(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		
R		
R		*The system rules will calculate the applicable OT rates and apply them.*
R		*The system rules will calculate the applicable OT rates and apply them.* in-law, grandchild, son-in-law, daughter-in-law, sister, brother-in-law, sister-in-law, nephew, niece, aunt or uncle.
BRT	Bereavement Travel	
		Never draws down, always remains at 3.

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. ***The system rules will calculate the applicable OT rates and apply them.***
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 Illness within the immediate family. Immediate family shall mean an employee's spouse, child, stepchild or parent.
FNL	Funeral Attendance	Article 31 Special Leaves

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. ***The system rules will calculate the applicable OT rates and apply them.***
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. ***The system rules will calculate the applicable OT rates and apply them.***
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. ***The system rules will calculate the applicable OT rates and apply them.***
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

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. Can only be claimed during regularly scheduled hours or up to the weekly maximum of their job code. Shift differential is built into employee schedules and is usually represented with a time. If it is represented in the schedule, you DO NOT have to code it in the timesheet, it will be **system generated.** Cannot claim Shift Diff and Overtime at the same time. Can find schedules under Manager Self Service > Time Management > Manage Schedules > Assign Work Schedule.

A

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. UBU

TRC Code	TRC Short Description	

TRC Code	TRC Short Description	TRC Long Description
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. ***The system rules will calculate the applicable OT rates and apply them.***
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.
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. Can only be claimed during regularly scheduled hours or up to the weekly maximum of their job code. Shift differential is built into employee schedules and is usually represented with a time. If it is represented in the schedule, you DO NOT have to code it in the timesheet, it will be ***system generated.*** Cannot claim Shift Diff and Overtime at the same time. Can find schedules under Manager Self Service > Time Management > Manage Schedules > Assign Work Schedule.
SMS	Shift Diff Saturday	Article 25 Weekend Premiums Used to manually generate Saturday Premium.

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.

PeopleSoft Time and Labour
Time Reporting Codes

TRC Code	TRC Short Description	TRC Long Description
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 To be used when an employee receives a phone call at home outside of normal working hours.
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 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. ***The system rules will calculate the applicable OT rates and apply them.***
CTR	CTO Requested @ 1.0	Used by Ranch employees only.
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.
LSU	Leave Unpaid < 5 Days	To be used for unpaid leave of absences which are less than 5 days. Anything longer than 5 days should be entered into the Job Record and should be done by a Benefits Advisor.
MGR	MGR Approved Pd Leave	To be used to capture Management Approved Paid Leave.

TRC Code	TRC Short Description	TRC Long Description
OT	Pd Overtime	Article 19 Overtime Full-time employees only. To be used when an Employee wishes to have OT paid out.

TRC Code	TRC Short Description	

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

TRC Code	TRC Short Description	TRC Long Description
PLDM	Personal Leave Day - MaPS	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).
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.
STA	Stampede 1/2 Day	Article 28 Paid Holidays Regardless of how long an AUPE/MaPS employee has been with the University, they are entitled to a 1/2-day Stampeded Holiday to be observed during Stampede Week.
SUSP	Suspension Pd	To record hours attributed to Paid Suspension
SUSU	Suspension Unpaid	To record hours

TRC Code	TRC Short Description	TRC Long Description
ONC	On-Call FHOBO	To be used when a Trust hourly employee is on call. Hourly rate is required.
STAT	Stat Pay	To be used for Trust and Non-Classified Hourly employees who are eligible for Stat Pay. Must work 3 days prior to and 1 day after the Statutory Holiday to be eligil5ay.

TRC Code	TRC Short Description	TRC Long Description
STAT	Stat Pay	To be used for Trust and Non-Classified Hourly employees who are eligible for Stat Pay. Must work 3 days prior to and 1 day after the Statutory Holiday to be eligible for Stat Pay. Add up the hours on the 4 days and divide by 4 to get the number of hours to be entered on the holiday.
Non-Classified - Reader/Demonstrator		
HOT	OT Holiday @ 1.5	This is a Labour Standards rule and is used only for hourly employees when a 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.
MRD	*Marking, Reading Demonstrator*	Default salary for employees who are doing Marking Reading and Demonstrator jobs (i.e., Job Code RDR123). Do not use for non-