

**NVCC Time Reporter Codes (TRC)**

Employee May Enter/Supervisor  
May Approve\*

Description	TRC	Explanation	Notes:
Furlough Day	LFRL	Use to record an employee's furlough day off. This will pay the employee	It will mark the day for attendance purposes as a furlough day without taking any payroll deductions
Holiday	HOL	Indicates that a regularly scheduled workday is a designated holiday	Use when College is closed for a Holiday or when employee does not report to work on a holiday. Must be full or half day increments only.
Holiday Comp. Used	HCU	Use whenever an employee charges leave to Holiday Comp Time	May only be used in 1/2 day increments, except NP-2
Holiday Worked - Comp. Earned	HWCE	Use when a non-premium holiday is worked and Holiday Comp Time is earned	Time worked on a holiday when the College is open may be HWCE only. NA faculty. Use in conjunction with REGH.
Jury Duty	LJURY	Paid leave to record employee's jury service	Provide Payroll with Jury Slip
Overtime - General OT Code	OVT	Use whenever the rules should be used to calculate overtime	Employees are not authorized to work OVT unless approved in advance
PL Personal Leave	PL	Use to record PL time taken	3 days/calendar year
Regular	REG	Regular time	
Regular Pay on Holiday	REGH	To be used when an employee works on a State holiday	Used in conjunction with HWCE
Sick Employee Illness	SICK	Employee uses Sick Time for their own illness	
Sick Family	SFAM	Use when employee uses Sick Time to attend to family illness	No more than 5 days/cal year all BUs, except NP-3, which is 10 days/cal year
Sick Funeral Immediate Family	SFFNR	Use when employee uses Sick Time to attend to a funeral in their immediate family	5 days/occurrence all BUs, except NP-2, NP-3 and NP-5, which is 3 days/occurrence
Sick Funeral Non Immediate Fam	SFNRL	Use when an employee is using Sick Time to attend a funeral for other than their immediate family	3 days/calendar year
Sick Medical/Dental/Eye Appt	SP	Use for an employee's medical appointments	
Vacation	VAC	Use when employee takes Vacation	
Weather Closing	LWWTR	Paid leave when agencies are closed as a result of weather conditions	When authorized by President

\*See "Accrued Time Off Usage" tab/page

<b>Contact HR Office</b>
Family Medical leave
Governor Closing
Union Picnic Party
Union Business Release
Unpaid leave
Workers' Compensation