

Time Reporting Codes (TRCs) and their Definitions

A Time Reporting Code (TRC) is a description of the type of time entered on the timesheet. A TRC must be selected for each time row entered. Different employee groups will have different codes available to them as appropriate. Most often, the “REG” code for Regular Hours will be used for work hours entered. There are also specific codes for holidays.

TRC	Description	Use	Support Staff	Casual / VHO
REG	Regular Work Hours	For regular hours worked	X	X
AWOP	Absent Without Pay	If employee has an unexcused or excused absence without pay	X	
CUHO	Columbia University Holiday	Indicates the day is a University-designated holiday, and the employee did not work	X	
HOLD	Holiday Worked + Deferred Day	If employee elects comp time for having worked the holiday	X	
HOLW	Holiday Worked + Regular Day's Pay	If employee worked on a designated holiday and elects to receive additional day's pay	X	
ILPU	In Lieu of Pay Used	Indicates use of the comp time earned for having worked the holiday	X	

The below chart details the method for recording time for each TRC. For actual hours worked on the day, fill out the In/Out columns only. For other types of time, use the Quantity column.

TRC	Description	Use	Timesheet Entry Section
REG	Regular Work Hours	For regular hours worked	In/Out
AWOP	Absent Without Pay	If employee has an unexcused or excused absence without pay	Quantity
CUHO	Columbia University Holiday	Indicates the day is a University-designated holiday, and the employee did not work	Quantity
HOLD	Holiday Worked + Deferred Day	If employee elects comp time for having worked the holiday	In/Out
HOLW	Holiday Worked + Regular Day's Pay	If employee worked on a designated holiday and elects to receive additional day's pay	In/Out
ILPU	In Lieu of Pay Used	Indicates use of the comp time earned for having worked the holiday	In/Out

For more information, please speak with your manager or Human Resources representative.