Time Reporting Codes

Time reporting codes (TRCs) are used to reflect time worked, leave, and holidays. They also are used to designate leave (paid and unpaid) as qualifying under the Family and Medical Leave Act (FMLA). Miscellaneous TRCs can be used to provide administrative leave or to apply shift differential—among other actions. Please direct your questions about TRCs to your payroll processor or call HR Leave Administration at 392-2477. To search for appropriate TRCs by workgroup visit the Time and Labor website or click this link.

When an employee is hired, he is enrolled in a workgroup. A workgroup is a group of employees with similar time and leave characteristics and requirements. Each workgroup includes relevant Time Reporting Codes (TRCs) for the employee group.

These are used in Time & Labor for reporting time and leave.

Each workgroup has a default TRC for reporting regular time worked. Whether a non-exempt employee reports time in Punch Timesheet or Web Clock, the default TRC will be reported. If the exempt employee does not make any changes in Timesheet, the default TRC will be reported.

The default TRC for each workgroup is shown in the following chart:

WORKGROUP	DESCRIPTION	TRC	DESCRIPTION
AEF	AEF	AEF	AEF
AEF8	AEF NRA 18	AE8	AEF NRA 18-Teach
AEF9	AEF NRA 19	AE9	AEF NRA 19-Study/Train
ESSCH	Extra Comp Hourly	ESH	175-Extra Comp (H)
FAC	Faculty - Exempt - 9/10/12	FAC	120-Regular Faculty FAC8
FAC9	FAC Exempt NRA - 9	FA9	Faculty NRA 19-Study/Train
NRAOPN	Extra State Comp NRA	ESC	170-Extra Comp (S) OEESC
FAC	Faculty - Exempt - 9/10/12	FAC	120-Regular Faculty FAC8
FAC9	FAC Exempt NRA - 9	FA9	Faculty NRA 19-Study/Train
NRAOPN	Extra State Comp NRA	ESC	170-Extra Comp (S) OEESC
NRAOPN	Extra State Comp NRA	ESC	170-Extra Comp (S) OEESC
OESC8	OPS Expt Extra Comp NR18	EC8	Extra Comp (S) NRA 18-Teach
OESC9	OPS Expt Extra Comp NR19	EC9	Extra Comp (S) NRA 19-St/Tr
OPE	OPS Exempt	FAO	165- Temp Faculty

WORKGROUP	DESCRIPTION	TRC	DESCRIPTION
OPE8	OPS Exempt NRA - 8	FT8	Faculty Temp NRA 18-Teach
OPE9	OPS Exempt NRA - 9	FT9	Faculty Temp NRA 19-Study/Train
OPEFAC	OPS - Exempt - Faculty	FAO	165- Temp Faculty
OPEFAC8	OPS Expt FAC NRA - 8	FT8	Faculty Temp NRA 18-Teach
OPEFAC9	OPS Expt FAC NRA - 9	FT9	Faculty Temp NRA 19 Study/Train
OPEGA	OPS - Exempt - Grad Asst	GRA	140-Grad Assistant
OPEGA8	OPS Expt GA NRA - 8	G18	Grad Asst NRA 18-Teach
OPEGA9	OPS Expt GA NRA - 9	G19	Grad Asst NRA 19-Study/Train
OPEHSC	OPS - Exempt - House Staff	HST	150-Housestaff
OPEHSC8	OPS Expt House NRA - 8	HS8	Housestaff NRA 18-Teach
OPEHSC9	OPS Expt House NRA - 9	HS9	Housestaff NRA 19- Stdy/Train
OPENOHOL	OPS Exempt Non-holiday Grp	FAO	165-Temp Faculty
OPESGA	OPS - Exempt - SGA	SGH	145-Student Govt/Housing
OPESGA9	OPE Std Govt NRA 19	SG9	Student Govt/Hou NRA 19- St/Tr
OPNFWS	OPS N.E. Fed Wk Study	FWS	135-Federal Work Study
OPNFWS9	OPN Fed Wrk Stdy NRA 19	FW9	Federal Work Study NRA 19- St/T
OPNSTA	OPS - Non Ex - Stu Asst	STU	130-Student Assistant
OPNTMP	OPS - Non Ex -Temp Hire	TMP	155-Temporary Hire (H)
OPNTMP8	OPS NE TMP NRA 18	TH8	Temporary Hire (H) NRA18- Teach
OPNTMP9	OPN Temp Hire NRA 19	TH9	Temporary Hire (H) NRA19- St/T
PDA	Post Doc - Exempt - 9/10/12	PDA	120-Regular PDA
PDA8	PDA Exempt NRA - 18	PD8	Post Doc NRA 18-Teach
PDA9	PDA Exempt NRA - 19	PD9	Post Doc NRA 19- Study/Train
PDR	Post Doc Research Exempt 12 Mo	PDA	120-Regular PDA
PDR8	Post Doc Research NRA 18	PD8	Post Doc NRA 18-Teach
PDR9	Post Doc Research NRA 19	PD9	Post Doc NRA 19- Study/Train

WORKGROUP	DESCRIPTION	TRC	DESCRIPTION
STA19	Student Assistant NRA - 19	S19	Student Assistant NRA 19- St/Tr
TME	TEAMS - Exempt - 9/10/12	TMS	115-Regular TEAMS (S)
TME8	TEAMS Exempt NRA	TS8	TEAMS (S) NRA 18 - Teach
TME9	TEAMS A&P NRA 19	TS9	TEAMS (S) NRA 19- Study/Train
TMEUS	TEAMS - Exempt - (USPS)	TMS	115-Regular TEAMS (S)
TMNCOMP	TEAMS - Non Ex - (CT)	TNE	110-Regular TEAMS (H)
TMNCOMP8	TEAMS N.E. Comp NRA 8	TN8	TEAMS (H) NRA 18
TMNCOMP9	TEAMS N.E. Comp NRA 9	TN9	TEAMS (H) NRA 19
TMNCPSCH	TEAMS N. Exp – Comp - Schedule	TNE	110-Regular TEAMS (H)
TMNCPSCH8	TEAMS N.E. - Comp-NRA8- Sched	TN8	TEAMS (H) NRA 18
TMNOT	TEAMS - Non Ex - (OT)	TNE	110-Regular TEAMS (H)
TMNOT8	TEAMS N.E. OT NRA8	TN8	TEAMS (H) NRA 18
TMNOT9	TEAMS N.E. OT NRA9	TN9	TEAMS (H) NRA 19
TMNOTSCH	TEAMS N.E. OT - Schedule	TNE	110-Regular TEAMS (H)
TMNOTSCH8	TEAMS N.E. OT NRA 8 - Schedule	TN8	TEAMS (H) NRA 18
UPDOTMS	UPD - Non Ex - (OT) TEAMS	TNE	110-Regular TEAMS (H)
UPDOUSPS	UPD - Non Ex - (OT) USPS	USH	100-Regular USPS (H)
UPDTMNOT40	UPD TEAMS Non-Exempt OT 40 Hr	TNE	110-Regular TEAMS (H)
UPDUSPS40	UPD USPS 40 Hour	USH	100-Regular USPS (H)
USECOMP	USPS - Exempt - (CT)	USB	105-Regular USPS (S)
USNCOMP	USPS - Non Ex - (CT)	USH	100-Regular USPS (H)
USNCOMPSCH	USPS N.E. Comp - Schedule	USH	100-Regular USPS (H)
USNOT	USPS - Non Ex - (OT)	USH	100-Regular USPS (H)
USNOTSCH	USPS N.E. OT - Schedule	USH	100-Regular USPS (H)

In addition, there are many TRCs that are available to an employee, based on his workgroup. Some of the most commonly used TRCs are shown below by category/subject:

CATEGORY/SUBJECT	TRC	DESCRIPTION IN MYUFL
Holiday	HOL PHD	Holiday 260-Personal Holiday Used USPS
Leave	DPL SCK SPU VAC	270-December Personal Leave 195-Sick Leave Used Sick Leave Pool Used 185-Vacation
FMLA Related	FSK FAL	945-FMLA Sick 950-FMLA Vacation
	FRC FSC FLH FMS	935-FMLA Regular Comp 940-FMLA Special Comp 920-FMLA LWOP FMLA Sick Leave Pool Used
	FLL	FMLA Parental Leave Used
Compensatory Leave	OCT RCT	205-Overtime Compensation Used 210-Regular Compensation Used
	RCE SCU SCE	Regular Comp Earned* 215-Spec Comp Used Special Comp Earned*

*These TRCs are to be entered by part-time employees only. RCE and SCE will be automatically calculated for full-time employees.

Category/Subject	TRC	Description in myUFL
Administrative Leave	ADMIN BRVMT	900-Administrative Leave 900-Administrative Leave (Bereavement)
	CRT	900-Court Appearance
	EMC JRY	900-Emergency Closing 900-Jury Duty
	NAG	914-National Guard/Reserves
Overtime Pay	OTS OTH	Overtime OPS Overtime
Shift Differential	SEP SNP	Evening Shift 5% Differential Night Shift 10% Differential

COVID-19 TRCs

The following Time Reporting Codes we re created in response to the COVID-19 Emergency in order to accommodate leave programs implemented specifically for COVID-19 leave.

TRC	DESCRIPTION	TRC	DESCRIPTION
DLS	Disaster Leave Sick Donation	EFM	EFMLA 2/3rd
DLU	Disaster Leave Used	EFS	EFMLA SCK make up
DLV	Disaster Leave Vac Donation	EFV	EFMLA VAC make up
E7C	EFMLA SM7 make up	EP8	EFMLA PDL NRA8 make up
E7S	EFMLA SCK make up	EP9	EFMLA PDL NRA9 make up
E7V	EFMLA NRA7 VAC make up	EPM	EFMLA PDL make up
E8C	EFMLA SM8 make up	ER7	EFMLA RC NRA7 make up
E8S	EFMLA NRA8 SCK make up	ER9	EFMLA RC NRA9 makeup
E8V	EFMLA NRA8 VAC make up	ERC	EFMLA RCT make up
E9C	EFMLA SM9 make up	ES7	Emergency Leave Used NRA7
E9S	EFMLA NRA9 SCK make up	ES8	Emergency Leave Used NRA8
E9V	EFMLA NRA9 VAC make up	ES9	Emergency Leave Used NRA9
ECM	EFMLA SCU make up	ESD	Emergency Leave Used
EF7	EFMLA NRA7 2/3RD	ET8	EFMLA PTO NRA8 Make up
EF8	EFMLA NRA8 2/3RD	ET9	EFMLA PTO NRA9 make up
EF9	EFMLA NRA9 2/3RD	ETM	EFMLA PTO make up

For assistance with policies & procedures contact:

PAYROLL SERVICES
timelaborhelp@admin.ufl.edu | 352-392-2477
fa.ufl.edu/departments/payroll-services

UFHR BENEFITS
central-leave@ufl.edu | 352-392-2477
benefits.hr.ufl.edu/time-away

For technical assistance contact:

UF Computing Help Desk
352-392-4357