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)

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:

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