

Appendix

Time Reporting Codes with Descriptions

<u>TRC</u>	<u>Description</u>
ADMLV	Scheduled hours during Admin Leave (if you worked, you also enter the work time using codes ADMWK or CMNSV).
ADMWK	Hours worked during Admin Leave (see above).
ADMX2	Hours worked outside of regular schedule during Admin Leave or Admin Holiday.
BREAV	Bereavement
CBK	Call Back
HOL	Scheduled hours during a Holiday. For example, you normally work 8 hours on Mondays, but this Monday was Memorial Day, so you use the HOL code for those 8 hours.
HOLAD	Hours worked on Holiday called by Administration (e.g. Christmas Eve).
HOLFM	Hours worked on a Family Holiday. For example, Monday was Memorial Day, and you were required to work. Report 8 hours on Monday using HOL (or HOLNS) and those 8 hours again using HOLFM.
HOLNS	Hours for a holiday when not regularly scheduled to work. For example, Monday was Patriot's Day, you do not work on Mondays; however, you are entitled to holiday pay.
HOLW	Hours worked on Regular Holidays.
JURY	Scheduled hours missed due to Jury Duty (not to exceed 10 days)
JURYM	Jury Duty Maine Supplement (jury duty beyond initial 10 days)
MLTRY	Military leave
REG	Regular hours worked
SICK	Sick time off
VAC	Vacation
WITNS	Witness Leave

Time Reporting Codes unique by Workgroup/Collective Bargaining Unit

COLT

<u>TRC</u>	<u>Description</u>
CM15C	Comp time for Overtime or Family Holiday worked. Enter the number of hours worked times 1.5.
CMCSV	Straight time Comp for hours worked during Admin Leave, Admin Holiday, or Regular Holiday.
CMCTK	Comp time taken

CMCX2	Comp time for hours worked outside of schedule during Admin Leave or Holiday
ONC	On Call
SFC	Shift differential
SHOC	Overtime shift differential
STWRD	Grievance Handling or Negotiation

Confidential Non-Represented and Supervisors

<u>TRC</u>	<u>Description</u>
CMN15	Comp time for Overtime or Family Holiday worked. Enter the number of hours worked times 1.5.
CMNSV	Straight time Comp for hours worked during Admin Leave, Admin Holiday, or Regular Holiday.
CMNTK	Comp time taken
CMNX2	Comp time for hours worked outside of schedule during Admin Leave or Holiday
SFNR	Shift differential
SHONR	Overtime shift differential

Police and Security

<u>TRC</u>	<u>Description</u>
CMP15	Comp time for Overtime or Family Holiday worked. Enter the number of hours worked times 1.5.
CMPSV	Straight time Comp for hours worked during Admin Leave, Admin Holiday, or Regular Holiday.
CMPTK	Comp time taken
CMPX2	Comp time for hours worked outside of schedule during Admin Leave or Holiday
COURT	Court Time outside of regular schedule.
DTAIL	Detail.
FLOAT	Floating Holiday
MTG	Meeting
ONC	On Call
SFP1	Shift 1 differential (shifts starting after 1PM but before 8PM)
SFP2	Shift 2 differential (shifts starting after 8PM but before 8AM)
SHOP1	Shift 1 overtime differential
SHOP2	Shift 2 overtime differential
STWRD	Grievance Handling or Negotiation

Service and Maintenance

<u>TRC</u>	<u>Description</u>
CMM15	Comp time for Overtime or Family Holiday worked. Enter the number of hours worked times 1.5.
CMMSV	Straight time Comp for hours worked during Admin Leave, Admin Holiday, or Regular Holiday.
CMMTK	Comp time taken
CMMX2	Comp time for hours worked outside of schedule during Admin Leave or Holiday
ONC	On Call
SFM	Shift differential
SHOM	Overtime shift differential
STWRD	Grievance Handling or Negotiation

Temporary Hourly TRCs

<u>TRC</u>	<u>Description</u>
ADMLV	Scheduled hours during Admin Leave (if you worked, you also enter the work time using codes ADMWK or CMNSV).
ADMWK	Hours worked during Admin Leave (see above).
PWK	Piece Work
REG	Regular
SFC, SFM, SFNR, SFP	Shift Differential. Use the code that is correct for the workgroup the temp worker is in. For example, if the temp worker is in the COLT group, use SFC. If in the Service and Maintenance group, use SFM.
SHOC, SHOM, SHONR, SHOP1, SHOP2	Shift Differential overtime. See Shift Differential above and the descriptions of these codes in the other workgroups.

Faculty TRC

<u>TRC</u>	<u>Description</u>
DISA	Sick or disability leave

Professional Exempt and Non-Exempt Staff TRCs

<u>TRC</u>	<u>Description</u>
ANLV	Annual Leave
DISA	Sick or disability leave
OVT	Overtime (for non-exempt professional staff only)

Holidays

Family Holidays

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Day after Thanksgiving
Christmas Day

Regular Holidays

Martin Luther King, Jr's. Birthday
Columbus Day
Presidents' Day
Veterans' Day
Patriots' Day