

# Self-Service Time and Attendance (SSTA)

## What is a TRC?

TRC is the acronym for time reporting code.

## Will I use these codes on the SS TA online timesheet?

Yes, you will use these codes to enter your leave hours on the SS TA online timesheet.

## What are the codes I will use most often?

The codes most frequently used are:

VAC = vacation hours

PER = personal hours

SIC = sick hours

## When does SSTA start?

Wednesday, July 18<sup>th</sup>.