

This manual is intended to give you the basic information you need regarding how and when to use each of the Time Reporting Codes. However, it is not intended to be a complete representation. It is expected that users of this manual also reference the appropriate source(s) such as the Standard Practice Guide, bargaining agreements, etc...

If there are other practices or uses of these codes that are not documented, please send an email notification to umhhcpayroll@umich.edu with details. Our goal is to promote standardization where possible. We appreciate your partnership.

Time Reporting Code (TRC/Description)

<u>ABG/ABH</u>	MNA Shift Rotation Premium
<u>ABL/ABM/ABN/ABO/ABP/ABQ</u>	MNA Weekend Bonus
<u>ADV</u>	Adds to PTO/VAC (Exempt Staff)
<u>ASD/ASH</u>	Additional Services Recognition – Dollars/Hours (Exempt Staff)
<u>CAT</u>	Cash Adjustment
<u>DRE/DRF/DRN/DRO/DRP/DRV</u>	Disaster Relief Pay
<u>ECA/ECW/ECT</u>	Emergency Closure and Emergency Operations Reduction
<u>EDU</u>	Education Time
<u>EMW</u>	Emergent Work-AFSCME Contract
<u>ESA/ESB/ESC/ESD/ESG/ESI/ESK/NSA/NSB/NSC/NSD/NSG/NSI/NSK</u>	Shift Premium
<u>ESF/ESH/ESP</u>	Extended Sick (Full, Half, and Two-Thirds Pay)
<u>ESW</u>	Worked Hours When Doubling Extended Sick Half
<u>ETW/UET/VET/VWP/SWP/FWP/PSW/PUW</u>	No Pay or Unpaid Time
<u>FLB/FLC</u>	Float Bonus
<u>FML</u>	Family Medical Leave (tracking code only)
<u>FRL</u>	Funeral
<u>FTO</u>	Field Training Officer-POAM Contract
<u>HOB</u>	High Occupancy Bonus
<u>HOL/HOM/HOP/HOR/HOT/HSB</u>	Holiday
<u>HPB/UNV/UBS</u>	Hospital, University, and Union Business
<u>JRD</u>	Jury and Witness Service
<u>LPA/LPD/LPE/LPI/LPT</u>	Lead Person Pay – AFSCME Contract
<u>MIL</u>	Military Reserve Duty Pay
<u>OAP</u>	Over Appointment Add to PTO
<u>OCU</u>	On-Call Bonus for Cardiovascular Center Operating Room
<u>ONC/OCB/CBP</u>	On Call
<u>OTM</u>	Overtime Mandatory (AFSCME)

<u>OTO</u>	Overtime Offered (Tracking Code Only-AFSCME)
<u>OTP/OTR/OLP</u>	Overtime Pay
<u>OTW/OTY</u>	Over Appointment/Overtime Hours Exceeding Individual Limit (MNA)
<u>OTX/OTZ</u>	Over Appointment/Overtime Hours Above "Trigger" (MNA)
<u>PTB</u>	Paid Time Off Sell Back
<u>PTS/PTU/PHP/PDT/PSW/PUW</u>	Paid Time Off
<u>REG</u>	Regular Hours
<u>RLB/RLF/RLT</u>	Relief Pay (IUOE)
<u>SCK/SCL/SKF/SFV/FCV</u>	Short Term Sick
<u>SDC</u>	Short Term Disability Coverage for Part-Time Staff (MNA)
<u>SEA/SEW</u>	Season Days
<u>SPC/SPO</u>	Special Schedule
<u>TDD/TDP/TDT</u>	Ten Day Pay (IUOE)
<u>TOA</u>	Time Off Award (non-bargained for staff only)
<u>TRI</u>	Transcription Incentive
<u>UNJ</u>	Hours Worked Pursuant to On-Call (MNA)
<u>VAC</u>	Vacation