

PeopleSoft Time and Labour
Time Reporting Codes
(Note: Please refer to the appropriate Staff Group)

TRC Code	TRC Short Description	TRC Long Description
AUPE - Regular, Limited Term, Sessional, Coach and Fixed Term		
AI5	5% Acting Incumbency	Article 26 Acting Incumbency

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Time Reporting Codes

CTC	CTO Phone Call	Article 20.04 Call-Out Pay To be used when an employee receives a phone call at home outside of normal working hours
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TRC Code	TRC Short Description	TRC Long Description
CTK	CTO Taken	Article 19 Overtime To be used when an employee wants to take paid time off and uses compensating time off bank.
CTL	CTO in Lieu of Stat	Article 28.05 Paid Holidays To be used if the stat day falls on a Full-Time Salaried AUPE employee's regularly scheduled day off. This is to compensate him/her with the option of a day off. Will be banked as CTO.
CTO	Comp Time Earned	Article 19 Overtime for Full-time employees only. To be used when an Employee wishes to bank time worked as CTO (time in lieu). Cannot claim CTO and OT on the same day. Cannot claim Shift Diff and Overtime at the same time, employee has to choose one or the other. <i>The system rules will calculate the applicable OT rates and apply them.</i>
CTR	CTO Requested @ 1.0	Used only by Ranch employees.
CTS	CTO Standby	Article 21 Standby Pay To be used when an Employee is required to be on Standby, and the appropriate hours will be banked as CTO.
FAM	Family Illness	Article 31 Special Leaves

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TRC Code	TRC Short Description	TRC Long Description
OT	Overtime Pd	Article 19 Overtime for Full-time employees only. To be used when an Employee wishes to have OT paid out. Cannot claim Shift Diff and Overtime at the same time, employee has to choose one or the other. <i>The system rules will calculate the applicable OT rates and apply them.</i>
OTO5	OT @ 0.5 < 7 Day Notice	Article 18.05 Hours of Work To be used when an Employee is given less than 7 calendar days' notice of a shift change. When this is not done, the first day of the schedule change will be paid at time and a half. <i>The system rules will calculate the applicable OT rates and apply them.</i>
OTC	OT Pd Phone Call	Article 20.04 Call-Out pay To be used when an employee receives a phone call at home outside of normal working hours and wants hours paid out at OT at the applicable rate. <i>The system rules will calculate the applicable OT rates and apply them.</i>
OTH	OT Earned on Holiday	Used only by Security.
OTL	OT in Lieu of Stat	Article 28.05 Paid Holidays To be used if the stat day falls on a Full-Time Salaried AUPE employee's day off. This is to compensate them with the option of a day off. Will be paid out.
OTR	OT Requested @ 1.0	Used only by Ranch employees.
OTS	OT Standby	Article 21 Standby Pay To be used when an Employee is required to be on Standby, and the appropriate hours will be paid out as OT. Should enter the hours on the day of which the majority of the shift fall in order for it to pay correctly. <i>The system rules will calculate the applicable OT rates and apply them.</i>
PLD	Personal Leave Day	Article 31 Special Leaves Two (2) workdays provided for the discretionary use by employees for situations not covered elsewhere by the collective agreement. Must be used by December 31 or they are lost (cannot carry over).
SIC	Sick Leave	Article 30 Sick Leave To be used to enter Sick Leave hours for Employees. Time entered as Sick Leave will draw down the sick bank. Only use SIC when coding. When the SIC process is run, the system will change it to the appropriate code.

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TRC Code	
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TRC Code	TRC Short Description	TRC Long Description
UBP	Union Business Pd	Article 9 Time Off for Union Officers and Members To record hours attributed to Union Business paid. If employee normally qualifies for shift differential, this will have to be coded manually on the day of the UBP.
UBU	Union Business Unpaid	Article 9 Time Off for Union Officers and Members To record hours attributed to Union Business unpaid.
VAC	Vacation Taken	Article 29 Vacations To record vacation hours taken by an Employee.
WCP	Workers Comp Pd	To be used to enter hours for Paid Workers Compensation
WCU	Workers Comp Unpaid	To be used to enter hours for Unpaid Workers Compensation

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TRC Code	TRC Short Description	TRC Long Description
Temporary Short- Term and Project Short- Term		
AI5	5% Acting Incumbency	Article 26 Acting Incumbency An Employee who is required by the Board to perform, on an acting basis, a majority of the principal duties of a more senior position within the Department for a minimum period of one (1) work day will be paid an acting premium.

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OTS	OT Standby	Article 21 Standby Pay

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TRC Code	TRC Short Description	TRC Long Description
SUSP	Suspension Pd	To record hours attributed to Paid Suspension
SUSU	Suspension Unpaid	To record hours attributed to unpaid Suspension
UBP	Union Business Pd	Article 9 Time Off for Union Officers and Members To record hours attributed to Union Business paid. If employee normally qualifies for shift differential, this will have to be coded manually on the day of the UBP.
UBU	Union Business Unpaid	Article 9 Time Off for Union Officers and Members To record hours attributed to Union Business unpaid.
VAC	Vacation Taken	Article 29 Vacations To record vacation hours taken by an Employee.

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CCO	CTO Call-Out	Article 20 Call-Out Pay To be used when an employee is called from home to work at a time outside normal working hours and banked as CTO for the appropriate hours.
COP	OT Call-Out	Article 20 Call-Out Pay To be used when an employee is called from home to work at a time outside normal working hours and paid out as OT for the appropriate hours.
COT	\$10 Call-Out Travel	Article 20.03 Call-Out Pay Except when call-out forms a continuous period with the Employee's normal working hours, the Employee shall be paid \$10.00 as compensation for travel expenses.
CTC	CTO Phone Call	Article 20.04 Call-Out Pay

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TRC Code	TRC Short Description	TRC Long Description
SMN	Shift Diff Night	Article 24 Shift Differential Used to manually generate Night Shift Differential with the majority of the shift falling after 6 pm. Ca01TD-5302 Tc.02036 Tw[16ast h4ed5ftedul es 4e ul2024he ml2024he meklf(h).]TJ1 6 4eid4fe >g m2(Mek)-84ean

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TRC Code	TRC Short Description	TRC Long Description
SUSU	Suspension Unpaid	To record hours attributed to unpaid Suspension
TRA	Illness Travel	Article 31 Special Leaves Travel time for illness within the immediate family where long distances are involved.
UBP	Union Business Pd	Article 9 Time Off for Union Officers and Members To record hours attributed to Union Business paid. If employee normally qualifies for shift differential, this will have to be coded manually on the day of the UBP.
UBU	Union Business Unpaid	Article 9 Time Off for Union Officers and Members To record hours attributed to Union Business unpaid.
VAC	Vacation Taken	Article 29 Vacations To record vacation hours taken by an Employee.
WCP	Workers Comp Pd	To be used to enter hours for Paid Workers Compensation
WCU	Workers Comp Unpaid	To be used to enter hours for Unpaid Workers Compensation

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Student		
AI5	5% Acting Incumbency	Article 26 Acting Incumbency An Employee who is required by the Board to perform, on an acting basis, a majority of the principal duties

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UBP_H	Union Business Pd	To record hours attributed to Union Business Paid - hourly employees
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TRC Code	TRC Short Description	TRC Long Description
Casual Replacement		
AI5	5% Acting Incumbency	Article 26 Acting Incumbency An Employee who is required by the Board to perform, on an acting basis, to perform a majority of the principal duties of a more senior position within the Department for a minimum period of one (1) workday will be paid an acting premium.
CR	Reg Classified Hrly	Default salary for Casual Replacement employees - to be used for regular hours worked.
HOT	OT Holiday @ 1.5	This is a Labour Standards rule and is used only for hourly employees when an hourly employee works on a Statutory Holiday. Paid at OT @ 1.5 of standard hours. Is not meant for claiming overtime on a regular workday.
HOT2	OT Holiday @ 2.0	To be used when a Casual Augmentation, Casual Replacement, Student or Recurring Part Time employee works on a Statutory Holiday for hours greater than Job Standards hours. It is paid OT @ 2.0 of standard hours.
MGR_H	MGR Approved Pd Leave	To be used to capture Management Approved Paid Leave - for hourly employees
SUS_H	Suspension Pd	To record hours attributed to Paid Suspension - Hourly employees
UBP_H	Union Business Pd	To record hours attributed to Union Business Paid - hourly employees

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TRC Code	TRC Short Description	TRC Long Description
PLDM	Personal Leave Day - MaPS	<p>Article 31 Special Leaves Three (3) workdays provided for the discretionary use by employees for situations not covered elsewhere by the collective agreement. Must be used by December 31 or they are lost (cannot carry over).</p>
SIC	Sick Leave	<p>Article 30 Sick Leave To be used to enter Sick Leave hours for Employees. Time entered as Sick Leave will draw down the sick bank. Only use SIC when coding. When the SIC process is run, the system will change it to the appropriate code.</p>
STA	Stampede 1/2 Day	Article 28 Paid Holidays

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