Self-Service Time and Attendance Time Collection Device (TCD):

TIME REPORTING CODES (TRC)

TRC	Short Description	Long Description
BLD	Blood Donation	Approved Blood Donation Leave
BRL	Bereavement Leave	Approved Leave for the Death of a Family Member
CDP	Charge Duty Diff @OT	Premium Differential Pay for Charge Duties (nurses)
CDS	Charge Duty Diff Str	Straight Differential Pay for Charge Duties (nurses)
CIH	Comp In-Lieu of HLN	Comp Time used (earned in lieu of holiday)
CMT	Comp Time Taken	Comp Time used (earned in lieu of overtime)
HLN	Holiday Pay Normal	Holiday taken on observed holiday
HLP	Holiday Extra Day Paid	Work on holiday or holiday falls on day off
HWC	Holiday Comp Time Earned	Comp Time Earned for working an observed holiday or holiday falls on day off
JDP	Jury Duty PD	Approved Leave for Jury Duty
PBT	Paid Break Time	Combining Paid Break with Unpaid Meal
PER	Personal	Personal Time (Must have available balance)
PLC	Professional Development	Approved Professional Development Leave
SIC	Sick	Sick Time (Must have available balance)
SIF	Sick in Family	Sick Time for Family Illness
VAC	Vacation	Vacation Time (Must have available balance)

Please contact the Employee Service Center (1-617-979-8500) with any questions on the use of these codes.

MassHR
Delivering HR Services That Matter

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