

## **Approve Payable Time Page - Time Reporting Code Categories (TRC Category)**

**Base Hours** - (This category is included in the total payable hours column).

Base hours include the employee's workgroup default TRC as well as codes that are used to indicate their base hours. Such as REG, REE, REA.

**Time Off** - (This category is included in the total payable hours column).

This category including hours not worked such as vacation, sick, allowed time, personal, holiday comp time used, overtime comp time used, no pay, etc.

**Additional Reported Hours** - (This category is included in the total payable hours column).

Additional reported hours include overtime, roll call, outside detail, compensatory time earned , holiday paid, call backs/on call, etc.

**Shift & Differentials** - (This category is included in the total payable hours column).

This category includes those TRCs that are used for paying shift differentials and pay differential configured as hours.

**Paid as Units** - (This category is **NOT** included in the total payable hours column).

Units include those TRCs that are configured as unit based, these include some meal money, pay differentials, standby, on call etc.

**Note on Compensatory Time Adjustments** – These adjustments are **NOT** included in the total payable hours **NOR** are they listed in one of the above TRC categories.)

Holiday or overtime compensatory time adjustments will be listed under the Approval Details page for a given employee