

GUIDE TO ENTERING MILITARY TIME REPORTING CODES (TRC's)

Medical and Mental Health Care Leave for Certain Veterans

VHC = Veteran's Healthcare Leave

The screenshot shows the UT Dallas Galaxy Timesheet interface. The browser address bar displays <https://galaxy-prod.utdallas.edu/jsp/DEPRD/EMPLOYEE>. The page title is "Timesheet". The navigation menu includes "Home", "Help", and "Sign out". The main content area shows "No Leave To Report" and a table for the week of 6/19 to 6/24, 2017. The table has columns for days of the week and "Total Hours". A dropdown menu is open, listing various Time Reporting Codes (TRC) such as AES - Admin Leave Exemplary Service, BRV - Bereavement Leave, CWK - Closure Hours Worked, DOC - Dock Pay, EMG - Emergency Leave, HCP - Hol/Clo Comp Paid, HCT - Hol/Clo Comp Taken, HOL - Paid Holiday Hours, HWK - Holiday Worked, JUR - Jury/Witness Duty, Subpoena, LOP - Admin Leave Without Pay, LWP - Admin Leave With Pay, NTR - Nothing to Report, REX - Exempt Regular Working Hours, VOT - Voting Leave, and ZPAY3 - Payroll Only: Hol/Clo. A blue arrow points to the dropdown menu with the text "Select corresponding TRC code".

In accordance with Texas Government Code 661.924.

(a) This section applies to a state employee who is:

- (1) A veteran, as defined by Section [434.023\(a\)](#); and
- (2) Eligible for health benefits under a program administered by the Veterans Health Administration of the United States Department of Veterans Affairs.

Under this leave policy Veteran employees may be granted up to 15 days of leave per fiscal year to obtain medical or mental health care administered by the Veterans Health Administration of the United States.

This leave applies only to VA visits and physical rehab. It does not apply when an employee calls out from work due to illness or injury.

Military Leave: 15 Days of Training

MIL = Military Leave

An employee who is called to active duty or authorized training as a member of state military forces or any of the reserve components of the United States Armed Forces is entitled to not more than fifteen working days in a federal fiscal year (October 1 through September 30). Employees who need to take leave must provide military orders to the Leave Administrator in the Office of Human Resources in order to receive credit of the 15-days of military. Once the leave is credited to the employee's timesheet, the available leave will be visible on his/her timesheet:

Leave and Compensatory Time Balances				
Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed
Comp Time	HOLCLO	0.00	0	
Comp Time	MILITARY	120.00		

Military Leave Balance is 120 hours (15 days)

Employees will enter military leave via the Time Reporting codes (TRC's) on their online Galaxy timesheet, please refer to the screenshot below:

The screenshot shows the UTD Galaxy timesheet interface. A dropdown menu is open, listing various Time Reporting Codes (TRC's). The 'MIL - Military Leave' option is highlighted with a blue arrow. The dropdown menu includes the following options:

- AES - Admin Leave Exemplary Service
- BRV - Bereavement Leave
- CWK - Closure Hours Worked
- DOC - Dock Pay
- EMG - Emergency Leave
- HCP - Hol/Clo Comp Paid
- HCT - Hol/Clo Comp Taken
- HOL - Paid Holiday Hours
- HWK - Holiday Worked
- JUR - Jury/Witness Duty, Subpena
- LOP - Admin Leave Without Pay
- LWP - Admin Leave With Pay
- MIL - Military Leave
- NTG - National Guard
- PCP - Premium Comp Paid
- PCT - Premium Comp Taken
- REG - Regular Salaried Hours Worked
- SCP - Straight Comp Paid
- SCT - Straight Comp Taken
- VOT - Voting Leave
- YPAY1 - Clock: OTP
- YPAY2 - Clock: OTS
- ZMIL - Payroll: Earn to Military Bank
- ZPAY1 - Payroll Only: Premium
- ZPAY2 - Payroll Only: Straight
- ZPAY3 - Payroll Only: Hol/Clo
- ZPAY6 - Payroll Adjust Straight Comp

Non-exempt employees will not enter in-and-out time, only the number of military hours taken should be entered in the quantity box.

Military Leave Reporting

In accordance with Texas Government Code, Section 437.202 (f):

- By accessing their Galaxy on-line timesheet employees will have access to the number of workdays for which the officer or employee claimed paid military leave in that fiscal year; and

- The net balance of unused accumulated leave for that fiscal year that the officer or employee is entitled to carry forward to the next fiscal year; and
- The net balance of all unused accumulated leave under this section to which the officer or employee is entitled.

Employees must report leave taken for military training in their Galaxy on-line timesheet. The net balance of the unused accumulated leave may not exceed 45-work days.