

## Guide to Entering Time Reporting Codes (TRC's)

**DOCK** = Enter dock time when the employee has exhausted all of their leave accruals. Leave Administrator should be contacted if the employee is not already on an approved leave.

**Emergency Leave** = Employees must have approval from their Department Supervisor and/or Associate Vice President of Human Resources before using this TRC.

**LOP** = Administrative leave without pay should be used only when instructed by The Office Human Resources.

**LWP** = Administrative leave with pay should be used only when instructed by The Office of Human Resources.

**BRV** = bereavement/ funeral leave (up to 3 days with supervisor approval)

The screenshot shows the Galaxy Timesheet interface. At the top, there is a navigation bar with the UT Dallas logo and a search bar. Below the navigation bar, there is a message that says "No Leave To Report". The main area displays a table for entering time reporting codes for the period from 2017 to Saturday 06/24/2017. The table has columns for days of the week (Mon 6/19, Tue 6/20, Wed 6/21, Thu 6/22, Fri 6/23, Sat 6/24) and a Total Hours column. A dropdown menu is open, showing a list of TRC codes with their descriptions. A blue arrow points to this list with the text "Select corresponding TRC code".

Mon 6/19	Tue 6/20	Wed 6/21	Thu 6/22	Fri 6/23	Sat 6/24	Total Hours	Time Reporting Code

**Time Reporting Codes List:**

- 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
- ZPAY3 - Payroll Only: Hol/Clo

## Military Leave

### **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:

The screenshot shows the "Leave and Compensatory Time Balances" table. The table has columns for Plan Type, Plan, Recorded Balance, Minimum Allowed, and Maximum Allowed. A blue arrow points to the row for Military Leave with the text "Military Leave Balance is 120 hours (15 days)".

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed
Comp Time	HOLCLO	0.00		
Comp Time	MILITARY	120.00		0

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

The screenshot shows the UTD Timesheet interface. The breadcrumb trail is: Favorites > Main Menu > Manager Self Service > Time Management > Report Time > Timesheet. The main area contains a table with columns for Meal Out, In, OUT, Punch Total, and Quantity. A dropdown menu is open, listing various leave types 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, 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, and ZPAY6 - Payroll Adjust Straight Comp. A blue arrow points to the 'MIL - Military Leave' option.

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.