



## Self Service Time and Attendance Time Reporting Code List

| Employee         | TCD Employee | Approver         | HR/ Payroll | CATEGORY      | TRC   | TRC DESCRIPTION                | TRC DEFINITION  | Require 2nd Approval | Paid / Unpaid / Hrs only |
|------------------|--------------|------------------|-------------|---------------|-------|--------------------------------|---|----------------------|--------------------------|
|                  |              | X                | X           | Regular       | ADC   | Additional Compensation        | Amount - (Higher Ed) - Used to pay employees lump sum payments (i.e. Part Time Faculty, Graduate School Coordinators, etc). Not eligible for leave accruals   | No                   | Paid                     |
|                  |              |                  | X           | Leave w/Pay   | ADM   | Administrative Leave PD        | Paid - (Judicial) - With notification to the Human Resources Department, an employee may be sent home and placed on administrative leave with pay pending disciplinary action. This administrative leave should be reserved for exceptional circumstances such as those cases where keeping the employee at the workplace pending disciplinary action hampers the operations of the court, impairs the orderly administration of justice, or is a threat to the well being of the employee, other employees, or the public. | No                   | Paid                     |
|                  |              |                  | X           | Regular       | AMTS  | Per Diem Amount                | Amount - A code that can be used as an amount to pay a Per-Diem employee's daily rate.  | No                   | Paid                     |
| X                |              | X                | X           | Leave w/Pay   | AOCAD | Assigned OffCampus ActivityDay | Paid - (Higher Ed) - An hour(s) code used by Community Colleges for their Unit Professional Staff's participation in off-campus activities. With approval, they are eligible for up to 3 days during the fiscal year and can be used in half-day segments or greater. One of these days shall be granted for the day following the Thanksgiving holiday.  | Yes                  | Paid                     |
|                  |              |                  | X           | Workers' Comp | AST   | Assault Pay                    | Paid - (Judicial) - This code is used to supplement Trial Court Court Officers worker's comp payments for injuries sustained by defendants in their custody.  | No                   | Paid                     |
| X                |              | X                | X           | Military      | ATD   | Annual Tour of Duty            | Paid - Military Annual Training leave up to 17 days per Federal Fiscal Year (Oct 1 - Sept 30) for annual military training. Military Orders must specify training as "annual training" or "annual tour of duty". Documentation must be received by HR Office prior to leave approval. This code is <b>not</b> to be used for weekend drills, schools or active duty.  | Yes                  | Paid                     |
| X<br>(BU 9 only) |              | X<br>(BU 9 only) | X           | Reimburse     | B01   | Travel And Oth Expe/OutOfState | Amount - Used for reimbursement to employees for the expense of approved <b>out of state</b> travel. Object Code B01.   | No                   | Paid                     |



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| X<br>(BU 9 only) |              | X<br>(BU 9 only) | X           | Reimburse | B02 | Travel Expense/ In MA          | Amount - Used for reimbursement to employees for approved <b>in state travel</b> expenses, such as lodging, excluding mileage, parking and tolls. Object Code B01.  | No                   | Paid                     |
| X<br>(BU 9 only) |              | X<br>(BU 9 only) | X           | Reimburse | B03 | Overtime Meals Expense         | Amount - Used for meal reimbursement when an employee works 3 or more hours of approved overtime exclusive of meal period. Meal reimbursements vary based on Collective Bargaining Agreements and Red Book. Employees on travel status are not eligible. Object Code B03. | No                   | Paid                     |
| X<br>(BU 9 only) |              | X<br>(BU 9 only) | X           | Reimburse | B04 | Tuition/Non-Graduate           | Amount - Used for reimbursement to employees for approved tuition and/or tuition related expenses. All payments and reimbursements must be job related. Object Code B04.  | No                   | Paid                     |
| X<br>(BU 9 only) |              | X<br>(BU 9 only) | X           | Reimburse | B05 | Conference and Training        | Amount - Used for reimbursement to employees approved for registration or reservation fees for conferences or training. Object Code B05.  | No                   | Paid                     |
| X<br>(BU 9 only) |              | X<br>(BU 9 only) | X           | Reimburse | B06 | Mbrship Dues and Licensing Fee | Amount - Used for reimbursement to employees for membership in professional associations or license fees. Object Code B05.  | No                   | Paid                     |
| X<br>(BU 9 only) |              | X<br>(BU 9 only) | X           | Reimburse | B08 | Clothing Allowances            | Amount - Used for reimbursement to employees for the approved purchase or cleaning of work-related clothing. Object Code B08.   | No                   | Paid                     |
| X<br>(BU 9 only) |              | X<br>(BU 9 only) | X           | Reimburse | B10 | Exigent Job-Related Expenses   | Amount - Used for reimbursement to employees for approved incidental expenses, which require an immediate payment so that a department may perform its mission, or for job related expenses that cannot be paid for in an usual manner. Object Code B10.                  | No                   | Paid                     |
| X<br>(BU 9 only) |              | X<br>(BU 9 only) | X           | Reimburse | B1B | Travel Lodging Expense         | Amount - Used for reimbursement to employees for approved lodging expenses in MA. Object Code B01.  | No                   | Paid                     |
|                  |              |                  | X           | Reimburse | B92 | Taxable Employee Reimbursement | Amount - Used for any taxable (per IRS) employee reimbursements, excluding contractors. Object Code B92   | No                   | Paid                     |
| X<br>(BU 9 only) |              | X<br>(BU 9 only) | X           | Reimburse | BAE | Auto Expense Reimbursement     | Amount - Used for reimbursement to employees for approved auto expenses not including mileage, tolls or parking. Object Code B02.   | No                   | Paid                     |



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|                  |              |                  | X           | Military          | BAH | Basic Allowance for Housing    | Paid - (Military Division) - An amounts code to pay the statutory staff Generals, Colonels and National Guard employees called to "State Active Duty" a housing allowance in addition to their earnings.               | No                   | Paid                     |
|                  |              |                  | X           | Military          | BAS | Basic Allowance Subsistence    | Paid - (Military Division) - An amounts code to pay the statutory staff Generals, Colonels and National Guard employees called to "State Active Duty" a basic subsistence allowance in addition to their earnings.     | No                   | Paid                     |
| X<br>(BU 9 only) |              | X<br>(BU 9 only) | X           | Reimburse         | BB1 | Travel Airfare Expenses        | Amount - Used for reimbursement to employees for approved airfare expenses only. Object Code B01.  | No                   | Paid                     |
|                  |              |                  | X           | Reimburse         | BB4 | Tuition/Graduate               | Amount - Used for Tuition reimbursement for approved Graduate level courses. Object Code B04.  | No                   | Paid                     |
|                  |              |                  | X           | Furlough          | BC- | Bonus Comp Adjustment Decrease | Hours only - This code is used to decrease an employee's bonus comp time balance credited for previous furloughs   | No                   | Hrs only                 |
|                  |              |                  | X           | Furlough          | BC+ | Bonus Comp Adjustment Increase | Hours only - This code is used to increase an employee's bonus comp time balance due to previous furloughs. This comp time earned due to furlough does not expire.   | No                   | Hrs only                 |
| X                | X            | X                | X           | Leave w/Pay       | BLD | Blood Donation                 | Paid - Blood donation leave up to a maximum allowance of four (4) hours. Blood donation leave may be used no more than 5 times per year from the period October 1 - September 30. (prior Supervisor approval required) | Yes                  | Paid                     |
| X<br>(BU 9 only) |              | X<br>(BU 9 only) | X           | Reimburse         | BMI | Car Mileage Reimbursement      | Amount - Used to reimburse an employee for mileage while using a personal vehicle for approved business purposes. Object Code B02.   | No                   | Paid                     |
|                  |              |                  | X           | Incentive - Bonus | BNS | One Time Bonus                 | Paid - This code is entered as an amount to pay employees a bonus award per collective bargaining agreement or management award.   | No                   | Paid                     |
| X<br>(BU 9 only) |              | X<br>(BU 9 only) | X           | Reimburse         | BPK | Parking Reimbursement          | Amount - Used to reimburse an employee for parking to attend approved meetings, conferences, etc. Object Code B02.   | No                   | Paid                     |



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| X                | X            | X                | X           | Leave w/Pay | BRL | Bereavement Leave               | <p>Paid - Bereavement Leave. The maximum number of days will vary based on Collective Bargaining Agreements and Red Book. A day is defined as 1/5 of an employee's total weekly schedule.</p> <p><u>BU 1,3,6, BU 2, BU 4, BU 8&amp;10, BU 9</u> - Eligible for up to 7 days for a death of a spouse or child.</p> <p><u>MGR/Confidential</u> - Eligible for up to 4 days for a death of a spouse or child.</p> <p><u>BU 1,3,6, BU 2, BU 4, BU 8&amp;10, BU 9, MGR/Confidential</u> - Eligible for up to 4 days for a death of a foster child, step child, parent, step parent, brother, sister, grandparent, grandchild, person for whom the employee is legal guardian, parent or child of spouse or person living in household; One day may be used to attend the funeral of the brother, sister, grandparent or grandchild of the employee's spouse. All usage is to be used at the option of the employee within 30 calendar days of said death or date of the funeral.</p> <p><u>BU 7</u> - Eligible for up to 7 days for a death of a spouse or child; up to 4 days for a parent, brother, sister, sister in-law, brother in-law, step parent, grandparent, grandchild or person living in household.</p> | No                   | Paid                     |
|                  |              |                  | X           | Reimburse   | BT7 | Tangible Asset Allowances       | Amount - Used for taxable reimbursement to employees for equipment or other assets. Object Code B07.  | No                   | Paid                     |
| X<br>(BU 9 only) |              | X<br>(BU 9 only) | X           | Reimburse   | BTL | Toll Reimbursement              | Amount - Used to reimburse an employee for tolls while traveling for approved business purposes. Object Code B02.   | No                   | Paid                     |
|                  |              |                  | X           | Reimburse   | C98 | TravelExpense-Contract Service  | Amount - Used for travel expenditure reimbursements incurred by a contract employee. Object Code C98.   | No                   | Paid                     |
|                  |              |                  | X           | Comp Time   | CA- | Comp Time Adjustment (Decrease) | Hours only - This adjustment code is used to decrease an employee's comp time balance.  | No                   | Hrs only                 |
|                  |              |                  | X           | Comp Time   | CA+ | Comp Time Adjustment (Increase) | Hours only - This adjustment code is used to increase an employee's comp time balance.  | No                   | Hrs only                 |



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|          |              |          | X           | Buyback            | CBBA | Comp Time Buy Back - Amounts | Amount - The Comp Time buyback code used to cash out the value of an employee's remaining comp time balance. This should be used for employees transferring out of their current department or leaving state service.  | No                   | Paid                     |
|          |              |          | X           | Buyback            | CBBH | Comp Time Buy Back - Hours   | Paid - An hour(s) code used to cash out the value of an employee's remaining comp time balance. This should be used for employees transferring out of their current department or leaving state service.   | No                   | Paid                     |
| X        |              | X        | X           | Overtime           | CBP  | Call Back Pay - Premium      | Paid - Approved call back pay for time called back to work at premium rate.<br>Employees are eligible for 4 hours of overtime if called back to the work place after shift ended (this does not include called in early) or 2 hours of overtime if called back to work (but not back to the work place.) | Yes                  | Paid                     |
| X        |              | X        | X           | Overtime           | CBS  | Call Back Pay - Straight     | Paid - Approved call back pay for time called back to work at straight rate<br>Employees are eligible for 4 hours of overtime if called back to the work place after shift ended (this does not include called in early) or 2 hours of overtime if called back to work (but not back to the work place.) | Yes                  | Paid                     |
|          |              |          | X           | Misc               | CCP  | Course Cancellation Pay      | Amount – (Higher Ed) – Used to pay employees a cancellation fee of \$225, when a faculty member is offered and accepts a course which is subsequently cancelled within seven (7) calendar days prior to the first scheduled class for the assigned course.   | No                   | Paid                     |
| X        | X            | X        | X           | Diff - Charge Duty | CDP  | Charge Duty Diff @OT         | Paid - (BU 7) - Each RN I or RN II assigned charge duties for four (4) hours or more shall receive additional compensation for such temporary service at the premium rate of one dollar and eighty cents (\$1.80) per hour.  | No                   | Paid                     |
| X        | X            | X        | X           | Diff - Charge Duty | CDS  | Charge Duty Diff Str         | Paid - (BU 7) - Each RN I or RN II assigned charge duties for four (4) hours or more shall receive additional compensation for such temporary service at the straight rate of one dollar and twenty cents (\$1.20) per hour.   | No                   | Paid                     |
| X        | X            | X        | X           | Comp Time          | CIH  | Comp Time In-Lieu of HLN     | Paid - Comp Time used (earned in lieu of holiday)  | No                   | Paid                     |
| X        |              | X        | X           | Comp Time          | CIS  | Comp Time In-Lieu of Sick    | Paid - If approved, employees are eligible to substitute comp time instead of sick time. (not for FMLA leaves)   | No                   | Paid                     |



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|          |              |          | X           | EILB        | CMD   | Comp Time Donate JUD LvBank | Hours only - (Judicial) - Comp time donated for membership enrollment in the Sick Leave Bank  | No                   | Hrs only                 |
|          |              |          | X           | EILB        | CMDL  | Comp Time Donate Legis Bnk  | Hours only - (Judicial) - Comp time donated to the Legislative Special Sick Leave Bank  | No                   | Hrs only                 |
| X        | X            | X        | X           | Comp Time   | CMT   | Comp Time Taken             | Paid - Comp time used. (earned in lieu of overtime)   | No                   | Paid                     |
| X        |              | X        | X           | FMLA        | CMTF  | Comp Time FMLA Pd           | Paid - Comp time used while on Family Leave for birth, adoption, or placement of a foster child or while on FMLA/Medical Leave for illness of child, spouse, self, or parent up to 26 weeks, or while on Military Exigency leave up to 12 weeks. The use of this code is based on submission of paperwork and HR pre-approval of the leave.<br>*Judicial - up to 12 weeks   | No                   | Paid                     |
| X        |              | X        | X           | FMLA        | CMTFI | Comp Time INTMT FMLA Pd     | Paid - Comp time used while on <b>Intermittent</b> Family Leave for birth, adoption, or placement of a foster child or while on FMLA/Medical Leave for illness of child, spouse, self, or parent up to 26 weeks*, or while on Military Exigency leave up to 12 weeks. The maximum number of days will vary based on applicable Collective Bargaining Agreements or Red Book. The use of this code is based on submission of paperwork and HR pre-approval of the leave. | No                   | Paid                     |
| X        |              | X        | X           | Leave w/Pay | CNF   | Conference PD               | Paid - (Judicial) - Leave used to attend conference   | Yes                  | Paid                     |
| X        |              | X        | X           | Comp Time   | COM   | Comp Time Earned UP         | Hours only - Comp time earned in lieu of overtime pay, for approved additional hours worked.<br>(ex: A 37.50hr employee works a total of 42.00 hrs should receive 5.50 hours of COM.<br>COM is calculated as follows 2.50hrs straight + (2.0hrs x 1.5 = 3.0hrs) = 5.50hrs   | No                   | Hrs only                 |
|          |              |          | X           | Jury        | COP   | Court Time Pay - Premium    | Paid - (State Police) - This code is used to pay employees for an approved court appearance on behalf of the Commonwealth.  | No                   | Paid                     |



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| X        |              | X        | X           | Comp Time           | COT  | Comp Time in-Lieu of OT Mand HED Prem | Hours only – (Higher ED) - Comp time earned (time and a half) in lieu of overtime pay for 1st shift AFSCME 1067 employees who opt to earn Comp time instead of pay. Hours are manually calculated and entered as straight time. (requires (SA2) in Additional Pay) (ex: A 37.5hr employee who works a total of 40.0 hrs should receive 3.75 hrs of COT. COT is calculated as follows: 2.5 hrs worked multiplied by 1.5 is = 3.75. On the timesheet enter COT with 3.75 hours.) | No                   | Hrs only                 |
| X        |              | X        | X           | Comp Time           | CPE  | Comp Time Earned - Judicial           | Hours only - (Judicial) - Comp time earned in lieu of overtime pay, for approved additional hours worked by Judicial branch employees.   | No                   | Hrs only                 |
| X        |              | X        | X           | Comp Time           | CPT  | Comp Time Used                        | Paid - (Judicial) - Comp time used   | No                   | Paid                     |
|          |              | X        | X           | Incentive - Stipend | CS1  | Dept Chair Stipend                    | Amount - (Higher Ed) - Used to pay employee stipend for Department Chair designation. This code is taxed supplemental.   | No                   | Paid                     |
|          |              | X        | X           | Incentive - Stipend | CS2  | Cruise Stipend                        | Amount - (Higher Ed) - Used to pay employee stipend when assigned to ship out for extended periods of time   | No                   | Paid                     |
|          |              | X        | X           | Diff - Dept Head    | D1D  | Dept H Diff                           | Paid - (Suffolk Sheriff) - Employees who function as a Supervisor in specific divisions shall receive Dept Head differential at the straight rate of \$0.15 per hour for all regularly scheduled hours worked including vacation.  | No                   | Paid                     |
|          |              |          | X           | Diff - Wknd         | D2W  | Weekend Diff \$1.00/Str               | Paid - An employee who is regularly scheduled to work a weekend shift shall receive weekend differential at the straight rate of \$1.00/hr. A weekend shift is defined as a shift that commences on or after 9:00 p.m. on Friday and concludes on or before 2:00 a.m. on Monday.   | No                   | Paid                     |
|          |              |          | X           | Diff - Wknd         | D2WP | Weekend Diff \$1.00/Prem              | Paid - An employee who works overtime to cover a regularly scheduled weekend shift shall receive weekend differential at the premium rate of \$1.50/hr. A weekend shift is defined as a shift that commences on or after 9:00 p.m. on Friday and concludes on or before 2:00 a.m. on Monday.   | No                   | Paid                     |



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|          |              |          | X           | Diff - Wknd    | D7W  | Weekend Diff BU7                | Paid - (BU 7) - An employee who is regularly scheduled to work weekend shifts shall receive weekend differential at the straight rate of \$1.60/hr. A weekend shift is defined as a shift that begins on or after 9:00 pm Friday and ends no later than 9:00 am Monday.   | No                   | Paid                     |
|          |              |          | X           | Diff - Wknd    | D7WP | Weekend Diff BU07 Prm           | Paid - (BU 7) - An employee who works overtime to cover a regularly scheduled weekend shift shall receive weekend differential at the premium rate of \$2.40/hr. A weekend shift is defined as a shift that begins on or after 9:00 pm Friday and ends no later than 9:00 am Monday.  | No                   | Paid                     |
|          |              |          | X           | Leave w/Pay    | DET  | Detached with Pay               | Paid - Employees placed on Administrative leave pending a workplace investigation (not to exceed 60 business days) should be done only in situations where the employee may be a danger or risk to co-workers, clients, patients or inmates; or the integrity of the agency or whose continued presence in the workplace might compromise the investigatory process. The Cabinet Secretary must be notified in writing by the state agency when placing employees on such leave. Refer to HRD's Paid Administration Leave Guidelines for additional instructions. | No                   | Paid                     |
| X        |              | X        | X           | Leave - No Pay | DSQ  | Medically Disqualified - Unpaid | Unpaid - (MBTA) - This code is used by the MBTA when the employee is medically disqualified by the Clinic to report to work.  | No                   | Unpaid                   |
|          |              |          | X           | Detail         | DT1  | Detail Pay \$40.00 (Straight)   | Paid - An hour(s) code used to pay detail pay at the straight rate of \$40.00/hr. This is used to pay officers a flat rate for contracted private detail services.  | No                   | Paid                     |
|          |              |          | X           | Detail         | DT2  | Detail Pay \$60.00 (Premium)    | Paid - An hour(s) code used to pay detail pay at the premium rate of \$60.00/hr. This is used to pay officers a flat overtime rate for contracted private detail services.  | No                   | Paid                     |
|          |              |          | X           | Detail         | DT3  | Detail Pay - Amount Str         | Amount - Used to pay a straight rate for detail services.   | No                   | Paid                     |
|          |              |          | X           | Detail         | DT4  | Detail Pay - Amount OT          | Amount - Used to pay a premium rate for detail services worked on an overtime basis.  | No                   | Paid                     |



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|          |              |          | X           | Detail    | DT5   | Detail Pay \$44.00 (Straight)  | Paid - (State Police, Essex Sheriff) - An hour(s) code used to pay detail pay at the straight rate of \$44.00/hr. This is used to pay officers a flat rate for contracted private detail services.         | No                   | Paid                     |
|          |              |          | X           | Detail    | DT6   | Detail Pay \$66.00 (Premium)   | Paid - (State Police, Essex Sheriff) - An hour(s) code used to pay detail pay at the premium rate of \$66.00/hr. This is used to pay officers a flat overtime rate for contracted private detail services. | No                   | Paid                     |
|          |              | X        | X           | Detail    | DTH   | Detail Pay @EE OT Hrly Rate    | Paid - (Higher Ed) - An hour(s) code used to pay Detail Services worked on an overtime basis using an employee's overtime hourly rate.   | No                   | Paid                     |
| X        |              | X        | X           | Education | EDP   | Education Leave Paid           | Paid - Authorized Education Leave with pay (requires HR approval)  | No                   | Paid                     |
|          |              |          | X           | ESL       | EOTP  | Emergency Service Leave OT Prm | Paid - Overtime at premium pay (time and a half) for hours worked at an alternate work assignment location during a declared emergency situation.  | No                   | Paid                     |
|          |              |          | X           | ESL       | EOTS  | Emergency Service Leave OT STR | Paid - Overtime as straight pay for hours worked at an alternate work assignment location during a declared emergency situation.   | No                   | Paid                     |
|          |              | X        | X           | Regular   | ERP   | Earned Pay (Higher Ed)         | Paid - (Higher Ed, BU 10 IST's) - Used to pay employee's the remainder of their contract during the summer months of leave. No Leave Accruals. GIC direct bill at group rate.                              | No                   | Paid                     |
| X        |              | X        | X           | Sick      | ESIC  | Earned Sick Lv Paid            | Paid - Earned Sick Leave used by unbenefited employees. Unbenefited employees may not use more than 40 earned sick leave hours in a calendar year.   | No                   | Paid                     |
|          |              |          | X           | Sick      | ESIC- | Earned Sick Lv Adj Decrease    | Hours only - This adjustment code is used to decrease an unbenefited employee's earned sick leave balance.   | No                   | Hrs only                 |
|          |              |          | X           | Sick      | ESIC+ | Earned Sick Lv Adj Increase    | Hours only - This adjustment code is used to increase an unbenefited employee's earned sick leave balance.   | No                   | Hrs only                 |
| X        |              | X        | X           | Sick      | ESIF  | Earned Sick in Family - Pd     | Paid - Earned Sick leave used by unbenefited employees for family illness. Unbenefited employees may not use more than 40 earned sick leave hours in a calendar year.                                      | No                   | Paid                     |



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|          |              |          | X           | FLSA           | FLAA | FLSA OT Adj                    | Amount - (Suffolk Sheriff) - Used to pay the unpaid overtime benefits under FLSA. The employee's overtime hourly rate is recalculated to include Education, Longevity, Differentials and fitness bonus when the employee works more than 40 hours.   | No                   | Paid                     |
| X        |              | X        | X           | Furlough       | FNW  | Furlough No Work               | Paid - This code should be used by employees not working due to furlough leave. This code is used along with another code (FCT) which reduces the employee's salary in increments over a select period of time.<br>Note: Employees should check with their HR Office on the appropriate furlough code. | Yes                  | Paid                     |
| X        |              | X        | X           | Furlough       | FURU | Furlough Hrs/No Work No Pay UP | Unpaid - This code should be used by employees not working due to furlough leave. The employee's salary will be reduced when using this furlough code.<br>Note: Employees should check with their HR Office on the appropriate furlough code.  | Yes                  | Unpaid                   |
|          |              |          | X           | Furlough       | FVC  | Furlough Vac Comp Hrs Added    | Hours only - (Judicial) - This code is used to increase an employee's bonus comp time balance for unpaid furlough days.  | No                   | Hrs only                 |
|          |              |          | X           | Misc           | GTY  | Gratuity                       | Amount - (Higher Ed) - Used to pay employee's the distribution of Gratuities charged for function.   | No                   | Paid                     |
|          |              |          | X           | Diff - Holiday | HD1  | Hol Diff \$0.75 Str            | Paid - (BU 4) - An hour(s) code used to pay holiday differential at the straight rate of \$0.75/hr when an employee works on New Year's, Independence, Labor, Thanksgiving or Christmas day.   | No                   | Paid                     |
|          |              |          | X           | Buyback        | HLC  | Holiday Paid in Lieu of Comp   | Paid - An hour(s) code used to cash out the comp time earned in lieu of holiday. This should be used for employees who were not able to use this comp time within 60 days.   | No                   | Paid                     |
| X        | X            | X        | X           | Holiday        | HLN  | Holiday Pay Normal             | Paid - Holiday taken on the Commonwealth's observed holiday.<br>Employees must work at least half time to be eligible for holiday time. Total holiday hours should equal 1/5 of an employee's total weekly schedule (ex: 37.50 / 5 = 7.50hrs or 22.50 / 5 = 4.50hrs)                                   | No                   | Paid                     |



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|----------|--------------|----------|-------------|----------|------|-------------------------------|--|----------------------|--------------------------|
| X        | X            | X        | X           | Holiday  | HLP  | Holiday Extra Day Pd/No Ret   | Paid - Employees required to work on a holiday or when a holiday falls on the employee's day off, the employee may be entitled to holiday pay (no RET) in addition to their regular pay. Employees electing to receive holiday pay while working on the holiday will also need to report their REG hours. Regardless of hours worked on the holiday (ex: 10.00 REG and 7.50 HLP) , the total HLP should equal 1/5 of an employee's total weekly schedule (ex: 37.50 / 5 = 7.50hrs) and will be paid at the employee's straight hourly rate. <b>This code is not subject to Retirement.</b> | Yes                  | Paid                     |
| X        | X            | X        | X           | Holiday  | HOL  | Holiday Extra Day Pd/Ret      | Paid - Employees working on a holiday may be entitled to holiday pay in addition to their regular pay. Employees electing to receive holiday pay while working on the holiday will also need to report their REG hours. Regardless of hours worked on the holiday (ex: 10.00 REG and 7.50 HOL) , the total HOL should equal 1/5 of an employee's total weekly schedule (ex: 37.50 / 5 = 7.50hrs) and will be paid at the employee's straight hourly rate. <b>This code is subject to Retirement.</b>   | Yes                  | Paid                     |
|          |              |          | X           | Holiday  | HOP  | Holiday(Spcl) @1.5x           | Paid - (Hampshire/Suffolk Sheriffs) - Employees required to work on a holiday or when a holiday falls on the employee's day off, the employee may be entitled to holiday pay (at premium rate) in addition to their regular pay. Employees electing to receive holiday pay while working on the holiday will also need to report their REG hours. <b>This code is subject to Retirement.</b>   | No                   | Paid                     |
| X        | X            | X        | X           | Holiday  | HOS  | Holiday Worked Paid - Premium | Paid - (Higher Ed, Sheriffs) - Employees required to work on a holiday or when a holiday falls on the employee's day off, the employee may be entitled to holiday pay (at premium rate) in addition to their regular pay. Employees electing to receive holiday pay while working on the holiday will also need to report their REG hours. <b>This code is not subject to Retirement.</b>  | No                   | Paid                     |
| X        |              | X        | X           | Regular  | HRLY | Per Diem Hours                | Paid - An hour(s) code used to pay Per-Diem employee's daily rate.   | No                   | Paid                     |



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| X        | X            | X        | X           | Holiday        | HWC | Holiday Comp Time Earned       | <p>Hours only - Comp time earned for the Commonwealth's observed holiday.</p> <p>NOTE: When a holiday falls on an employee's day off the employee will be entitled to holiday comp time and will need to record HWC hours.</p> <p>When an employee works on a scheduled holiday, the employee will need to record hours worked as REG along with HWC. Regardless of the number of hours worked on a holiday (ex: 10.00 REG and 7.50 HWC), the total comp time earned (HWC) should not exceed 1/5 of an employee's total weekly schedule (ex: 37.50 / 5 = 7.50hrs). This time earned must be used within 60 calendar days of the holiday it was earned.</p> | No                   | Hrs only                 |
|          |              |          | X           | Workers' Comp  | IAC | Industrial accidnt apprvd-unpd | Unpaid - Industrial Accident code used to report employees on <u>approved Workers Comp leave</u> . The use of this code is based on HR approval.   | No                   | Unpaid                   |
|          |              |          | X           | Workers' Comp  | IAP | Industrial Acc Pending - UP    | Unpaid - Leave due to <u>Industrial accident pending</u> . This code is used when an employee does not report to work and has an Industrial Accident claim pending.  | No                   | Unpaid                   |
|          |              |          | X           | Workers' Comp  | ILD | Injured in the line of duty    | Paid - Leave due to <u>injuries received in the line of duty</u> . Used in instances by HR to ensure employees receive full salary while the Workers Comp claim is pending. Once the Workers Comp claim is approved, this code is used in Additional Pay to pay the difference between the Workers Comp amount and the employee's regular salary (Violence Pay).   | No                   | Paid                     |
| X        |              | X        | X           | Leave - No Pay | INP | Leave w/o pay illness          | Unpaid - Approved Leave due to employee illness (not eligible for FMLA). This code is usually used by an employee who has exhausted their sick leave balance.  | No                   | Unpaid                   |



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| X        |              | X        | X           | FMLA             | INPF  | Illness Leave FMLA - Unpaid    | Unpaid - FMLA Medical Leave time used for illness of child, spouse, self, or parent or for birth, adoption, or placement of a foster child or while on FMLA/Medical Leave for illness of child, spouse, self, or parent up to 26 weeks, or while on Military Exigency leave up to 12 weeks. The use of this code is based on submission of paperwork and HR pre-approval of the leave. (FMLA Medical leave may be granted up to 26 weeks)<br><br>*Judicial - up to 12 weeks | No                   | Unpaid                   |
| X        |              | X        | X           | FMLA             | INPFI | Illness Lv INTMT FMLA - Unpaid | Unpaid - <b>Intermittent</b> Family Leave time used for birth, adoption, or placement of a foster child or while on FMLA/Medical Leave for illness of child, spouse, self, or parent up to 26 weeks*, or while on Military Exigency leave up to 12 weeks. The maximum number of days will vary based on applicable Collective Bargaining Agreements or Red Book. The use of this code is based on submission of paperwork and HR pre-approval of the leave.                 | No                   | Unpaid                   |
|          |              |          | X           | Workers' Comp    | IPP   | Injured by Patient or Prisoner | Paid - Leave due to <u>injuries received by patient or prisoner</u> . Used in instances by HR to ensure employees receive full salary while the Workers Comp claim is pending. Once the Workers Comp claim is approved, this code is used in Additional Pay to pay the difference between the Workers Comp amount and the employee's regular salary (Violence Pay).   | No                   | Paid                     |
|          |              |          | X           | Intergovt Detail | IV1   | Intergovt Detail Pay (Str)     | Paid - (Transportation) - An hour(s) code used to pay an officer's detail pay at the straight rate of \$40.00/hr. This is used for Intergovernmental details providing security at a facility or highway.   | No                   | Paid                     |
|          |              |          | X           | Intergovt Detail | IV2   | Intergovt Detail Pay (Pre)     | Paid - (Transportation) - An hour(s) code used to pay an officer's overtime detail pay at the premium rate of \$60.00/hr. This is used for Intergovernmental details providing security at a facility or highway.   | No                   | Paid                     |
|          |              |          | X           | Intergovt Detail | IV5   | Intergovt Detail Pay (Str)     | Paid - (State Police) - An hour(s) code used to pay an officer's detail pay at the straight rate of \$44.00/hr. This is used for Intergovernmental details providing security at a facility or highway.   | No                   | Paid                     |



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|          |              |          | X           | Intergovt Detail | IV6 | Intergovt Detail Pay (Pre) | Paid - (State Police) - An hour(s) code used to pay an officer's overtime detail pay at the premium rate of \$66.00/hr. This is used for Intergovernmental details providing security at a facility or highway.   | No                   | Paid                     |
|          |              |          | X           | Intergovt Detail | IVO | Intergovt Overtime         | Paid - (State Police) - An hour(s) code used to pay an officer at premium (time and a half) for overtime worked for a District Attorney or Attorney General's Office.   | No                   | Paid                     |
| X        | X            | X        | X           | Jury             | JDP | Jury Duty PD               | Paid - Jury Duty leave. Employees must present a summons for jury duty to HR to be compensated for the scheduled work day. Any jury fees received by an employee must be turned in to the Appointing Authority's HR office. Jury fees are the per diem rate paid for jury duty by the court, not including expenses for travel, meals, rooms or incidentals.  | No                   | Paid                     |
| X        |              | X        | X           | Leave - No Pay   | LNP | Leave WO Pay/ Authorized   | Unpaid - Authorized Leave without pay for unpaid leaves such as Sabbatical, Education, Professional Development, Personal leave, Small Necessities Leave Act, Non-FMLA, etc. An unpaid Non-FMLA leave should be used for illness of a grandparent, grandchild, sister/brother in same household, person for whom employee is a legal guardian. The use of this code is based on submission of paperwork and Agency/HR approval as required. | No                   | Unpaid                   |
| X        |              | X        | X           | Leave - No Pay   | LTE | Late - Leave w/o Pay       | Unpaid - Unauthorized leave used when an employee arrives late for scheduled shift  | No                   | Unpaid                   |
|          |              |          | X           | Leave w/Pay      | LWP | Leave with Pay             | Paid - Authorized leave with pay for employees not working and not using accrued time but should continue receiving pay. The use of this code requires Agency/HR approval. (i.e. American Red Cross Certified Disaster Volunteer leave, Court leave when used on behalf of the Commonwealth, Domestic Violence leave, Military State Active Duty leave, Bone Marrow or Organ Donor leave, Physical Examination leave, or Voting leave).     | No                   | Paid                     |
| X        |              | X        | X           | Military         | MIL | Military Leave Unpaid      | Unpaid - This code is used when employees are on unpaid military leave.   | No                   | Unpaid                   |



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| X        |              | X        | X           | FMLA           | MUM  | Maternity/Pat/Adopt Lv W1-8 UP | Unpaid - Family leave time used for birth, adoption, or placement of a foster child and can be used for the first 8 weeks. Employees on this leave will continue to accrue sick and vacation. The use of this code is based on submission of paperwork and HR pre-approval of the leave. Employees on approved family leave are also entitled to 10 paid (REGM) days. Family leave may be granted up to 26 weeks. | No                   | Unpaid                   |
|          |              |          | X           | FMLA           | MUMF | Maternity/Adopt Leave UP FMLA  | Unpaid - (Judicial) - Approved FMLA time for family leave for birth, adoption, or foster placement of child. No leave accruals.   | No                   | Unpaid                   |
| X        |              | X        | X           | Leave - No Pay | NAA  | Non-Authorized Absence-Unpaid  | Unpaid - (MBTA) - This code is used by the MBTA to report a non-authorized absence when the employee is held out of service and unable to work (absent) due to loss of certification (i.e. License).  | No                   | Unpaid                   |
| X        |              | X        | X           | Leave - No Pay | NOP  | Not on payroll - unpaid        | Unpaid - Unauthorized leave. This code is used when an employee does not report to work and not on an authorized leave.   | No                   | Unpaid                   |
| X        |              | X        | X           | Leave - No Pay | NPP  | Protected Leave - Unpaid       | Unpaid - (MBTA) - This code is used by the MBTA when the employee is in the application process for a leave or has approval from HR.  | No                   | Unpaid                   |
| X        |              | X        | X           | Leave - No Pay | NSP  | NOP - Sick Denied - Unpaid     | Unpaid - This code is used when an employee does not report to work and is not approved to use their sick time.   | No                   | Unpaid                   |
|          |              |          | X           | Leave w/Pay    | ORG  | Organ Donor Lv Paid            | Paid - (Judicial) - Approved Organ Donor leave. Employees receive up to 5 days paid leave to donate bone marrow or up to 30 days paid leave to donate an organ, with submission of paperwork and HR approval of this leave.   | No                   | Paid                     |
| X        |              | X        | X           | Overtime       | OSM  | OT Mandatory Straight          | Paid - Mandatory Overtime at straight pay for hours worked up to 40 hours.  | Yes                  | Paid                     |
|          |              |          | X           | Overtime       | OTD  | OT Double time                 | Paid - (Suffolk Sheriff) - Overtime worked at double time (hourly rate x2) as determined by the Collective Bargaining Agreement.  | No                   | Paid                     |



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|          |              |          | X           | Overtime | OTE  | OT Prem - w/ShDf <40h REG    | Paid - (Sheriffs) - Overtime at premium pay (time and a half) for hours worked 2nd or 3rd shift. This code should be used for employees who are required to work overtime on a 2nd or 3rd shift, but has less than 40 regular hours worked for the week.   | No                   | Paid                     |
|          |              |          | X           | Overtime | OTF  | OT Prem - w/o ShDf >=40h REG | Paid - (Sheriffs) - Overtime at premium pay (time and a half) for hours worked on the 1st shift. This code should be used for 2nd or 3rd shift employees who have worked 40 or more regular hours is required to work overtime the first shift.  | No                   | Paid                     |
| X        |              | X        | X           | Overtime | OTM  | OT Mandatory Premium         | Paid - Mandatory Overtime at premium pay (time and a half) for hours worked over 40 or as determined in the Collective Bargaining Agreement. Typically sick time is not included in the OTP calculation (refer to the Collective Bargaining Agreements for exceptions).<br>(ex: A 37.50hr employee works a total of 42.0 hrs should receive 37.50 REG, 2.50 OTS and 2.0 OTP) | Yes                  | Paid                     |
| X        |              | X        | X           | Overtime | OTMH | OT Mandatory HED Premium     | Paid – (Higher Ed) - Mandatory overtime at premium pay with shift differential (time and a half) for hours worked over scheduled 1st shift hours as determined by the AFSCME 1067 Contract. (requires (SA1) in Additional Pay)   | Yes                  | Paid                     |
|          |              |          | X           | Overtime | OTN  | OT Prem - w/o ShDf <40h REG  | Paid - (Sheriffs) - Overtime at premium pay (time and a half) for hours worked on the 1st shift. This code should be used for employees who are required to work overtime on the 1st shift, but has less than 40 regular hours worked for the week.  | No                   | Paid                     |
| X        |              | X        | X           | Overtime | OTP  | OT Premium All               | Paid - Overtime at premium pay (time and a half) for hours worked over 40 or as determined in the Collective Bargaining Agreement. Typically sick time is not included in the OTP calculation (refer to the Collective Bargaining Agreements for exceptions).<br>(ex: A 37.50hr employee works a total of 42.0 hrs should receive 37.50 REG, 2.50 OTS and 2.0 OTP)           | Yes                  | Paid                     |



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| X        |              | X        | X           | Overtime | OTR   | OT Premium Additional All      | Paid - (BU 2, 4, 4A, 5A, 8 & 10) - Overtime at premium pay (time and a half) for hours worked over 40 for specific services. Typically sick time is not included in the OTP calculation (refer to the Collective Bargaining Agreements for exceptions. (ex: A 37.50hr employee works a total of 42.0 hrs should receive 37.50 REG, 2.50 OTS and 2.0 OTR) | Yes                  | Paid                     |
| X        |              | X        | X           | Overtime | OTS   | OT Straight ALL                | Paid - Overtime at straight pay for hours worked up to 40 hours. (ex: A 37.50hr employee works a total of 40.00 hrs should receive 37.50 REG and 2.50 OTS)   | Yes                  | Paid                     |
|          |              |          | X           | Overtime | OUTOT | Out of Title Pay - Overtime    | Amount - This code is used to pay an employee working overtime in a higher job title, the difference between their premium hourly rate in their current job title and the higher premium hourly rate. (requires HR approval)   | No                   | Paid                     |
|          |              |          | X           | Overtime | OUTST | Out of Title Pay - StraightTim | Amount - This code is used to pay an employee working in a higher job title, the difference between their regular hourly rate in their current job title and the higher hourly rate. (requires HR approval)  | No                   | Paid                     |
| X        | X            | X        | X           | Regular  | PBT   | Paid Break Time                | Hours - This code is used by employees using Self Service Punch Time when combining their paid break with their unpaid meal.   | No                   | Paid                     |
|          |              |          | X           | Buyback  | PCI   | Personal Leave Cash Out        | Amount - Used to cash out the employee's personal balance as directed by Collective Bargaining Agreements (i.e. in the event that the employee was denied using their personal time 3 times between October 1st and December 31st).  | No                   | Paid                     |
| X        | X            | X        | X           | Personal | PER   | Personal Leave - Paid          | Paid - Personal time used (not for FMLA)   | No                   | Paid                     |
|          |              |          | X           | Personal | PER-  | Per Lv Adjustment (Decrease)   | Hours only - This adjustment code is used to decrease an employee's personal balance.  | No                   | Hrs only                 |
|          |              |          | X           | Personal | PER+  | Per Lv Adjustment (Increase)   | Hours only - This adjustment code is used to increase an employee's personal balance.  | No                   | Hrs only                 |



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|----------|--------------|----------|-------------|-------------|-------|--------------------------------|--|----------------------|--------------------------|
| X        |              | X        | X           | FMLA        | PERF  | Personal Leave FMLA PD         | <p>Paid - Personal time used while on Family Leave for birth, adoption, or placement of a foster child. FMLA/Medical Leave for illness of child, spouse, self, or parent. The use of this code is based on submission of paperwork and HR pre-approval of the leave. (Family leave may be granted up to 26 weeks)</p> <p>*Judicial - up to 12 weeks</p>  | No                   | Paid                     |
| X        |              | X        | X           | FMLA        | PERFI | Personal Lv INTMT FMLA PD      | <p>Paid - Personal time used while on <b>Intermittent</b> Family Leave for birth, adoption, or placement of a foster child or while on FMLA/Medical Leave for illness of child, spouse, self, or parent up to 26 weeks*. The maximum number of days will vary based on applicable Collective Bargaining Agreements or Red Book. The use of this code is based on submission of paperwork and HR pre-approval of the leave.</p> | No                   | Paid                     |
| X        |              | X        | X           | Personal    | PES   | PersLve ILO Sic/reducePersonal | Paid - Approved use of personal time in lieu of sick time  | No                   | Paid                     |
|          |              |          | X           | Furlough    | PF-   | Personal Furlough Hrs Reduce   | Hours only - This adjustment code is used to decrease an employee's personal leave balance that was earned from a furlough. This code may be used when an employee is leaving state service and unable to use their personal furlough earned.  | No                   | Hrs only                 |
|          |              |          | X           | Furlough    | PF+   | Personal Furlough Hrs Earned   | Hours only - This adjustment code is used to increase an employee's personal leave balance due to a furlough. This code does not reduce pay and is used in conjunction with FCT.   | No                   | Hrs only                 |
|          |              |          | X           | Furlough    | PFA   | Personal Furlough Amounts      | Paid - This code is used to cash out the unused personal furlough and may be used when an employee is leaving state service and unable to use their personal furlough earned.  | No                   | Paid                     |
| X        |              | X        | X           | Furlough    | PFT   | Personal Furlough Taken        | Paid - Employee uses personal furlough time earned.  | No                   | Paid                     |
| X        | X            | X        | X           | Leave w/Pay | PLC   | Professional Development Lv Pd | Paid - (BU4, BU4A, Sheriffs) - This code is used to pay employees while attending agency training.   | Yes                  | Paid                     |



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| X        | X            | X        | X           | Leave w/Pay | PTL  | Professional Training Leave    | Paid - (BU 7) - This code is used to pay employees while attending professional training. BU 7 Employees are entitled to two approved professional days per year.   | Yes                  | Paid                     |
|          |              |          | X           | Leave w/Pay | PT+  | Professional Training LvPosAdj | Hours only - (BU 7) - This adjustment code is used to increase an employee's professional training balance.   | No                   | Hrs only                 |
|          |              |          | X           | Leave w/Pay | PT-  | Professional Training LvNegAdj | Hours only - (BU 7) - This adjustment code is used to decrease an employee's professional training balance.   | No                   | Hrs only                 |
|          |              |          | X           | EILB        | PRD  | Personal Leave Donate          | Hours only - Personal time donated for membership enrollment in the Sick Leave Bank   | No                   | Hrs only                 |
|          |              |          | X           | EILB        | PRDL | Personal Lv Donate Legislative | Hours only - Personal time donated to the Legislative Special Sick Leave Bank   | No                   | Hrs only                 |
| X        |              | X        | X           | Supplement  | PS1  | Parole Officer Suppl \$25      | Paid - (Parole Board) - This code is used to pay Supplemental pay to Parole Officers supervising any parolee on GPS   | No                   | Unit                     |
|          |              |          | X           | Roll Call   | RCB  | BSD Roll Call Amount           | Amount - (Bristol Sheriff) Employees who attend roll call prior to their shift receive an additional \$4.46 per day.  | No                   | Paid                     |
|          |              |          | X           | Roll Call   | RCR  | Roll Call (RET)                | Paid - (Middlesex Sheriff) – This hours code is used to pay roll call at straight time to pay employees for shift preparation that is not considered overtime or shift eligible.  | No                   | Paid                     |
| X        |              | X        | X           | Regular     | REA  | Regular Pay No Leave Accrual   | Paid - (Higher Ed) - An hour(s) code used to pay Adjunct Faculty. These employee's are not entitled to leave accruals.  | No                   | Paid                     |
| X        |              | X        | X           | Regular     | REC  | Regular Pay Contracted Empl    | Paid - Regular hours worked by contract employees only.   | No                   | Paid                     |
| X        |              | X        | X           | Regular     | REE  | Regular Pay Enrolled Students  | Paid - (Higher Ed) - An hour(s) code used to pay students working at a state college.   | No                   | Paid                     |
| X        |              | X        | X           | Regular     | REG  | Regular Pay                    | Paid - Regular hours worked by Commonwealth employees (excludes contractors).   | No                   | Paid                     |
| X        |              | X        | X           | FMLA        | REGM | Maternity /Pat/Adopt Lv 10d Pd | Paid - Maternity/Paternity/Adoptive leave or placement of a foster child. Employees receive 10 days paid upon birth, adoption or placement of a child, to be used within 12 months (prorated for part time employees). The use of this code is based on submission of paperwork and HR pre-approval of the leave. | No                   | Paid                     |



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|          |              |          | X           | Diff - Holiday | RH1 | OT Hours - Holiday Diff U4A     | Paid - (BU 4A) - Used to report the total overtime hours worked for the week when an employee receives holiday differential. This code increases an employee's premium hourly rate by \$0.30 for each overtime hour worked. (FLSA) | No                   | Paid                     |
|          |              |          | X           | Roll Call      | RHP | Shift Diff on Roll Call- HSD Pr | Paid - (Hampshire Sheriff) - This hours code is used to pay the shift differential at premium on the roll call hours the employee worked as overtime in the previous pay period.   | No                   | Paid                     |
|          |              |          | X           | Roll Call      | RHS | Shift Diff on Roll Call- HSD St | Paid - (Hampshire Sheriff) - This hours code is used to pay the shift differential on the roll call hours the employee worked as straight time in the previous pay period.   | No                   | Paid                     |
|          |              |          | X           | Roll Call      | RN4 | Roll Call Unit 4 (Negative)     | Paid - (BU4, BU4A) - Used for employees who have a standard workweek of 41.25 hours. This code is used to manually reduce the minutes not worked by the employee as needed.  | No                   | Paid                     |
|          |              |          | X           | Roll Call      | RNB | Roll Call SDB (Negative)        | Unpaid - (Berkshire Sheriff) - This hours code is used to reduce roll call at premium (time and a half) when the employee does not attend roll call.   | No                   | Unpaid                   |
|          |              |          | X           | Roll Call      | RNH | Roll Call Premium Negative HSD  | Unpaid - (Hampshire Sheriff) - This hours code is used to reduce roll call at premium (time and a half) when the employee does not attend roll call.   | No                   | Unpaid                   |
| X        |              | X        | X           | Regular        | RNL | Regular Pay No Leave Accrual    | Paid - (DA Office, Higher Ed) - Regular hours worked by Commonwealth employees. These employees do not accrue leave benefits.  | No                   | Paid                     |
|          |              |          | X           | Roll Call      | RNY | SDP Roll Call Negative Prm      | Unpaid - (Plymouth Sheriff) - This hours code is used to reduce roll call at premium (time and a half) when the employee does not attend roll call.  | No                   | Unpaid                   |
|          |              |          | X           | Roll Call      | RP4 | Roll Call Unit 4 (Positive)     | Paid - (BU 4) - Used for employees who have a standard workweek of 41.25 hours. This code is used to add the additional minutes over 40 hours to an employee as needed that is not considered overtime.                            | No                   | Paid                     |
|          |              | X        | X           | Roll Call      | RPB | Roll Call SDB (Positive)        | Paid - (Berkshire/Hampshire Sheriff) - This hours code is used to pay roll call at premium (time and a half) when an employee attends roll call before their shift.  | No                   | Paid                     |



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|          |              |          | X           | Roll Call    | RPW   | Roll Call SDW (Positive)        | Paid - (Worcester Sheriff) - This hours code is used to pay roll call at premium (time and a half) when an employee attends roll call before their shift.  | No                   | Paid                     |
|          |              |          | X           | Roll Call    | RPY   | SDP Roll Call Positive Prm      | Paid - (Plymouth Sheriff) - This hours code is used to pay roll call at premium (time and a half) when an employee attends roll call before their shift.   | No                   | Paid                     |
|          |              |          | X           | Roll Call    | RSC   | SD Roll Call Amount Str         | Amount - (Sheriffs) - Employees who attend roll call prior to their shift receive roll call as an amount (straight).   | No                   | Paid                     |
|          |              | X        | X           | Roll Call    | RSH   | Roll Call Straight HSD          | Paid - (Hampshire Sheriff) - This hours code is used to pay roll call at straight time when an employee arrives before their shift, but does not work a full 8 hours on that day.  | No                   | Paid                     |
|          |              |          | X           | Diff - Wknd  | RW1   | OT Hours - Wkend Diff U4A       | Paid - (BU 4A) - Used to report the overtime hours when an employee receives weekend differential. This code increases an employee's overtime rate (by \$0.1875) to include the weekend differential for each overtime hour worked. (FLSA)                                 | No                   | Paid                     |
|          |              |          | X           | Diff - Shift | S125M | Shift Diff \$1.25 Str-Mandatory | Paid - An hour(s) code used to pay straight shift differential at \$1.25/hr when employees are mandated to work a regular 2nd or 3rd shift.  | No                   | Paid                     |
|          |              |          | X           | Diff - Shift | S125P | Shift Diff \$1.25 Prm-Mandatory | Paid - An hour(s) code used to pay premium shift differential at \$1.875/hr when employees are mandated to work overtime on a 2nd or 3rd shift.  | No                   | Paid                     |
|          |              | X        | X           | Leave w/Pay  | SAH   | Sabbatical Half Pay             | Paid - (Higher Ed) - This code is used for an employee on approved sabbatical leave in which the employee will receive half pay.   | No                   | Paid                     |
|          |              |          | X           | Diff - Shift | SAM   | Shift Differential Amounts      | Amount - Used to pay straight shift differential to employees working a 2nd or 3rd shift.  | No                   | Paid                     |
|          |              |          | X           | Diff - Shift | SAN   | Neg Shift Diff Amounts (RET)    | Amount (negative) - Used to reduce straight shift differential. This code is used to adjust shift differential from a prior pay period or to reduce the automated shift differential from employees regularly scheduled on the 2nd or 3rd shift, working on the 1st shift. | No                   | Paid                     |



## Self Service Time and Attendance Time Reporting Code List

| Employee | TCD Employee | Approver | HR/ Payroll | CATEGORY     | TRC   | TRC DESCRIPTION                | TRC DEFINITION   | Require 2nd Approval | Paid / Unpaid / Hrs only |
|----------|--------------|----------|-------------|--------------|-------|--------------------------------|--|----------------------|--------------------------|
|          |              |          | X           | Diff - Shift | SANE  | ShiftHrsNegStr(w/Ad dIPay) Eve | Unpaid - (BU 7) - An hour(s) code used to reduce straight shift differential at \$2.00/hr. This code is used to reduce the automated shift differential from employees regularly scheduled on the 2nd shift, working a 1st or 3rd shift. | No                   | Unpaid                   |
|          |              |          | X           | Diff - Shift | SANN  | ShiftHrsNegStr(w/Ad dIPay) Ngt | Unpaid - (BU 7) - An hour(s) code used to reduce straight shift differential at \$3.00/hr. This code is used to reduce the automated shift differential from employees regularly scheduled on the 3rd shift, working a 1st or 2nd shift. | No                   | Unpaid                   |
|          |              | X        | X           | Leave w/Pay  | SAP   | Sabbatical Leave Paid Full     | Paid - (Higher Ed) - This code is used for an employee on approved sabbatical leave in which the employee will receive full pay.   | No                   | Paid                     |
| X        |              | X        | X           | Stand By     | SB7   | Standby Pay/\$15               | Paid - (BU 7) - This code is used to pay employees assigned to stand by duty and entitled to \$15.00 per period. The Stand-by period is 15 hours for nights and 9 hours for days.  | Yes                  | Paid                     |
|          |              |          | X           | Buyback      | SBBA  | Sick Leave Buy Back - Amts     | Amount - A sick time buyback code used to cash out 20% of the employee's total sick balance at retirement (cash out percentage may vary by Collective Bargaining Agreements).  | No                   | Paid                     |
|          |              |          | X           | Buyback      | SBBH  | Sick Leave Buy Back - Hrs      | Paid - An hour(s) code used to cash out an employee's sick balance at retirement. This code automatically calculates to pay 20% of the employee's total sick balance.  | No                   | Paid                     |
| X        |              | X        | X           | Stand By     | SBY   | Standby Pay - Amts             | Amount - Employee assigned to stand by duty as established in Collective Bargaining Unit Agreements. The Stand-by period is 15 hours for nights and 9 hours for days. Refer to your CBA for the amount per hour paid.                    | Yes                  | Paid                     |
|          |              |          | X           | Diff - Shift | SD100 | Shift Diff \$1.00 Str          | Paid - An hour(s) code used to pay straight shift differential at \$1.00/hr.   | No                   | Paid                     |
|          |              |          | X           | Diff - Shift | SD105 | Shift Diff \$1.05 Str          | Paid - An hour(s) code used to pay straight shift differential at \$1.05/hr.   | No                   | Paid                     |
|          |              |          | X           | Diff - Shift | SD125 | Shift Diff \$1.25 Str          | Paid - An hour(s) code used to pay straight shift differential at \$1.25/hr.   | No                   | Paid                     |
|          |              |          | X           | Diff - Shift | SD130 | Shift Diff \$1.30 Str          | Paid - An hour(s) code used to pay straight shift differential at \$1.30/hr.   | No                   | Paid                     |



## Self Service Time and Attendance Time Reporting Code List

| Employee | TCD Employee | Approver | HR/ Payroll | CATEGORY     | TRC   | TRC DESCRIPTION        | TRC DEFINITION   | Require 2nd Approval | Paid / Unpaid / Hrs only |
|----------|--------------|----------|-------------|--------------|-------|------------------------|--|----------------------|--------------------------|
|          |              |          | X           | Diff - Shift | SD150 | Shift Diff \$1.50 Str  | Paid - An hour(s) code used to pay straight shift differential at \$1.50/hr.           | No                   | Paid                     |
|          |              |          | X           | Diff - Shift | SD160 | Shift Diff \$1.60 Str  | Paid - An hour(s) code used to pay straight shift differential at \$1.60/hr.           | No                   | Paid                     |
|          |              |          | X           | Diff - Shift | SD175 | Shift Diff \$1.75 Str  | Paid - An hour(s) code used to pay straight shift differential at \$1.75/hr.           | No                   | Paid                     |
|          |              |          | X           | Diff - Shift | SD200 | Shift Diff \$2.00 Str  | Paid - An hour(s) code used to pay straight shift differential at \$2.00/hr.           | No                   | Paid                     |
|          |              |          | X           | Diff - Shift | SD225 | Shift Diff \$2.25 Str  | Paid - An hour(s) code used to pay straight shift differential at \$2.25/hr.           | No                   | Paid                     |
|          |              |          | X           | Diff - Shift | SD242 | Shift Diff \$2.42 Str  | Paid - An hour(s) code used to pay straight shift differential at \$2.42/hr.           | No                   | Paid                     |
|          |              |          | X           | Diff - Shift | SD250 | Shift Diff \$2.50 Str  | Paid - An hour(s) code used to pay straight shift differential at \$2.50/hr.           | No                   | Paid                     |
|          |              |          | X           | Diff - Shift | SD275 | Shift Diff \$2.75 Str  | Paid - An hour(s) code used to pay straight shift differential at \$2.75/hr.           | No                   | Paid                     |
|          |              |          | X           | Diff - Shift | SD300 | Shift Diff \$3.00 Str  | Paid - An hour(s) code used to pay straight shift differential at \$3.00/hr.           | No                   | Paid                     |
|          |              |          | X           | Diff - Shift | SD350 | Shift Diff \$3.50 Str  | Paid - An hour(s) code used to pay straight shift differential at \$3.50/hr.           | No                   | Paid                     |
|          |              |          | X           | Diff - Shift | SD400 | Shift Diff \$4.00 Str  | Paid - An hour(s) code used to pay straight shift differential at \$4.00/hr.           | No                   | Paid                     |
|          |              |          | X           | Diff - Shift | SD425 | Shift Diff \$4.25 Str  | Paid - An hour(s) code used to pay straight shift differential at \$4.25/hr.           | No                   | Paid                     |
|          |              |          | X           | Diff - Shift | SD625 | Shift Diff \$0.625 Str | Paid - An hour(s) code used to pay straight shift differential at \$0.625/hr.          | No                   | Paid                     |
|          |              |          | X           | Diff - Shift | SD75  | Shift Diff \$0.75 Str  | Paid - An hour(s) code used to pay straight shift differential at \$0.75/hr.           | No                   | Paid                     |
|          |              |          | X           | Diff - Shift | SD875 | Shift Diff \$0.875 Str | Paid - An hour(s) code used to pay straight shift differential at \$0.875/hr.          | No                   | Paid                     |
|          |              |          | X           | Diff - Shift | SD90  | Shift Diff \$0.90 Str  | Paid - An hour(s) code used to pay straight shift differential at \$0.90/hr.           | No                   | Paid                     |
|          |              |          | X           | Supplement   | SDP   | Supplemental Duty Pay  | Paid - An hour(s) code used to pay Supplement Duty pay at the flat rate of \$10.00/hr. | No                   | Paid                     |
|          |              |          | X           | Supplement   | SDP1  | Scuba Diving Pay       | Paid - An hour(s) code used to pay Scuba Diving pay at the flat rate of \$15.00/hr.    | No                   | Paid                     |



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|----------|--------------|----------|-------------|----------------|------|-----------------------------|--|----------------------|--------------------------|
|          |              |          | X           | Diff - Shift   | SDS  | Spec Diff \$1.25 Str        | Paid - (Transportation) - An hour(s) code used to pay straight tunnel maintenance differential at \$1.25/hr for any shift that begins on or after 3:00pm and ends on of before 7:00am.       | No                   | Paid                     |
|          |              |          | X           | Diff - Shift   | SF1  | Shift Diff \$0.50/hr Str    | Paid - (Franklin Sheriff) - An hour(s) code used to pay straight shift differential at \$0.50/hr.  | No                   | Paid                     |
|          |              |          | X           | Diff - Shift   | SF1P | Shift Diff \$0.50/hr @OT    | Paid - (Franklin Sheriff) - An hour(s) code used to pay premium shift differential at \$0.75/hr.   | No                   | Paid                     |
|          |              |          | X           | Military       | SGL  | Serviceman's Group Life Ins | Amount - (Military Division) - Used to pay employees in the military their Serviceman's Group Life Insurance   | No                   | Paid                     |
|          |              |          | X           | Diff - Holiday | SH4  | Holiday Diff \$2.00/hr Str  | Paid - An hour(s) code used to pay holiday differential at the straight rate of \$2.00/hr when an employee works on New Year's, Independence, Labor, Thanksgiving, or Christmas day.         | No                   | Paid                     |
|          |              |          | X           | Diff - Holiday | SH7  | Holiday Diff \$1.80/hr Str  | Paid - An hour(s) code used to pay holiday differential at the straight rate of \$1.80/hr when an employee works on New Year's, Independence, Labor, Thanksgiving, or Christmas day.         | No                   | Paid                     |
|          |              |          | X           | Diff - Holiday | SH7P | Holiday Diff \$1.80/hr @OT  | Paid - An hour(s) code used to pay holiday differential at the premium rate of \$2.70/hr when an employee works overtime on New Year's, Independence, Labor, Thanksgiving, or Christmas day. | No                   | Paid                     |
|          |              |          | X           | Diff - Holiday | SHA  | Holiday Diff \$1.25/hr Str  | Paid - An hour(s) code used to pay holiday differential at the straight rate of \$1.25/hr when an employee works on New Year's, Independence, Labor, Thanksgiving, or Christmas day.         | No                   | Paid                     |
|          |              |          | X           | Diff - Holiday | SHAP | Holiday Diff \$1.25/hr @OT  | Paid - An hour(s) code used to pay holiday differential at the premium rate of \$1.875/hr when an employee works on New Year's, Independence, Labor, Thanksgiving, or Christmas day.         | No                   | Paid                     |
| X        | X            | X        | X           | Sick           | SIC  | Sick Time Paid Normal       | Paid - Sick time used (not for FMLA)   | No                   | Paid                     |
|          |              |          | X           | Sick           | SIC- | Sic Lv Adjustment Decrease  | Hours only - This adjustment code is used to decrease an employee's sick balance.  | No                   | Hrs only                 |
|          |              |          | X           | Sick           | SIC+ | Sic Lv Adjustment Increase  | Hours only - This adjustment code is used to increase an employee's sick balance.  | No                   | Hrs only                 |



## Self Service Time and Attendance Time Reporting Code List

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|----------|--------------|----------|-------------|----------|-------|--------------------------------|--|----------------------|--------------------------|
| X        |              | X        | X           | FMLA     | SICF  | Sick Time FMLA PD              | <p>Paid - Sick time used while on FMLA/Medical Leave for illness of self including pregnancy related illness, or certain circumstances while on Military Exigency leave up to 12 weeks. The maximum number of days will vary based on applicable Collective Bargaining Agreements or Red Book. The use of this code is based on submission of paperwork and HR pre-approval of the leave. See SIFF for absences after a birth or adoption.</p> <p>*Judicial - up to 12 weeks</p>     | No                   | Paid                     |
| X        |              | X        | X           | FMLA     | SICFI | Sick Time Intermittent FMLA PD | <p>Paid - Sick time used while on <b>Intermittent</b> FMLA/Medical Leave for illness of self including pregnancy related illness, or certain circumstances while on Military Exigency leave up to 12 weeks. The maximum number of days will vary based on applicable Collective Bargaining Agreements or Red Book. The use of this code is based on submission of paperwork and HR pre-approval of the leave.</p>  | No                   | Paid                     |
|          |              |          | X           | EILB     | SID   | Sick Leave Donate Leave Bank   | Hours only - Sick time donated for membership enrollment into the Sick Leave Bank  | No                   | Hrs only                 |
|          |              |          | X           | EILB     | SIDL  | SicLvDonateToBank/ reduceSck   | Hours only - Sick time donated to the Legislative Special Sick Leave Bank  | No                   | Hrs only                 |
| X        | X            | X        | X           | Sick     | SIF   | Sick in Family                 | <p>Paid - Sick time used for family illness (not for FMLA). This code may also be used for Non-FMLA leave for illness of grandparent, grandchild, sister/brother in same household, person for whom employee is a legal guardian; or for foster parent leave related to an employee transitioning a foster child into the employee's home or attending legal proceedings. The maximum number of days will vary based on applicable Collective Bargaining Agreements or Red Book.</p> | No                   | Paid                     |



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|----------|--------------|----------|-------------|----------|-------|-------------------------------------|---|----------------------|--------------------------|
| X        |              | X        | X           | FMLA     | SIFF  | Sick in Family FMLA Pd              | Paid - Sick time used while on FMLA/Medical Leave for illness of child, spouse, parent, or for birth, adoption, or placement of a foster child; or while on Military Exigency leave up to 12 weeks. The maximum number of days will vary based on applicable Collective Bargaining Agreements or Red Book. The use of this code is based on submission of paperwork and HR pre-approval of the leave.<br>*Judicial - up to 12 weeks                             | No                   | Paid                     |
| X        |              | X        | X           | FMLA     | SIFFI | Sick in Family INTMT FMLA PD        | Paid - Sick time used while on <b>Intermittent</b> Family Leave for birth, adoption, or placement of a foster child or while on FMLA/Medical Leave for illness of child, spouse, parent, up to 26 weeks*; or while on Military Exigency leave up to 12 weeks. The maximum number of days will vary based on applicable Collective Bargaining Agreements or Red Book. The use of this code is based on submission of paperwork and HR pre-approval of the leave. | No                   | Paid                     |
| X        |              | X        | X           | Overtime | SIP   | Snow and Ice OT Premium             | Paid - Overtime at premium pay (time and a half) per hour worked for snow and ice removal or related activities (i.e. snow plowing, fixing snow plows).   | Yes                  | Paid                     |
|          |              |          | X           | EILB     | SIR   | SicLvReceiveFrBank/increaseSic      | Hours only - <u>Sick time</u> credited from the Sick Leave Bank. The use of this code requires submission of paperwork and Secretariat approval. Employees are eligible to withdraw up to 120 days in a two year period.  | No                   | Hrs only                 |
|          |              |          | X           | EILB     | SIR-  | Sick Leave Bank (Decrease)          | Hours only - This adjustment code is used to decrease an employees sick balance from the Sick Leave Bank.   | No                   | Hrs only                 |
|          |              |          | X           | EILB     | SIRL  | Sick Lv Recipient Legislative       | Hours only - <u>Sick time</u> credited from Special Sick Leave Bank established and approved by the Legislature. This bank allows employees to donate their leave accruals directly to the special leave bank recipient. Employees must exhaust all their accrued leave before using the hours credited from the special bank.  | No                   | Hrs only                 |
|          |              |          | X           | EILB     | SIRL- | Sick Legislative Lv Bank (Decrease) | Hours only - This adjustment code is used to decrease an employees sick time balance from the Legislative Special Sick Leave Bank.  | No                   | Hrs only                 |



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|----------|--------------|----------|-------------|--------------|-------|----------------------------------|---|----------------------|--------------------------|
| X        |              | X        | X           | Overtime     | SIS   | Snow and Ice OT Straight         | Paid - Overtime at straight pay for hours worked up to 40 hours for snow and ice removal or related activities (i.e. snow plowing, fixing snow plows).  | Yes                  | Paid                     |
| X        |              | X        | X           | Leave w/Pay  | SKE   | Non-Weather Emergency Lv Pd      | Paid - In accordance with Secretariat approval, non-Weather related emergency leave for employees directed not to report to or remain at work (i.e. lack of heat, electricity, or water).   | No                   | Paid                     |
|          |              |          | X           | EILB         | SLB   | Sick Bank Leave Paid             | Paid - <u>Sick time</u> used from the Sick Leave Bank. Employees must exhaust all their accrued leave before using the hours credited from the sick leave bank.   | No                   | Hrs only                 |
| X        |              | X        | X           | Sick         | SLC   | Certified Sick Leave             | Paid - Approved sick time used with certified medical documentation. (not FMLA)   | No                   | Paid                     |
| X        |              | X        | X           | Sick         | SLE   | Sick Leave Extension             | Paid - (Higher Ed) - Used to pay AFSCME employees who are granted approval for additional sick leave after exhausting all their available leave.  | No                   | Paid                     |
| X        |              | X        | X           | Sick         | SLP   | Sick Leave Protected             | Paid - (MBTA) - Sick time used while on a protected leave.  | No                   | Paid                     |
|          |              |          | X           | Diff - Shift | SN100 | Neg Shift Diff \$1.00/hr Str     | Unpaid - An hour(s) code used to reduce straight shift differential at \$1.00/hr. This code is used to adjust shift differential from a prior pay period or used to reduce the automated shift differential from employees regularly scheduled on a 2nd or 3rd shift. | No                   | Unpaid                   |
|          |              |          | X           | Diff - Shift | SN125 | Neg Shift Amt \$1.25 (RET)       | Unpaid - An hour(s) code used to reduce straight shift differential at \$1.25/hr.   | No                   | Unpaid                   |
|          |              |          | X           | Diff - Shift | SN12P | NEG Shift Hrs \$1.25 Prm (NRet)  | Unpaid - An hour(s) code used to reduce premium shift differential at \$1.875/hr.   | No                   | Unpaid                   |
|          |              |          | X           | Diff - Shift | SN130 | Neg Shift Diff \$1.30 Str        | Unpaid - An hour(s) code used to reduce straight shift differential at \$1.30/hr.   | No                   | Unpaid                   |
|          |              |          | X           | Diff - Shift | SN13P | Neg Shift Diff \$1.30 Prm        | Unpaid - An hour(s) code used to reduce premium shift differential at \$1.95/hr.  | No                   | Unpaid                   |
|          |              |          | X           | Diff - Shift | SN150 | Neg Shift Diff \$1.50 (RET)      | Unpaid - An hour(s) code used to reduce straight shift differential at \$1.50/hr.   | No                   | Unpaid                   |
|          |              |          | X           | Diff - Shift | SN15P | Neg Shift Diff \$1.50 Prm (NRet) | Unpaid - An hour(s) code used to reduce premium shift differential at \$2.25/hr.  | No                   | Unpaid                   |
|          |              |          | X           | Diff - Shift | SN175 | Neg Shift Diff \$1.75 (RET)      | Unpaid - An hour(s) code used to reduce straight shift differential at \$1.75/hr.   | No                   | Unpaid                   |



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|----------|--------------|----------|-------------|----------------|-------|----------------------------------|---|----------------------|--------------------------|
|          |              |          | X           | Diff - Shift   | SN17P | Neg Shift Diff \$1.75 Prm (NRet) | Unpaid - An hour(s) code used to reduce premium shift differential at \$2.625/hr.   | No                   | Unpaid                   |
|          |              |          | X           | Diff - Shift   | SN200 | Neg Shft Diff \$2.00 Str Sp Loc  | Unpaid - An hour(s) code used to reduce straight shift differential at \$2.00/hr. This code is used to adjust shift differential from a prior pay period or used to reduce the automated shift differential from employees regularly scheduled on a 2nd shift or 3rd shift.   | No                   | Unpaid                   |
|          |              |          | X           | Diff - Shift   | SN20P | Neg Shft Diff \$2.00 Prm Sp Loc  | Unpaid - An hour(s) code used to reduce premium shift differential at \$3.00/hr. This code is used to adjust shift differential from a prior pay period or used to reduce the automated premium shift differential from employees regularly scheduled on a 2nd shift or third shift.                                | No                   | Unpaid                   |
|          |              |          | X           | Diff - Shift   | SN75  | Neg Shift Diff \$0.75/hr Str     | Unpaid - An hour(s) code used to reduce straight shift differential at \$0.75/hr. This code is used to adjust shift differential from a prior pay period or used to reduce the automated shift differential from employees regularly scheduled on a 2nd or 3rd shift.   | No                   | Unpaid                   |
|          |              |          | X           | Diff - Shift   | SN90  | Neg Shift Diff \$0.90/hr Str     | Unpaid - An hour(s) code used to reduce straight shift differential at \$0.90/hr.   | No                   | Unpaid                   |
|          |              |          | X           | Leave - No Pay | SNL   | Small Necessities Leave UnPaid   | Unpaid - (Judicial) - Approved leave per Small Necessities Act to be used for a maximum 24 hours in a 12 month period. This leave can be used for attending school activities, medical or dental appointments or to accompany an elderly relative to a medical, dental or other professional services appointments. | No                   | Unpaid                   |
|          |              |          | X           | Leave - No Pay | SNP   | Suspension - unpaid              | Unpaid - Suspension leave for an employee who was suspended.  | No                   | Unpaid                   |
|          |              |          | X           | Diff - Shift   | SOM   | Shift OT Amounts                 | Amount - Used to pay premium shift differential to employees working overtime on a 2nd or 3rd shift.  | No                   | Paid                     |
|          |              |          | X           | Diff - Shift   | SP100 | Shift Diff \$1.00 Prm            | Paid - An hour(s) code used to pay premium shift differential at \$1.50/hr.   | No                   | Paid                     |
|          |              |          | X           | Diff - Shift   | SP125 | Shift Diff \$1.25 Prm            | Paid - An hour(s) code used to pay premium shift differential at \$1.875/hr.  | No                   | Paid                     |
|          |              |          | X           | Diff - Shift   | SP130 | Shift Diff \$1.30 Prm            | Paid - An hour(s) code used to pay premium shift differential at \$1.95/hr.   | No                   | Paid                     |
|          |              |          | X           | Diff - Shift   | SP150 | Shift Diff \$1.50 Prm            | Paid - An hour(s) code used to pay premium shift differential at \$2.25/hr.   | No                   | Paid                     |



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|----------|--------------|----------|-------------|---------------------|-------|------------------------|--|----------------------|--------------------------|
|          |              |          | X           | Diff - Shift        | SP160 | Shift Diff \$1.60 Prm  | Paid - An hour(s) code used to pay premium shift differential at \$2.40/hr.  | No                   | Paid                     |
|          |              |          | X           | Diff - Shift        | SP175 | Shift Diff \$1.75 Prm  | Paid - An hour(s) code used to pay premium shift differential at \$2.625/hr.   | No                   | Paid                     |
|          |              |          | X           | Diff - Shift        | SP200 | Shift Diff \$2.00 Prm  | Paid - An hour(s) code used to pay premium shift differential at \$3.00/hr.  | No                   | Paid                     |
|          |              |          | X           | Diff - Shift        | SP225 | Shift Diff \$2.25 Prm  | Paid - An hour(s) code used to pay premium shift differential at \$3.375/hr.   | No                   | Paid                     |
|          |              |          | X           | Diff - Shift        | SP250 | Shift Diff \$2.50 Prm  | Paid - An hour(s) code used to pay premium shift differential at \$3.75/hr.  | No                   | Paid                     |
|          |              |          | X           | Diff - Shift        | SP275 | Shift Diff \$2.75 Prm  | Paid - An hour(s) code used to pay premium shift differential at \$4.125/hr.   | No                   | Paid                     |
|          |              |          | X           | Diff - Shift        | SP300 | Shift Diff \$3.00 Prm  | Paid - An hour(s) code used to pay premium shift differential at \$4.50/hr.  | No                   | Paid                     |
|          |              |          | X           | Diff - Shift        | SP350 | Shift Diff \$3.50 Prm  | Paid - An hour(s) code used to pay premium shift differential at \$5.25/hr.  | No                   | Paid                     |
|          |              |          | X           | Diff - Shift        | SP400 | Shift Diff \$4.00 Prm  | Paid - An hour(s) code used to pay premium shift differential at \$6.00/hr.  | No                   | Paid                     |
|          |              |          | X           | Diff - Shift        | SP425 | Shift Diff \$4.25 Prm  | Paid - An hour(s) code used to pay premium shift differential at \$6.375/hr.   | No                   | Paid                     |
|          |              |          | X           | Diff - Shift        | SP625 | Shift Diff \$0.625 Prm | Paid - An hour(s) code used to pay premium shift differential at \$0.938/hr.   | No                   | Paid                     |
|          |              |          | X           | Diff - Shift        | SP75  | Shift Diff \$0.75 Prm  | Paid - An hour(s) code used to pay premium shift differential at \$1.125/hr.   | No                   | Paid                     |
|          |              |          | X           | Diff - Shift        | SP875 | Shift Diff \$0.875 Prm | Paid - An hour(s) code used to pay premium shift differential at \$1.313/hr.   | No                   | Paid                     |
|          |              |          | X           | Diff - Shift        | SP90  | Shift Diff \$0.90 Prm  | Paid - An hour(s) code used to pay premium shift differential at \$1.094/hr.   | No                   | Paid                     |
|          |              |          | X           | Diff - Shift        | SPD   | Spec Diff \$1.25 Prm   | Paid - (Transportation) - An hour(s) code used to pay premium tunnel maintenance differential at \$1.875/hr for any shift that begins on or after 3:00pm and ends on or before 7:00am. | No                   | Paid                     |
|          |              | X        | X           | Incentive - Stipend | STP   | Stipend                | Amount - (Higher Ed) - Used for miscellaneous stipends. This code is not subject to Retirement and is taxed supplemental.  | No                   | Paid                     |
|          |              |          | X           | Supplement          | STU   | Research Activity      | Amount - (Higher Ed) - An amounts code used to pay employees for additional Research Activities outside the scope of the Faculty Contract. This code is taxed supplemental.            | No                   | Paid                     |
|          |              |          | X           | Leave w/Pay         | SUP   | Suspension - paid      | Paid - Suspension leave for an employee who was suspended for cause with pay.  | No                   | Paid                     |



## Self Service Time and Attendance Time Reporting Code List

| Employee | TCD Employee | Approver | HR/ Payroll | CATEGORY       | TRC   | TRC DESCRIPTION                | TRC DEFINITION   | Require 2nd Approval | Paid / Unpaid / Hrs only |
|----------|--------------|----------|-------------|----------------|-------|--------------------------------|--|----------------------|--------------------------|
| X        |              | X        | X           | Leave w/Pay    | SWOFF | Shift SWAP Not Worked - Pd     | Paid - (Dept of Correction, Sheriffs, Higher Ed) - Used when an employee does not work their scheduled shift and this same shift is worked by another employee.  | No                   | Paid                     |
| X        |              | X        | X           | Leave - No Pay | SWON  | Shift SWAP Worked Unpd         | Unpaid - (Department of Correction, Sheriffs, Higher Ed) - When an employee works an additional shift and that shift is worked for another employee with no monetary compensation due.   | No                   | Unpaid                   |
|          |              | X        | X           | Misc           | TIP   | TIP Income Non Cash            | Amount - (Higher Ed) - Used to account for Tips received during function.  | No                   | Paid                     |
|          |              | X        | X           | Leave - No Pay | TOP   | Time off Payroll               | Unpaid - (Judicial) - Unauthorized leave. This code is used when an employee does not report to work and not on an authorized leave.   | No                   | Unpaid                   |
| X        |              | X        | X           | Leave - No Pay | ULV   | Unpaid with Leave Accrual      | Unpaid - Approved unpaid leave to be used by part-time employees or employees on a compressed work week to augment the hours on the holiday when the employees holiday entitlement is less than the employees scheduled hours on the holiday. This unpaid code ensure accurate leave accruals. | No                   | Unpaid                   |
| X        |              | X        | X           | Overtime       | UNB   | Unbudgeted Hours               | Unpaid - This code is used to indicate the excess hours worked beyond the employees' schedule.   | No                   | Unpaid                   |
| X        |              | X        | X           | Union Lv       | UNP   | Union Leave PD                 | Paid - Union leave for union representatives to tend to union business. The employee will continue to accrue leave benefits while on this paid union leave. (requires HR approval)   | Yes                  | Paid                     |
| X        |              | X        | X           | Union Lv       | UUB   | Union leave - UP (benefits)    | Unpaid - Union leave for union representatives to tend to union business. The employee will continue to accrue leave benefits while on this unpaid union leave. (requires HR approval)   | Yes                  | Unpaid                   |
| X        |              | X        | X           | Union Lv       | UUN   | Union Leave - UP (No Benefits) | Unpaid - Union leave for union representatives to tend to union business. The employee will not accrue leave benefits while on this unpaid union leave. (requires HR approval)   | Yes                  | Unpaid                   |
| X        | X            | X        | X           | Vacation       | VAC   | Vacation Leave - paid          | Paid - Vacation time used (not for FMLA)   | No                   | Paid                     |
|          |              |          | X           | Vacation       | VAC-  | Vac Lv Adjustment Decrease     | Hours only - This adjustment code is used to decrease an employee's vacation balance.  | No                   | Hrs only                 |



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|----------|--------------|----------|-------------|-------------|-------|---------------------------------|---|----------------------|--------------------------|
|          |              |          | X           | Vacation    | VAC+  | Vac Lv Adjustment Increase      | Hours only - This adjustment code is used to increase an employee's vacation balance.   | No                   | Hrs only                 |
|          |              |          | X           | Vacation    | VACB  | Bonus Vacation Day              | Hours only - (Judicial) - Bonus vacation day awarded to employees who use 3 or less days in a calendar year. (Judicial)   | No                   | Hrs only                 |
| X        |              | X        | X           | FMLA        | VACF  | Vacation Leave FMLA PD          | Paid - Vacation time used while on Family Leave for birth, adoption, or placement of a foster child or while on FMLA/Medical Leave for illness of child, spouse, self, or parent; or while on Military Exigency leave up to 12 weeks. The maximum number of days will vary based on applicable Collective Bargaining Agreements or Red Book. The use of this code is based on submission of paperwork and HR pre-approval of the leave.<br>*Judicial - up to 12 weeks       | No                   | Paid                     |
| X        |              | X        | X           | FMLA        | VACFI | Vacation Lv INTMT FMLA PD       | Paid - Vacation time used while on <b>Intermittent</b> Family Leave for birth, adoption, or placement of a foster child or while on FMLA/Medical Leave for illness of child, spouse, self, or parent up to 26 weeks*; or while on Military Exigency leave up to 12 weeks. The maximum number of days will vary based on applicable Collective Bargaining Agreements or Red Book. The use of this code is based on submission of paperwork and HR pre-approval of the leave. | No                   | Paid                     |
|          |              |          | X           | EILB        | VAD   | VacLvDonateToBank /reduceVacBal | Hours only - Vacation time donated for membership enrollment in the Sick Leave Bank   | No                   | Hrs only                 |
|          |              |          | X           | EILB        | VADL  | Vacation Lv Donate Legislative  | Hours only - Vacation time donated to the Legislative Special Sick Leave Bank   | No                   | Hrs only                 |
|          |              |          | X           | Furlough    | VA-FR | Bonus Furl VAC Hrs Taken        | Paid - (Judicial) - Employee uses vacation furlough time earned   | No                   | Paid                     |
| X        |              | X        | X           | Vacation    | VAS   | VAC Leave in Lieu of Sick Time  | Paid - If approved, employees may substitute vacation time in lieu of sick time used  | No                   | Paid                     |
| X        |              | X        | X           | Leave w/Pay | VCO   | Veterans Convention             | Paid - MGR/Confidential employees are granted leave to attend recognized state or national veterans conventions or if they are veterans who have an official role in funeral services for other veterans (requires approval)  | No                   | Paid                     |



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|----------|--------------|----------|-------------|-------------|-------|--------------------------------|--|----------------------|--------------------------|
|          |              |          | X           | Buyback     | VILA  | Vacation In Lieu - Amounts     | Amount - Used to cash out the value of an employee's vacation balance. This should be used for employees leaving state service or as directed by Collective Bargaining Agreements.   | No                   | Paid                     |
|          |              |          | X           | Buyback     | VILH  | Vacation In Lieu - Hours       | Paid - An hour(s) code used to cash out an employee's vacation balance. This should be used for employees leaving state service or as directed by Collective Bargaining Agreements.  | No                   | Paid                     |
| X        |              | X        | X           | FMLA        | VLFOS | Volun FosterCare Pd Lv 1day/mo | Paid - Foster Care leave for employees to make necessary preparations and to attend legal proceedings related to their foster care of DSS children; not to exceed one day per month.   | No                   | Paid                     |
| X        | X            | X        | X           | SERV        | VOL   | Volunteer Service Leave        | Paid - Volunteer Leave (SERV) to volunteer at approved non-profits in MA in the areas of education, environment, health or public safety, public schools, or youth mentoring (age 5-21) for not more than one work day per month (prorated for part-time employees). Pre-approval is required. The completed SERV Request and Verification forms should be forwarded to Agency/HR. | No                   | Paid                     |
|          |              |          | X           | Diff - Wknd | WBP   | Weekend Diff \$1.35 @OT        | Paid - An employee who works overtime to cover a regularly scheduled weekend shift shall receive weekend differential at the premium rate of \$2.025/hr. A weekend shift is defined as a shift that commences on or after 9:00 p.m. on Friday and concludes on or before 2:00 a.m. on Monday.  | No                   | Paid                     |
|          |              |          | X           | Diff - Wknd | WBS   | Weekend Diff \$1.35/hr Str     | Paid - An employee who is regularly scheduled to work a weekend shift shall receive weekend differential at the straight rate of \$1.35 per hour. A weekend shift is defined as a shift that commences on or after 9:00 p.m. on Friday and concludes on or before 2:00 a.m. on Monday.   | No                   | Paid                     |
|          |              |          | X           | Diff - Wknd | WD1   | Weekend Diff Amount            | Amount - (Plymouth Sheriff) - An employee who works a weekend shift shall receive \$4.00 per weekend for any shift worked between 3pm Friday and 7am Monday.   | No                   | Paid                     |



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|----------|--------------|----------|-------------|-------------|-------|---------------------|--|----------------------|--------------------------|
|          |              |          | X           | Diff - Wknd | WD115 | Wkd Diff \$1.15/Str | Paid - An employee who is regularly scheduled to work a weekend shift shall receive weekend differential at the straight rate of \$1.15/hr. A weekend shift is defined as a shift that commences on or after 9:00 p.m. on Friday and concludes on or before 2:00 a.m. on Monday. | No                   | Paid                     |
|          |              |          | X           | Diff - Wknd | WD125 | Wkd Diff \$1.25 Str | Paid - An employee who is regularly scheduled to work a weekend shift shall receive weekend differential at the straight rate of \$1.25/hr. A weekend shift is defined as a shift that commences on or after 9:00 p.m. on Friday and concludes on or before 2:00 a.m. on Monday. | No                   | Paid                     |
|          |              |          | X           | Diff - Wknd | WD150 | Wkd Diff \$1.50 Str | Paid - (Transportation) An employee who is regularly scheduled to work a weekend shift shall receive weekend differential at the straight rate of \$1.50/hr. Employees are eligible for no more than one (1) shift per weekend.  | No                   | Paid                     |
|          |              |          | X           | Diff - Wknd | WD170 | Wkd Diff \$1.70 Str | Paid - An employee who is regularly scheduled to work a weekend shift shall receive weekend differential at the straight rate of \$1.70/hr. A weekend shift is defined as a shift that commences on or after 9:00 p.m. on Friday and concludes on or before 2:00 a.m. on Monday. | No                   | Paid                     |
|          |              |          | X           | Diff - Wknd | WD180 | Wkd Diff \$1.80 Str | Paid - An employee who is regularly scheduled to work a weekend shift shall receive weekend differential at the straight rate of \$1.80/hr. A weekend shift is defined as a shift that commences on or after 9:00 p.m. on Friday and concludes on or before 2:00 a.m. on Monday. | No                   | Paid                     |
|          |              |          | X           | Diff - Wknd | WD200 | Wkd Diff \$2.00 Str | Paid - An employee who is regularly scheduled to work a weekend shift shall receive weekend differential at the straight rate of \$2.00/hr. A weekend shift is defined as a shift that commences on or after 9:00 p.m. on Friday and concludes on or before 2:00 a.m. on Monday. | No                   | Paid                     |



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|----------|--------------|----------|-------------|-------------|-------|----------------------------|---|----------------------|--------------------------|
|          |              |          | X           | Diff - Wknd | WD250 | Wkd Diff \$2.50 Str        | Paid - An employee who is regularly scheduled to work a weekend shift shall receive weekend differential at the straight rate of \$2.50/hr. A weekend shift is defined as a shift that commences on or after 9:00 p.m. on Friday and concludes on or before 2:00 a.m. on Monday.              | No                   | Paid                     |
|          |              |          | X           | Diff - Wknd | WD75  | Wk Diff \$0.75 Str         | Paid - An employee who is regularly scheduled to work a weekend shift shall receive weekend differential at the rate of \$0.75/hr. A weekend shift is defined as a shift that commences on or after 9:00 p.m. on Friday and concludes on or before 2:00 a.m. on Monday.                       | No                   | Paid                     |
| X        |              | X        | X           | Leave w/Pay | WEA   | Weather Emergency Leave Pd | Paid - Governor declared Emergency Leave for non-emergency employees directed not to report to or remain at work.   | No                   | Paid                     |
|          |              |          | X           | Diff - Wknd | WP125 | Wkd Diff \$1.25 Prm        | Paid - An employee who works overtime to cover a regularly scheduled weekend shift shall receive weekend differential at the premium rate of \$1.875/hr. A weekend shift is defined as a shift that commences on or after 9:00 p.m. on Friday and concludes on or before 2:00 a.m. on Monday. | No                   | Paid                     |
|          |              |          | X           | Diff - Wknd | WP150 | Wkd Diff \$1.50 Prm        | Paid - (Transportation) An employee who works overtime to cover a regularly scheduled to work a weekend shift shall receive weekend differential at the premium rate of \$2.25/hr. Employees are eligible for no more than one (1) shift per weekend.   | No                   | Paid                     |
|          |              |          | X           | Diff - Wknd | WP170 | Wkd Diff \$1.70 Prm        | Paid - An employee who works overtime to cover a regularly scheduled weekend shift shall receive weekend differential at the premium rate of \$2.55/hr. A weekend shift is defined as a shift that commences on or after 9:00 p.m. on Friday and concludes on or before 2:00 a.m. on Monday.  | No                   | Paid                     |
|          |              |          | X           | Diff - Wknd | WP180 | Wkd Diff \$1.80 Prm        | Paid - An employee who works overtime to cover a regularly scheduled weekend shift shall receive weekend differential at the premium rate of \$2.70/hr. A weekend shift is defined as a shift that commences on or after 9:00 p.m. on Friday and concludes on or before 2:00 a.m. on Monday.  | No                   | Paid                     |



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|----------|--------------|----------|-------------|-------------|-------|-------------------------------|--|----------------------|--------------------------|
|          |              |          | X           | Diff - Wknd | WP200 | Wkd Diff \$2.00 Prm           | Paid - An employee who works overtime to cover a regularly scheduled weekend shift shall receive weekend differential at the premium rate of \$3.00/hr. A weekend shift is defined as a shift that commences on or after 9:00 p.m. on Friday and concludes on or before 2:00 a.m. on Monday. | No                   | Paid                     |
|          |              |          | X           | Diff - Wknd | WP250 | Wkd Diff \$2.50 Prm           | Paid - An employee who works overtime to cover a regularly scheduled weekend shift shall receive weekend differential at the premium rate of \$3.75/hr. A weekend shift is defined as a shift that commences on or after 9:00 p.m. on Friday and concludes on or before 2:00 a.m. on Monday. | No                   | Paid                     |
|          |              |          | X           | Diff - Wknd | WP75  | Wkd Diff \$0.75 OT            | Paid - An hour(s) code used to pay premium weekend differential at \$1.125/hr<br>or Paid - An employee who works overtime to cover a regularly schedule weekend shift shall receive weekend differential at the premium rate \$0.75/hr.  | No                   | Paid                     |
|          |              | X        | X           | Wk Study    | WS1A  | Work Study Academic Yr - Amts | Amount - (Higher Ed) - Used to pay students on Work Study during the Academic Year.  | No                   | Paid                     |
| X        |              | X        | X           | Wk Study    | WS1H  | Work Study Academic Yr - Hrs  | Paid - (Higher Ed) - An hour(s) code used to pay students on Work Study during the Academic Year.  | No                   | Paid                     |
| X        |              | X        | X           | Wk Study    | WS2H  | Work Study Spring - Hrs       | Paid - (Higher Ed) - An hour(s) code used to pay students on Work Study during the Spring semester.  | No                   | Paid                     |
| X        |              | X        | X           | Wk Study    | WS3H  | Work Study Summer 1 - Hrs     | Paid - (Higher Ed) - An hour(s) code used to pay students on Work Study during the First Summer Semester.  | No                   | Paid                     |
| X        |              | X        | X           | Wk Study    | WS4H  | Work Study Summer 2 - Hrs     | Paid - (Higher Ed) - An hour(s) code used to pay students on Work Study during the Second Summer Semester.   | No                   | Paid                     |