

Time Reporting Codes (TRC)

TRC	Code Description	Application
002	Regular Hours	Used for Regular hours for Supplemental Trades, Interim Staff (ISS) and Academic hourly paid employees
005	Regular Hours (ESL Temp<)	Used for ESL <12 or <24 hour paid employees
011	Regular Hours (Cas Lv1)	Used for Regular hours for Casual Level 1 hourly paid employees
013	Regular Hours (Cas Lv2)	Used for Regular hours for Casual Level 2 hourly paid employees
021	Regular Hours (Cas FT Student)	Used for Regular hours for Casual FT Students hourly paid employees
022	Regular Hours (Auxiliary)	Used for Regular hours for Auxiliary hourly paid employees
024	Regular Hours Excluded Student	Used for Regular hours for hourly paid Students (Grad, Undergrad and Excluded)
032	Winter Closure Hours	Used for Winter Closure hours awarded to Auxiliary hourly paid employees
070	Stat Holiday/Lieu Day Pay	Used to pay out Day in Lieu when Employee's work on a Paid Holiday or Winter Closure Day
071	Hours worked on Stat Day	Used for hours worked by Salaried Employee on Paid Holiday
079	Stat Holiday	Used by the Timekeeper to record stat holidays not worked
440	Meal Allowance	Unit pay of \$7.00 for meal allowance for Eligible Operating Employees
431	Boot Allowance One Time	\$100.00 amount for boot allowance awarded to applicable Operating Employees once they have completed their probationary or trial period
610	Overtime @ 1x	Used to pay part time Salaried Employees working additional Reg hours to their fulltime equivalency
611	Meal Break	A 0.5 hour payment for meal break for Eligible Operating Employees
615	Overtime @ 1.5x	Overtime paid at one and half times the hourly pay
620	Overtime @ 2x	Overtime paid at two times the hourly pay
630	Shift Differential	\$1.75 hourly rate paid when eligible Operating paid employees work a shift where at least 60% falls between 1500 hours and 0700 hours

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640	Shift Differential Recovery	Used to recover shift diff when an employee has not worked on a specific shift but has received shift pay
650	Call Back Travel Allowance	Travel payment of \$30.00 awarded to entitled Operating employees when unexpectedly called back to work
653	Special Duty - Peace Officer	Used by Security only to pay a Peace Officer when security presence requested by another area
654	Special Duty - Sergeant	Used by Security only to pay a Sergeant when security presence requested by another area
655	Standby Pay	\$25.00 payment made to Eligible Operating paid employees who must be available to work during a specific period of time on Reg Work Day
657	Standby Pay on Rest Day	\$40.00 payment made to Eligible Operating paid employees who must be available to work during a specific period of time on their Rest Day
659	Bank Time @ 1x	Used to bank hours for part time Salaried Employees working additional Reg hours to their fulltime equivalency
661	Bank Time @ 1.5x	Hours Banked and one and half time the hours worked for entitle salaried employees
662	Bank Time @ 2x	Hours Banked at two times the hours worked for entitled salaried employees
665	Bank Time Taken	Used to record when bank time is taken by entitled salaried employees
667	Banked Time Earned Adjustment	Used by Central HR when adjustment required to bank time earned
668	Banked Time Taken Adjustment	Used by Central HR when adjustment required to bank time taken
670	Bank Time Payout	Used when bank time that has accumulated is paid out
685	Responsibility Pay	Pay awarded to employee when performing higher level duties in addition to their regular duties
732	Vacation Pay by Amount Only	Used to pay vacation pay on hours worked when same hours are not to accrue
770	Disability Pay Recovery	Used by Central HR to recover rehab salary to reimburse disability plan
780	Rehabilitative Salary	Used by Central HR for payment of Rehab hours worked while employee receiving Long Term Disability

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800	Vacation Time Taken	Used to record when vacation time is taken by salaried employee
801	Vacation Taken	Used to enter time for APO's and Librarians when vacation time is taken
804	Birth or Adoption Pay	Used to pay an entitled hourly employee to attend birth or adoption of employee's child
806	Bereavement Pay	Used to pay an entitled hourly employees to attend a funeral of a person not considered a family member
808	Citizenship Hearing Pay	Used to pay an entitled hourly employee to attend the formal Canadian Citizenship Hearing to become a Canadian
809	Moving Day Pay	Used to pay an entitled hourly employee for Moving household effects
812	Compassionate Leave Pay	Used to pay an entitled hourly employee in the event of a death or grave illness of a family member
813	Family Illness Pay	Used to pay an entitled hourly employee to care or make arrangements for care of a serious or sudden illness within the immediate family
814	Leave without Pay	Used to recover pay on a salaried employee
816	25th. Anniversary Day Off	Used to award an entitled employee 5 days off with pay upon reaching their 25th anniversary with the Employer
819	25th Anniversary Day Payout by Amount Only	Used to pay the unused balance of eligible 25th Anniversary days when employee resigns, retires or is terminated.
820	Birth or Adoption Leave	Used to record entitled salaried employee hours taken to attend birth or adoption of employee's child
821	Emergency or Disaster Pay	Used to pay an entitled hourly employee when time is taken to deal with a personal emergency or disaster
822	Bereavement Leave	Used to record entitled salaried employees hours when time taken to attend a funeral of a person not considered a family member
823	Witness or Jury Duty Pay	Used to pay an entitled hourly employee required to serve jury duty or act as a witness
824	Worker Compensation Pay	Used for Auxiliary hourly employees to receive entitled pay when sustains an injury in the course of the employees duties

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825	Citizenship Hearing Leave	Used to record entitled salaried employees hours when time taken to attend the formal Canadian Citizenship Hearing to become a Canadian
826	General Illness Pay	Used to pay Auxiliary hourly employees on illness leave which exceed greater than 3 consecutive days
827	Moving Day Leave	Used to record entitled salaried employees hours when time taken for moving household effects
828	Gen Illness Prior Year Pay	Used to enter General Illness for Auxiliary hourly employees where time taken is in prior year but not recorded till following year
829	Special Leave Prior Year	Used to enter Special Leave for entitled salaried employees where time taken is in prior year but not recorded till following year
830	Compassionate Leave	Used to record entitled salaried employees hours when time taken in the event of a death or grave illness of a family member
831	Casual Illness Prior Year Pay	Used to enter Casual illness for entitled hourly employees where time taken is in prior year but not recorded till following year
832	Family Illness Leave	Used to record entitled salaried employees hours taken to care or make arrangements for care of a serious or sudden illness within the immediate family
833	Special Leave Prior Year Pay	Used to enter Special Leave for entitled hourly employees where time taken is in prior year but not recorded till following year
835	Emergency or Disaster Leave	Used to record entitled salaried employee when time is taken to deal with a personal emergency or disaster
837	Witness of Jury Duty Leave	Used to record entitled salaried employee required to serve jury duty or act as a witness
843	Family Medical Appointment Leave	Used for salaried employees who take time off to take family member to a doctor or dental appt. This will reduce special leave balance for the employee. (Also for Regular Support , Auxiliary Salaried, ESL Temp> 24, ESL Core and Salaried Apprentices)
844	Family Medical Appointment Pay	Used for hourly employees who take time off to take family member to a doctor or dental appt. This will pay the employee and reduce their special leave. (Also for hourly paid Auxiliary and apprentices)

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848	Discretionary Compassionate Time	Used to pay an entitled Salaried Support employees approved for extended Compassionate leave that is in excess of their maximum Special Leave Entitlement
849	Discretionary Compassionate Pay	Used to pay and Aux hourly employee approved for extended Compassionate leave that is in excess of their maximum Special Leave Entitlement
854	Casual 2 Illness payout	Used to pay out personal illness when Casual level 2 employee commences maternity leave
855	Casual Illness Leave	Used to record entitled salaried employee's absence from work due to medical appts, dental appts or illness of three or less consecutive work days
856	Casual Illness Pay	Used to pay entitled hourly employee's absence from work due to medical appts, dental appts or illness of three or less consecutive work days
858	Casual Illness Prior Yr Leave	Used to record Casual illness for entitled salaried employees where time taken is in prior year but not recorded till following year
864	General Illness Prior Yr Leave	Used to record General Illness for entitled salaried employees where time taken is in prior year but not recorded till following year
865	General Illness Leave	Used to record entitled salaried employees hours when on Illness leave which exceed greater than 3 consecutive days
880	Workers Compensation Leave	Used to record entitled salaried employees hours when receiving entitled to WCB pay due to an injury in the course of the employees duties
959	HRDF-Payment for courses	Used by Central HR for reimbursement of payment for courses the Human Resources Development Fund