



Time Reporting Codes

This tutorial will be beneficial for those employees and supervisors who need to submit and/or approve time on a timesheet. General details of which Time Reporting Codes (TRCs) need to be used based on an employee's job classification.

What are Time Reporting Codes (TRCs)?

Time Reporting Codes (TRCs) are basically categories of time for employees to use within the iPeople system to accurately report work time and/or time away from work. Employees need to select a time reporting code for each type of absence including illness, vacation, holiday, etc.

How to use TRCs?

- (1) Navigate to your timesheet
- (2) Make sure the **Date** is for the correct pay period starting
- (3) Enter the number of hours you worked or were away from work under the date heading and on the same row for the specific **TRC** (if your time was pre-populated in the 1st row and you need to report a different **TRC** for that day, simply move the time to a new row*)
- (4) Click on the **TRC** drop-down and select the code for that particular row (your 1st row may already have the default **TRC** pre-populated)

*To enter a new blank row, use the "plus" sign to the far right on the bottom row of your timesheet.

The screenshot shows the iPeople timesheet interface. At the top, there are controls for 'View By: Time Period', a date field set to '11/16/2014', and buttons for 'Refresh', 'Previous Time Period', and 'Next Time Period'. Below this, it shows 'Reported Hours: 0.00 Hours' and 'Scheduled Hours: 75.00 Hours'. A note states: 'Reported time on or after 11/16/2014 is for a future period. From Sunday 11/16/2014 to Sunday 11/08/2014'. The main table has columns for days of the week (Sun to Sun) and a 'Total' column. The first row shows '7.5' for Mon and Tue, and '7.5' for Fri and Sat. A yellow callout box labeled '(3) Enter # of hours' points to the '7.5' in the Fri column. A second yellow callout box labeled '(4) Click and select TRC' points to the '1REG - Regular - Shift 1 - Overtime' dropdown menu. A third yellow callout box labeled 'Click the "plus" sign if you need to add a new row' points to the '+' icon in the 'Override Reason Code' column. A dropdown menu is open, showing various TRC codes such as '1REG - Regular - Shift 1 - Overtime', 'AC - Administrative Closure Day', 'BRV - Bereavement', 'CTU - Compensatory Time Used', 'DOCK - Dock Time', 'HOL - Holiday Time', 'R1 - Regular - Shift 1 - Comp Time', 'SIC - Sick Pay', 'VAC - Vacation', 'ZCTU - FMLA Compensatory Time Used', 'ZSIC - FMLA Only Sick', and 'ZVAC - FMLA Only Vacation'. A 'Submit' button is located below the table. At the bottom, there are links for 'Reported Time Status - click to hide' and 'Leave Balances - click to view'.

Use the following grid for more details on which TRCs to use for your job...

Employment Group	Examples	TRCs (click links below to view)	
Administrative Professionals (Hourly)	Specialist Computer Support Assistant to Director of Internal Athletics Coordinator of Computer Support Coordinator of Intercollegiate Athletics Coordinator of Public Service Programs Click here for all titles...	Employee TRCs	Supervisor TRCs
Administrative Professionals (Non-Hourly)	Academic Advisors Administrators Coaches Directors Professionals Click here for all titles...	Employee TRCs	Supervisor TRCs
AFSCME Local 1110 (Those Represented by...)	Building Service Worker Cook Food Service Worker II Food Service Sanitation Laborer Grounds Worker Click here for all titles...	Employee TRCs	Supervisor TRCs
Carpenters (Those Represented by Local 237)	Carpenter Carpenter Foreman	Employee TRCs	Supervisor TRCs
Civil Service (Exempt)	Information Technology Technical Associate Business and Administrative Associate Food Service Administrator II Accounting Associate Information Technology Manager and Administrative Coordinator Click here for all titles...	Employee TRCs	Supervisor TRCs

Employment Group	Examples	TRCs (click links below to view)	
Civil Service (Hourly & Non-Represented)	Information Technology Support Associate Administrative Clerk Administrative Aide Snack Bar Attendant Admissions and Records Supervisor Click here for all titles...	Employee TRCs	Supervisor TRCs
Clericals (Those Represented by AFSCME Local 3236)	Office Support Specialist Office Manager Chief Clerk Office Support Associate Account Technician II Click here for all titles...	Employee TRCs	Supervisor TRCs
Electricians (Those Represented by Local 197)	Electrician Electrician Foreman	Employee TRCs	Supervisor TRCs
Faculty	Associate Professor Assistant Professor Professor Department Chairperson Distinguished Professor Click here for all titles...	Employee TRCs	Supervisor TRCs
Faculty Associates (Laboratory School Faculty at Metcalf & U-High)	Faculty Associate Coach Laboratory School Daily Rate Substitute Graduate Assistant Research Instructional Assistant Professor	Employee TRCs	Supervisor TRCs
Frat Order of Police - Parking	Parking Service Technician Parking Meter Mechanic II Driver Parking Service Asst	Employee TRCs	Supervisor TRCs

Employment Group	Examples	TRCs (click links below to view)	
Health Services (Those Represented by AFSCME Local 3236)	Licensed Practical Nurse II Clinic Nurse Medical Technologist I Nurse Practitioner Pharmacy Technician II Click here for all titles...	Employee TRCs	Supervisor TRCs
Heating Plant & Building Maintenance (Those Represented by Local 399)	Building Mechanic Steam and Power Plant III Steam and Power Plant II Maintenance Repair and Worker Building Operating Engineer Click here for all titles...	Employee TRCs	Supervisor TRCs
IATSE	Extra Help Stagehand	No Employee TRCs	Supervisor TRCs
Non-Tenure Track (Faculty - IL Education Association)	Instructional Assistant Professor Lecturer Clinical Assistant Professor Clinician	Employee TRCs	Supervisor TRCs
Non-Tenure Track (Faculty - Non- Represented)	Instructional Assistant Professor Emeriti Faculty Lecturer Clinical Assistant Professor Summer Faculty Click here for all titles...	Employee TRCs	Supervisor TRCs
Painters (Those Represented by Local 209)	Painter Painter Foreman Extra Help Painter	Employee TRCs	Supervisor TRCs

Employment Group	Examples	TRCs (click links below to view)	
Pipetrades (Those Represented by Local 99)	Pipefitter Plumber Pipefitter Foreman Building Inspector Plumber Foreman Click here for all titles...	Employee TRCs	Supervisor TRCs
Police - Corporals	Police Officer Police Corporal	Employee TRCs	Supervisor TRCs
Police - Sergeants	Act Police Sergeant Police Sergeant	Employee TRCs	Supervisor TRCs
Police - Telecommunications	Police Telecommunicator	Employee TRCs	Supervisor TRCs
Student, Extra Help, & GA Hourly	Student Help Regular Student Watterson Dining Extra Help Semi-Skilled Student Linkins Student McAlister's Click here for all titles...	Employee TRCs	Supervisor TRCs
Substitute Teachers	Daily Rate Substitute Clinical Assistant Professor	Employee TRCs	Supervisor TRCs
Teamsters (Those Represented by Local 26)	Route Driver Field house Facilities Attendant Mailing Equipment Operator/Expediter I Driver Mailing Equipment Operator/Expediter II	Employee TRCs	Supervisor TRCs

Contact information:

- ✓ For more information on Time Reporting Codes, please contact Human Resources at **438-8870**
- ✓ If you are having access issues, please contact **438-4357**