Time Used	Leave time using previously earned Compensatory Time.	X	X	X
CRFLD	Craftworker Temp Lead Add-on	Supplemental pay for craft worker temporary lead.	No	X	X
E05CA	Exempt 0.5x Half Time Pd Cash		X	X	X
E15CA	Exempt Time & Half Paid Cash	Exempt employees only. Paid 1.5x hourly rate as cash. (Current 589 time).	X	X	X
E15CM	Exempt Time & Half paid Comp	Exempt employees only. Earned 1.5x hourly rate as compensatory time. (Current 589 time).	X	X	X
EXAM	Promotional Exam Hours Taken	Employee not in work status, paid hourly rate for authorized time off to take promotional exam.	X	X	X
EXCMP	Exempt Straight Time Paid Comp	Exempt employees only. Earned at straight hourly rate as compensatory time.	X	X	X
EXCSH	Exempt Straight Time Paid Cash	Exempt employees only. Paid at straight hourly rate as cash.	X	X	X
FLGHT	Pilot Aircraft Assigned Duty	Employee required to pilot an aircraft as a portion of his/her assigned duties. Paid at \$5.00 per hour.	No	X	X

Time Reporting Codes (TRC) Used at DOT  
June 2016

JURY	Jury Duty	Time an employee is not in work status but paid for authorized time off for jury duty.	X	X	X
LGLED	Legal Education Hours Continue	Time an employee is not in work status but paid for authorized time off for continuing legal education hours.	X	X	X
MTRCY	Motorcycle Operation Duties	Police Officers and Police Detectives required to operate motorcycles in the performance of their assigned duties, during the months of May through October each year. Paid as \$25.00 per month.	No	X	X
ORGDN	Organ Donation	Time an employee is not in work status but paid for authorized time off for organ donation.	X	X	X
OTOCA	Overtime Override Cash	Used as override of the Overtime Rule to assign overtime to specific times or tasks, such as Federal Grants. Paid as Cash at 1.5x.	No	X	X
OTOCM	Overtime Override Comp Time	Used as override of the Overtime Rule to assign overtime to specific times or tasks, such as Federal Grants. Paid as Compensatory time at 1.5x.	No	X	X
REGLR	Regular Hours Worked	Default TRC for hours worked if no other TRC is coded.	X	X	X
REGOT	Regular Straight Overtime	Exempt employee's biweekly hours over 80 paid at straight time. Can also be produced by the Over FTE Rule.	X	X	X
STAND	Standby Pay Supplemental Added	Employee is required to be available and able to report to work. Paid at \$2.25 per hour.	X	X	X
WKCMP	Workers Compensation Injury	Used to track the actual hours the employees is on authorized Workers Comp. These are unpaid hours. This code is used in conjunction with a paid leave code or Workers Comp Leave Without Pay.	No	X	X

Time Reporting Codes (TRC) Used at DOT  
June 2016

WLEAC	WLEA Cancel Court Time Hrs Pd	Employee scheduled to appear in court on off duty time and is notified of cancellation less than 24 hours prior to appearance. Paid 3.5 hours at straight pay. Entered in timesheet as quantity of 3.5	X	X	X
WLEAS	WLEA Standby Pay Units Pd \$18	Employee shall be compensated for each on call 8 hour period, or portion thereof. Paid at \$18 per unit. Entered in timesheet as quantity.	X	X	X
WLEAU	WLEA Union Activity with Pay	Employee in Pay Status when attending a Union Activity. Paid at straight hourly rate. Entered in timesheet as punch or elapsed.	X	X	X

TRC	Descr	TRC Type	Comment
23036	Injury covered under 230.36	H	Time an employee is not in work status but paid for authorized time off for injury covered under 230.36. Entered on the timesheet as a quantity or punches.
ADMNP	Admin Leave Without Pay	H	Employee is not in work status and is not receiving pay. Can be entered on timesheet as a quantity or punches.
ADMPY	Administrative Leave with Pay	H	Employee is not in work status and is receiving pay. Can be entered on timesheet as a quantity or punches.
BEEPR	On Call Non-Scheduled \$75	U	Initial Assessment Program Manager in the Bureau of Milwaukee Child Welfare required to be on call during off-duty hours, on a weekend, or holiday. Pay of \$75 for each block shift. Entered on the timesheet as a quantity.
BNMRW	Bone Marrow Donor	H	Time an employee is not in work status but paid for authorized time off for bone marrow donation. Entered on the timesheet as a quantity or punches.
BPRSC	On Call Pay Scheduled \$75	U	Initial Assessment Program Manager in the Bureau of Milwaukee Child Welfare required to be on call during off-duty hours during the work week. A payment equal to \$75 for each regularly scheduled block shift. Entered on the timesheet as a quantity.

			Employee is called back for duty or called in on day off. Entered on the timesheet as actual hours in work status. Can be punches or elapsed time. If actual hours in work status are less than 2, guaranteed minimum of two hours pay will be calculated by the system. If actual hours in work status are greater than 2, hours will be paid as entered.
CLLBK	Call Back or Call In Hours Wrk	H	
CMP05	Comp Time Earned Half Time	H	Rules Only TRC. Produced by the Overtime rule when the payout method is designated as "COMBO".
CMP15	Comp Time Earned 1.5x	H	Rules Only TRC. Produced by the Overtime rule when the payout method is designated as "COMP".
CMPER	Comp Time Earned Straight	H	Rules Only TRC. Produced by the Overtime rule when the payout method is designated as "COMP". Earned at straight time, used for exempt employees only.
CMPUS	Compensatory Time Used	H	Leave time using previously earned Compensatory Time. Entered on the timesheet as a quantity.
CNVHR	LTE Payable hrs during convers	H	
CRFLD	Craftworker Temp Lead Add-on	U	Supplemental pay for craft worker temporary lead. Entered on timesheet as a quantity.
DBLOT	Double Overtime Hours Paid	H	
DCFNS	DCF On Call Weekend Holiday	U	Initial Assessment Specialist, Initial Assessment Specialist-Senior, Initial Assessment Specialist-Advanced, and Initial Assessment Supervisor in the Bureau of Milwaukee Child Welfare required to be on call on week ends or holidays hours. A payment equal to \$150 for each block shift that the employee is required to be on call to respond on a weekend or holiday. Entered on the timesheet as a quantity.

			Initial Assessment Specialist, Initial Assessment Specialist-Senior, Initial Assessment Specialist-Advanced, and Initial Assessment Supervisor in the Bureau of Milwaukee Child Welfare required to be on call during off-duty hours. A payment equal to \$125 for each regularly scheduled block shift of the work week that the employee is required to be on call to respond during off-duty hours. Entered on the timesheet as a quantity.
DCFSC	DCF On Call Weekdays IAS & Sup	U	
			Psychiatric Care Technicians and Psychiatric Care Technicians – Advanced at DHS, appointing authority may grant a trainer add-on, received only for time employee is providing training, or for the time employee is being trained to perform as a trainer. Paid at \$1 per hour. Entered on timesheet as quantity.
DHSTR	DHS PCT Trainer Add On	U	
			Classified as Conservation Warden, Administrative Warden, NR Law, Enforcement Supervisor, NR Manager, or NR Program Manager. Responsible for the following duties: Field Training Officer (1), Background Investigator (2), or Instructor (3). Only if duties are considered outside of the employee's normal job responsibilities. Paid at \$1.50 per hour. Entered on timesheet as quantity.
DNRAD	DNR Assigned Duties Add On	U	
			Night Differential paid to DNR employees only at \$0.45 per hour for hours worked from 6pm to 6am. Entered on the timesheet as a quantity.
DNRND	DNR Specialty Differential	U	
DOCDR	DOC On Call Physician Add-on	U	On-call physicians at the DOC. Paid at \$14.00 per hour. Entered on timesheet as quantity.

DOCNS	DOC On Call Scheduled Day Off	U	DOC Clinical Service Staff On Call time not in work status during regularly scheduled days off. Paid at \$3.00 per hour. Entered on timesheet as quantity.
DOCSC	DOC On Call Reg Scheduled Day	H	DOC Clinical Service Staff On Call time not in work status during regularly scheduled day of the work week. Paid at 1 hour of pay per day. Entered on timesheet as quantity.
DORSB	DOR Standby Pay for Lottery	A	DOR Lottery drawing and security staff required to be on standby for a drawing. Paid at \$20.00 per assignment. Entered on the timesheet as a quantity.
E05CA	Exempt 0.5x Half Time Pd Cash	H	
E15CA	Exempt Time & Half Paid Cash	H	Exempt employees only. Paid 1.5x hourly rate as cash. Entered in timesheet as elapsed or punches.
E15CM	Exempt Time & Half paid Comp	H	Exempt employees only. Earned 1.5x hourly rate as compensatory time. Entered in timesheet as elapsed or punches.
EXAM	Promotional Exam Hours Taken	H	Employee not in work status, paid hourly rate for authorized time off to take promotional exam. Entered on timesheet as elapsed or punches.
EXCMP	Exempt Straight Time Paid Comp	H	Exempt employees only. Earned at straight hourly rate as compensatory time. Entered in timesheet as elapsed or punches.
EXCSH	Exempt Straight Time Paid Cash	H	Exempt employees only. Paid at straight hourly rate as cash. Entered in timesheet as elapsed or punches.
EXNPD	Exempt Hours over FTE Not Paid	H	Rules Only TRC. Produced by the Over FTE rule and changes all hours over the employee's FTE to this Unpaid code based on biweekly total hours reported. Used for exempt employees only.

FIRNS	Fire Duty Readiness NonSchedul	U	Foresters, Forestry Specialists, and Forestry Technicians who are assigned fire suppression duties, and employees who provide direct supervision of fire suppression duties, during their non-work time on non-scheduled days of the week. 2 hours of pay at straight time rate for each 8 hour period, or portion thereof. Entered on the timesheet as quantity.
FIRSC	Fire Duty Readiness Sched Days	U	Foresters, Forestry Specialists, and Forestry Technicians who are assigned fire suppression duties, and employees who provide direct supervision of fire suppression duties, during their non-work time on scheduled days of the week. 1 hour of pay at straight time rate for each 8 hour period, or portion thereof. Entered on the timesheet as quantity.
FLGHT	Pilot Aircraft Assigned Duty	U	Employee required to pilot an aircraft as a portion of his/her assigned duties. Paid at \$5.00 per hour. Entered on timesheet as a quantity.
FMLA	Family Leave of Absence	H	
HLCMP	Holiday Premium .5 Comp Time	H	Rules Only TRC. Produced by the Holiday Premium rule when the Rule Element 4 is designated as "COMBO". Holiday Regular hours paid in cash and Holiday Premium earned as .5 Comp Time.
HLREG	Holiday Regular Time Hours Wrk	H	Rules Only TRC. Produced by the Holiday Premium rule. Holiday Regular hours paid in cash.
HOLHF	Holiday Time & Half Hours Paid	H	Rules Only TRC. Produced by the Holiday Premium rule when the Rule Element 4 is designated as "CASH". Holiday Regular hours paid in cash and Holiday Premium paid as .5 Cash.

JURY	Jury Duty	H	Time an employee is not in work status but paid for authorized time off for jury duty. Entered on the timesheet as a quantity or punches.
LGHOL	Legal Holiday Hours Taken	H	Entered through Absence Management
LGLED	Legal Education Hours Continue	H	Time an employee is not in work status but paid for authorized time off for continuing legal education hours. Entered on the timesheet as a quantity or punches.
LWOP	Leave Without Pay	H	Entered through Absence Management
MDOTD	Medical Officer of the Day	H	Physicians or Psychiatrists assigned as responsible for all aspects of the institution's medical program on weekends and from 4:30 p.m. to 7:45 a.m. on weekdays, performing off-site and/or on-site standby duties. Paid at \$14.00 per hour. Entered on the timesheet as quantity.
MIL30	Military Paid +30 Days	H	Entered through Absence Management
MILAC	Military Accrued Leave Entlmt	H	Entered through Absence Management
MILNP	Military Unpaid Leave	H	Entered through Absence Management
MILPD	Paid Military Leave Activ Duty	H	Entered through Absence Management
MTRCY	Motorcycle Operation Duties	A	Police Officers and Police Detectives required to operate motorcycles in the performance of their assigned duties, during the months of May through October each year. Paid as \$25.00 per month. Entered on timesheet as a quantity.
NIGHT	Night Differential Hours Paid	U	Rules only TRC. Night Differential for all hours worked between 6:00pm to 6:00am. Paid at \$0.45 per hour.

NRSLD	Nurse Respn Assigned Supv Duty	U	Nurse Clinician, Nursing Specialist, and Therapist classification series when assigned supervisory responsibilities. \$1.15 hour (cannot be combined with Night Differential). Entered on the timesheet as a quantity.
NRSWK	Weekend Permanent Nurse Class	U	Rules only TRC. All Nurse clinician 2 and 3 (Job codes: 38862, 38863) hours worked between 6am Friday to 11:29.59 pm on Monday. Paid as \$10.00 per hour for all hours worked during qualifying periods (not eligible for Weekend Differential).
NTXEX	Non Taxable Exp Reimbursement	A	Through the TEAL Interface only
ORGDN	Organ Donation	H	Time an employee is not in work status but paid for authorized time off for organ donation. Entered on the timesheet as a quantity or punches.
OTHLF	1.5x Time Overtime	H	Rules Only TRC. Produced by the Overtime rule when the payout method is designated as "CASH". Paid as 1.5x.
OTOCA	Overtime Override Cash	H	Entered on the timesheet as an override of the Overtime Rule to assign overtime to specific times or tasks. Paid as Cash at 1.5x. Entered on the timesheet as elapsed time or punches.
OTOCM	Overtime Override Comp Time	H	Entered on the timesheet as an override of the Overtime Rule to assign overtime to specific times or tasks. Paid as Compensatory time at 1.5x. Entered on the timesheet as elapsed time or punches.
PAINT	Spray Paint add-on Craft Wrkrs	U	Crafts Workers Spray Painting Add-On. Paid at \$0.50 per hour. Entered on the timesheet as a quantity.

PLTMC	Pilot Aircraft Mechanic DOA	U	DOA aircraft mechanics required to pilot an aircraft as a portion of his/her assigned duties. Paid at \$5.00 per hour. Entered on the timesheet as a quantity.
PPEXC	Pay Pd Exception Hrs Up to FTE	H	
PRMOT	Premium Overtime Double Time	H	
PRMPM	Permanent PM Class & Schedules	U	Rules only TRC. Permanent p.m./night shift rotation employees hours worked between 5:00 p.m.-7:00 a.m. Paid at \$2.50 per hour.
PSHOL	Personal Holiday Hours Taken	H	Entered through Absence Management
REGLR	Regular Hours Worked	H	Default TRC for hours worked. Entered on the timesheet as elapsed time or punches.
REGOT	Regular Straight Overtime	H	Exempt employee's biweekly hours over 80 paid at straight time. Entered on the timesheet as elapsed time or punches. Can also be produced by the Over FTE Rule.
ROFTE	Reg Over FTE for Part Time EEs	H	Rules only TRC. All non exempt weekly hours over employee's FTE but under 40 hours.
RSCLD	Rescue Specialist Relief Lead	U	Employee classified as a Fire/Crash Rescue Specialist as a relief lead worker for shift. Paid at \$0.90 hour for each hour assigned. Entered on the timesheet as a quantity.
RSPNS	Responsibility Pay for Nurses	U	Rules only TRC. Responsibility Differential for hours worked during designated overnight period. Paid at \$1.40 per hour.
SBBTC	Accrued Sabbatical Hours Used	H	Entered through Absence Management
SICK	Paid Sick Leave	H	Entered through Absence Management
SPECL	Specialty Pay Supplemental	U	

			Employee is required to be available and able to report to work. Paid at \$2.25 per hour. Entered on the timesheet as a quantity.
STAND	Standby Pay Supplemental Added	U	
STND2	Standby Pay Double Pay	U	
STNDB	Stand By Pay Regular	U	
TXEXP	Taxable Expense Reimbursement	A	Through the TEAL Interface only
VACTN	Paid Vacation Time Taken	H	Entered through Absence Management
VARCP	Vacation Accrual Recoup Ovrdrw	H	System adjusted Vacation adjustment
WCLWO	Workers Comp Leave Without Pay	H	Entered through Absence Management
WKCMP	Workers Compensation Injury	H	Used to track the actual hours the employees is on authorized Workers Comp. These are unpaid hours. Entered on the timesheet as a quantity or punches. This code is used in conjunction with a paid leave code or Workers Comp Leave Without Pay.
WKND	Weekend Differential Pay	U	Rules only TRC. Weekend Differential for all hours worked between 12:00am Saturday to 11:59.59pm Sunday.
WLEAC	WLEA Cancel Court Time Hrs Pd	U	Employee scheduled to appear in court on off duty time and is notified of cancellation less than 24 hours prior to appearance. Paid 3.5 hours at straight pay. Entered in timesheet as quantity of 3.5
WLEAS	WLEA Standby Pay Units Pd \$18	U	Employee shall be compensated for each on call 8 hour period, or portion thereof. Paid at \$18 per unit. Entered in timesheet as quantity.
WLEAU	WLEA Union Activity with Pay	H	Employee in Pay Status when attending a Union Activity. Paid at straight hourly rate. Entered in timesheet as punch or elapsed.

Pool - Cost to allocate	Cost Basis	Pool - Hrs to allocate	Hrs Basis	Comments
N	N	N	N	
N	N	N	N	
Y	N	Y	N	
Y	N	N	N	
Y	N	Y	N	
Y	N	N	N	

Y Y Y Y

N N N N

N N N N

N N N N

Y N Y N

N N N N

Y N N N

Y Y Y Y

Y N N N

Y N N N

Y N N N

Y N N N

Y N N N

Y N N N

Y	N	N	N
---	---	---	---

Y	N	N	N
---	---	---	---

N	N	N	N	DOR to confirm
---	---	---	---	----------------

Y	N	Y	N
---	---	---	---

Y	Y	Y	Y
---	---	---	---

N	N	N	N
---	---	---	---

Y	N	Y	N
---	---	---	---

N	N	N	N
---	---	---	---

Y	Y	Y	Y
---	---	---	---

Y	Y	Y	Y
---	---	---	---

Y N N N

Y N N N

Y N N N

N N N N

N N N N

Y Y Y Y

Y N N N

Y	N	Y	N
---	---	---	---

Y	N	Y	N
---	---	---	---

Y	N	Y	N
---	---	---	---

N	N	N	N
---	---	---	---

Y	N	N	N
---	---	---	---

Y	N	Y	N
---	---	---	---

Y	N	Y	N
---	---	---	---

N	N	N	N
---	---	---	---

Y	N	Y	N
---	---	---	---

Y	N	N	N
---	---	---	---

Y	N	N	N
---	---	---	---

Y N N N

Y N N N

N N N N

Y N Y N

Y Y Y Y

N N N N

N N N N

Y N N N

Y	N	N	N

Y	N	Y	N
---	---	---	---

Y	Y	Y	Y
---	---	---	---

Y	N	N	N
---	---	---	---

Y	N	Y	N
---	---	---	---

Y	Y	Y	Y
---	---	---	---

Y	Y	Y	Y
---	---	---	---

Y	Y	Y	Y
---	---	---	---

Y	N	N	N
---	---	---	---

Y	N	N	N
---	---	---	---

Y	N	Y	N
---	---	---	---

Y	N	Y	N
---	---	---	---

Y	N	N	N
---	---	---	---

Y	N	N	N
---	---	---	---

Y	N	N	N
---	---	---	---

Y	N	N	N
---	---	---	---

N	N	N	N
---	---	---	---

Y	N	Y	N
---	---	---	---

Y	N	N	N
---	---	---	---

N	N	N	N
---	---	---	---

N	N	N	N
---	---	---	---

Y	N	N	N
---	---	---	---

Y	N	N	N	DOT to confirm
---	---	---	---	----------------

Y	N	N	N	DOT to confirm
---	---	---	---	----------------

Y	N	Y	N	DOT to confirm
---	---	---	---	----------------