

University of South Carolina
Absence Management
Time Reporting Code Reference Guide

Time Reporting Code (TRC)	TRC Name	Who Can Use?	Brief Description
<i>CMPFM</i>	Compensatory Time – FMLA	Non-Exempt employees in leave earning positions.	Non-exempt employees who work more than 40 hours in a work week (Sunday – Saturday) are eligible to earn comp time in lieu of overtime pay. Comp time is accrued at a rate of 1.5 hours for every hour worked over 40 and must be used in the fiscal year which it is earned. This TRC should be used when an employee has approved FMLA, and they want to use earned comp time in lieu of annual/sick leave as applicable.
<i>CMPML</i>	Compensatory Time – Military	Non-Exempt employees in leave earning positions.	Non-exempt employees who work more than 40 hours in a work week (Sunday – Saturday) are eligible to earn comp time in lieu of overtime pay. Comp time is accrued at a rate of 1.5 hours for every hour worked over 40 and must be used in the fiscal year which it is earned. This TRC should be used when an employee must take time off work for military drill exercises/active orders, and they have exhausted the allotted 45 military days in the current federal calendar year. The employee may use earned comp time in lieu of annual/sick leave as applicable.
<i>CMPTT</i>	Compensatory Time – Comp Time Taken	Non-Exempt employees in leave earning positions.	Non-exempt employees who work more than 40 hours in a work week (Sunday – Saturday) are eligible to earn comp time in lieu of overtime pay. Comp time is accrued at a rate of 1.5 hours for every hour worked over 40 and must be used in the fiscal year which it is earned. This TRC is generic and should be used in place of annual or sick leave, for more specific usages see CMPFM, CMPML, and CMPWC.
<i>CMPWC</i>	Compensatory Time – Workers Comp	Non-Exempt employees in leave earning positions.	Non-exempt employees who work more than 40 hours in a work week (Sunday – Saturday) are eligible to earn comp time in lieu of overtime pay. Comp time is accrued at a rate of 1.5 hours for every hour worked over 40 and must be used in the fiscal year which it is earned. This TRC should be used when an employee has approved Workers Compensation claim and they want to use earned comp time in lieu of annual/sick leave as applicable.
<i>HCTK</i>	Holiday Compensatory Time Taken	Non-Exempt and Exempt employees in leave earning positions who work on a university holiday.	Employees who work on a university holiday earn holiday comp time and must use within one year of earning. This TRC is generic and should be used in place of annual or sick leave, for more specific usages see HCTKF, HCTKM, and HCTKW.
<i>HCTKF</i>	Holiday Compensatory Time Taken - FMLA	Non-Exempt and Exempt employees in leave earning positions who work on a university holiday.	Employees who work on a university holiday earn holiday comp time at an hour for hour rate time. Holiday comp time must be used within one year of earning. This TRC should be used when an employee has approved FMLA, and they want to use earned holiday comp time in lieu of annual/sick leave as applicable.
<i>HCTKM</i>	Holiday Compensatory Time Taken - Military	Non-Exempt and Exempt employees in leave earning positions	Employees who work on a university holiday earn holiday comp time and must use within one year of earning. This TRC should be used when an employee must take time off work for military drill exercises/active orders, and they have exhausted the allotted 45

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		who work on a university holiday.	military days in the current federal calendar year. The employee may use earned holiday comp time in lieu of annual/sick leave as applicable.
HCTKW	Holiday Compensatory Time Taken – Workers Comp	Non-Exempt and Exempt employees in leave earning positions who work on a university holiday.	Employees who work on a university holiday earn holiday comp time and must use within one year of earning. This TRC should be used when an employee has approved Workers Compensation claim and they want to use earned holiday comp time in lieu of annual/sick leave as applicable.
HOLEX	Worked on a Holiday	Exempt employees who work on a university holiday.	Exempt employees do not report daily worked time unless they work on a university holiday or during an authorized hazardous weather event. Non-exempt employees do not have this TRC, they simply enter REGHR for any hours worked on a university holiday.
HZRDS	*Hazardous Weather	Non-Exempt and Exempt employees in leave earning positions who work during an authorized hazardous weather event.	Exempt employees do not report daily worked time unless they work on a university holiday or during an authorized hazardous weather event. Non-exempt employees who work during a hazardous weather event should enter their time worked using this TRC instead of REGHR. <i>*NOTE: This TRC will only appear as an option on timesheets during authorized hazardous weather events.</i>
REGHR	Regular Hours Worked	Non-Exempt employees in both leave earning and non-leave earning positions.	Non-exempt employees enter all regularly scheduled hours worked using this TRC. This is the TRC that will be used most often. This should include any hours worked over 40 in a work week (Sunday – Saturday).

Appendix:

- Non-Exempt Employee: An employee who is covered by the Fair Labor Standards Act (FLSA) and is subject to minimum wage and overtime law.
- Exempt Employee: An employee who is deemed exempt from the Fair Labor Standards Act (FLSA) based on the duties of their position and meeting a minimum salary threshold.
- UofSC fiscal year: July 1 – June 30
- Federal fiscal year: October 1 – September 30
- Leave Earning Employee: Employees in a position which earns one or more types of leave. All FTE employees are leave earning and Research grant/Time limited employees may be leave earning if funding allows.
- Non-Leave Earning Employee: Employees in a position which is not eligible to earn leave. Temporary employees, including students, are non-leave earning. Research grant/Time limited employees may be non-leave earning as stipulated by funding source.

Related HR Policies:

- HR 1.84 – Minimum Wage Official Workweek, and Overtime Compensation
- HR 1.18 – Hazardous Weather and Emergency Leave
- HR 1.15 – Holiday Leave
- HR 1.09 – Other Leave with Pay
- HR 1.66 – Workers Compensation
- HR 1.07 – Family and Medical Leave