

Most Commonly Used Time Reporting Codes

Time Reporting Code	Time Reporting Description
REG	Regular – On Campus
REGTC	Regular - TELEWORK
SICK	Sick
SP	Sick Doctor’s Appt
SFAM	Sick Family
VAC	Vacation
PL	Personal Leave (Must be used by 12/31/YY)
HWCE	Holiday Worked – Comp Time Earned Must be used in conjunction with HOL on the timesheet
HCU	Holiday Comp Used This code is to use Holiday Comp time previously earned (HWCE).
CCE	Compensatory Time Earned
CU	Compensatory Time Used This code is to use regular comp time previously earned (CCE).
SFFNR	Sick Funeral Immediate Family
SFNRL	Sick Funeral Non Immediate Family
LJURY	Jury Duty (confirmation required)
LWWTR (Only when authorized)	Weather Closing
LWGOV (Only when authorized)	Governor Granted Time Off
UVLRP (Only when authorized)	Voluntary Unpaid Leave
LUBLP (Only when authorized)	Union Business Leave
Family Medical Leave	Contact Payroll Office
Unpaid Leave	Contact Payroll Office
Workers’ Compensation	Contact Payroll Office