

## Online Time Entry Reporting Codes (TRC) Tip Sheets

For details, please refer to the [Master Agreement & Human Resources Directives](#)

### ABSENCE Codes – use these codes when you are away from work.

Absence TRC	DESCRIPTION	CONDITIONS & APPLICATION
AEP	Administration of Estate Paid	Administration of estate shall apply only when an Employee has been designated as an executor or administrator of the estate.
AFP	Attend Funeral Paid	Attend funerals as pall-bearer or mourner.
APPT	Medical Appointment Paid	<p>If an Employee requires time off for the purposes of attending a dental, physiotherapy, optical, medical or such other medical appointment, provided the employee has been given prior authorization by the Employing Department and he works one (1) hour in a half day.</p> <p>For example, an employee has an appointment in the morning and arrives at work at 10:30 am. The employee would report 2.25 hours of APPT.</p> <p>If the employee has an appointment in the afternoon and leaves at 2:30 pm and returns at 3:45 pm, the employee would enter 1.25 hours of APPT.</p>
BAP	Birth/Adoption Paid	Be present at birth or adoption proceedings of an Employee's child.
BLP	Bereavement Leave Paid	Bereavement - leave of absence will be granted in the event of the death of the employee's, spouse, or benefit partner; or death of any of the following relatives of an employee, spouse or benefit partner: parents, guardian, parent-in-law, grandparent, grandchild, son, daughter, brother, sister, or the spouse of benefit partner of any of them.
CHP	Citizenship Hearing Paid	Attend formal hearing to become Canadian Citizen.
CIP	Casual Illness	Means a sickness, injury or quarantine restriction that causes an employee to be

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		absent from work for three (3) consecutive days of work or less. An eligible employee is entitled to 10 days of casual illness per year. To enter a ½ day casual illness, divide the daily hours by 2 and enter the result to 2 decimal points (i.e.: 7.25 divided by 2 = 3.625 Enter 3.63)
CIW	Casual Illness Without Pay	This code is used when an employee has used all of their casual leave entitlement. This code will deduct pay for hours entered.
DCP	Disaster Conditions Paid	This code disaster conditions shall apply for a critical condition which requires an employee's personal attention in a disaster (flood, fire, tornado) which cannot be served by others or attended to by the Employee at a time when he is normally off duty.
EXP	Examinations Paid	Write examination(s) for course(s) approved by the Employer - as required
FSP	Family Sickness Paid	An employee who requires time off work to attend to the illness of an immediate family member, may be granted up to ten (10) days special leave without loss of pay. Immediate family means spouse, benefit partner, son, daughter, mother or father.
GLP	Grievance Leave Paid	This code is used when an employee is approved to be absent from work with pay to attend their grievance hearing. Leave with pay will also be extended to those employees that are attending a grievance or arbitration hearing as a witness
ILW	Wage Illness	Only used by wage employees that have reached 1450 hrs. 1450 Wage employees are allowed the hourly equivalent of six full days paid sick leave per subsequent year for illness or medical appointments.
LTW	Late Without Pay	This code is used when an employee is late for work and will result in a deduction of pay.

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MHP	Moving Household Paid	This code is used when the employee has been approved to be absent from work for up to one day to move their household.
MIP	Minor Illness Paid	<p>This code is used if an Employee is ill at work and must leave because of the illness and they have been at work for one (1) hour in a half day.</p> <p>Example 1: The employee becomes ill at work and leaves the office for the day at 10:30 AM. The morning absence is coded as MIP 1.5 hrs and the afternoon absence is coded as CIP for 3.63 hrs based on 7.25 hrs scheduled day.</p> <p>Example 2: The employee leaves the office at 2:30 PM. The remaining hours of 2:30 – 4:30 would be reported as 2.0 hours of MIP.</p>
MSCP	Miscellaneous Leave Paid	<p>This code is used when an employee is approved to be absent from work with pay. For absences which may include:</p> <ul style="list-style-type: none"> <li>- BDC: Blood Donor Clinic</li> <li>- AWR: Awards recognition</li> <li>- INTP: Interview</li> <li>- SEP: Special Event</li> </ul> <p>Indicate in the comments the reason for the absence when using MSCP</p>
MSCW	Miscellaneous Leave Without Pay	<p>This code is used when an employee is approved to be absent from work for less than 5 days without pay.</p> <p>For leaves of 5 days or more – use standard corporate form (eforms - Time).</p>
STDP	Staff Development Paid	<p>This code is used when an employee is required to attend a training course or seminar during a normal work day.</p> <p>The employee will be paid their regular hourly rate of pay.</p>

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UBP	Union Business Paid	This code is used when an employee is approved to be absent from work with pay while on union business.
VAC	Vacation Taken	This code is used by all employees with the exception of wage employees.  The vacation entitlement will be reduced by the amount of hours taken.
VSK	Management Supplement Taken	The Management Vacation supplement will be reduced by the amount of hours taken.

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**Payment codes – use one of these codes when you are to be paid for additional work.**

Pay TRC	DESCRIPTION	CONDITIONS & APPLICATION
BPH	Banked Paid Holiday Earned  This code is used when employees shall continue to accumulate days off in lieu when working on a paid holiday.	This applies only to certain classifications and continuous operations (shift work).
BPHP	Banked Paid Holiday Paid  This code is used when the employee is being paid out for the paid holiday that was previously banked. The employee will receive straight time pay for the hours indicated and the hours banked will be reduced.	This applies only to certain classifications and continuous operations (shift work).
BPHT	Banked Paid Holiday Taken  This code is used when the employee is taking time off for previously banked paid holidays. The entitlement will be reduced by the hours taken.	This is applies only to certain classifications and continuous operations (shift work).
BRD	Board Allowance	This code is used for room & board and is only used by wage employees in certain classes.
BTE	Banked Overtime Earned  This code is used when reporting overtime that has been earned and is to be banked.	Banked Overtime Earned is recorded as straight time. Therefore if it is earned at time and a half or double time, the hours need to be converted to straight time prior to entering. For example: employee worked 2 hrs at time and half and wants to bank the overtime, $2.0 \times 1.5 = 3.0$ hours to be banked. Enter BTE 3.00 on that day.
BTT	Banked Time Taken  The code is used when you have banked time earned in the system and you are taking that time off. Banked earned overtime balance will be reduced as you take it.	

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Pay TRC	DESCRIPTION	CONDITIONS & APPLICATION
CAC	<p>Correctional Allowance (COR R1)</p> <p>Institution Allowance based on interaction with inmates or young offenders. Refer to Article 19 of the master agreement.</p>	<p>This code only applies to certain classifications working in a Correctional Institution. The allowance is \$5.90 a day.</p>
CAF	<p>Correctional Allowance (COR R3)</p> <p>Institution Allowance based on interaction with inmates or young offenders.</p>	<p>This code only applies to certain classifications working in a Correctional Institution.</p> <p>The allowance is \$4.40 a day.</p>
CAM	<p>Correctional Allowance (COR R4)</p> <p>Institution Allowance based on interaction with inmates or young offenders.</p>	<p>This code only applies to certain classifications working in a Correctional Institution.</p> <p>The allowance is \$2.90 a day.</p>
CB1	<p>Call Back Pay 1X Rate</p> <p>Call back pay is paid to employees that are required to return to work.</p> <p>Refer to Article 19 of the master agreement/Collective agreement.</p>	<p>Employees are compensated at the applicable overtime rate. The rate of compensation for the callback period is dependent on the classification of the employee.</p>
CB2	<p>Call Back Pay 1.5X Rate</p> <p>Call back pay is paid to employees that are required to return to work.</p> <p>Refer to Article 19 of the master agreement/collective agreement.</p>	<p>Employees are compensated at the applicable overtime rate. The rate of compensation for the callback period is dependent on the classification of the employee.</p>

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Pay TRC	DESCRIPTION	CONDITIONS & APPLICATION
CB3	<p>Call Back Pay 2X Rate</p> <p>Call back pay is paid to employees that are required to return to work.</p> <p>Refer to Article 19 of the master agreement.</p>	<p>Employees are compensated at the applicable overtime rate. The rate of compensation for the callback period is dependent on the classification of the employee</p>
CBPB	<p>Call Back Pay Banked</p>	<p>The callback pay must be calculated and converted to straight time prior to entering this code.</p>
CCP	<p>Contract Casual Illness Paid</p> <p>Number of days granted as per the contract agreement.</p>	<p>Can exceed more than 3 consecutive days.</p>
CSA	<p>Camp Staff Allowance - Sub 3</p> <p>The allowance for an overnight trip or camp which exceeds the employee's normal daily hours.</p>	<p>The allowance will be \$30 per day.</p>
CSD	<p>Camp Staff Allowance Day</p> <p>Employees (including wage employees) who are required to accompany or be responsible for individuals under the department's supervision on an authorized recreation trip or to a camp will be paid an allowance.</p>	<p>The allowance will be \$22 per day when the trip or camp exceeds the employee's normal daily hours.</p>

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Pay TRC	DESCRIPTION	CONDITIONS & APPLICATION
CSO	<p>Camp Staff Allow Overnight</p> <p>Employees (including wage employees) who are required to accompany or be responsible for individuals under the department's supervision on an authorized recreation trip or to a camp will be paid an allowance.</p>	<p>The allowance will be \$30 per day for an overnight trip or camp exceeds the employee's normal daily hours.</p>
CSW	<p>Camp Staff Wilderness</p> <p>An Employee who is required to stay overnight in a wilderness tent camp at which the Employee must provide his own domestic services shall have added to his regular salary a daily allowance.</p>	<p>For individuals in Subsidiary Agreement 5.</p> <p>The allowance will be eight dollars and fifty cents (\$8.50) for each such night spent in camp.</p>
CT1	<p>Callback Telephone 1X Rate</p> <p>Refer to the Master agreement Article 19.04/Collective agreement.</p>	<p>This code is used only if the employee is designated to receive work related calls at home, they are eligible for compensation.</p>
CT2	<p>Callback Telephone 1.5X Rate</p> <p>Refer to the Master agreement Article 19.04/Collective agreement.</p>	<p>This code is used only if the employee is designated to receive work related calls at home, they are eligible for compensation.</p>
DTO	<p>Double Time Overtime</p> <p>Employee is eligible for overtime as set out in the <u>Collective and Subsidiary Agreements</u>.</p>	<p>This code is use when an employee is approved to work overtime at 2.0 times their regular rate of pay.</p>
FFA	<p>Fire Fighter Allowance</p> <p>Employees designated by the Employer to render services in conjunction with Institutional Fire Prevention and Control shall receive remuneration as outlined in Supplement II of the Master Agreement.</p>	<p>\$20.00 per day</p>



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Pay TRC	DESCRIPTION	CONDITIONS & APPLICATION
HRD	<p>High Rigging Differential</p> <p>Employees who work at heights in excess of ten feet six inches (10'6") or three point two (3.2) meters from the floor or ground level shall be paid an allowance of fifty (50) cents per hour for each hour or portion thereof while performing the following work.</p> <p>This code is only used by Subsidiary 4.</p>	<p>Allowance is fifty (50) cents per hour for each hour or portion thereof.</p>
LHM	<p>Lookout Hazard Modifier</p> <p>This code is only used by Subsidiary 5</p>	<p>Assigned to lookout towers.</p>
LKT	<p>Lookout Tower Bonus</p> <p>This code is only used by Subsidiary 5</p>	<p>Assigned to lookout towers.</p>
NLV	<p>Northern Leave – Salary only</p>	<p>This code is only used by employees who are isolated as a result of their employment and residency in locations north of the 57th parallel of north latitude in the Province of Alberta.</p>
PH1	<p>Paid Holiday 1 X Rate</p> <p>When an employee works on a paid holiday.</p> <p>This code is used when the employee is not banking the hours for the paid holiday and is to be paid out for the hours worked. The employee will be paid their regular salary for the holiday plus 1.times the regular rate of pay for all full hours worked up to the equivalent of full normal daily hours.</p> <p>Refer to Master Agreement Article 36.</p>	<p>This code is used primarily for continuous operations.</p>

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PH2	<p>Paid Holiday 1.5 X Rate</p> <p>When an employee works on a paid holiday.</p> <p>This code is used when the employee is not banking the hours for the paid holiday and is to be paid out for the hours worked. The employee will be paid their regular salary for the holiday plus 1.5 times the regular rate of pay for all full hours worked up to the equivalent of full normal daily hours.</p> <p>Refer to Master Agreement Article 36.</p>	<p>This code is used primarily for continuous operations.</p>
PH3	<p>Paid Holiday 2 X Rate</p> <p>When an employee works on a paid holiday - this code is used when the employee has worked more than the normal daily hours. The employee is eligible for 2.0 times their normal daily rate of pay for all hours worked on the paid holiday after the normal daily hours have been worked.</p>	<p>This code is used primarily for continuous operations.</p>
PHL	<p>Paid Holiday 0.5 X Rate</p> <p>When an employee works on a paid holiday - this code is used when the employee is banking the hours for the paid holiday and is being paid for the additional half time. The employee will be paid their regular rate of pay for all hours worked up to the equivalent of full normal daily hours and the employee will also bank the hours worked at straight time, to be taken off at a later date.</p> <p>Refer to Master Agreement Art. 36.</p>	<p>This code is used primarily for continuous operations.</p>

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Pay TRC	DESCRIPTION	CONDITIONS & APPLICATION
PHP	<p>Paid Holiday Paid In Lieu Of</p> <p>When an employee works on a paid holiday. This code is used when previously banked time has been banked to be paid out.</p> <p>Refer to Master Agreement Article 36.</p>	<p>This code is used primarily for continuous operations.</p>
PHT	<p>Paid Holiday Taken</p> <p>When an employee works on a paid holiday - this code is used when an employee is taking off the paid holiday on the day it occurred.</p> <p>Refer to Master Agreement Article 36.</p>	<p>This code is used primarily for continuous operations.</p>
SBH	<p>Standby Pay Holiday</p> <p>When an employee works on a paid holiday - this code is used when an Employee is designated to be immediately available to return to work for standby on a paid holiday.</p> <p>Refer to Master Agreement Article 21.</p>	<p>The compensation shall be one (1) hour's pay at his regular rate or the equivalent time in lieu for each four (4) hours on standby or any portion thereof.</p> <p>Calculate how many hours to pay and enter SBH.</p> <p>For example, the employee is on standby for six (6) hours, they would enter two (2) hours of SBH.</p>
SBP	<p>Standby Pay Regular</p> <p>This code is used when an Employee is designated to be immediately available to return to work during a period in which he is not on regular duty.</p> <p>Refer to Master Agreement Article 21.</p>	<p>The employee shall be compensated the amount of one-half (1/2) hour's pay at their regular rate or the equivalent time in lieu for each four (4) hours on standby or any portion thereof on a day that is not a paid holiday.</p> <p>Calculate how many hours to pay and enter SBP.</p> <p>For example, the employee is on standby for six (6) hours, they would enter one (1) hour of SBP.</p>

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SBPB	<p>Standby Pay Banked</p> <p>This code is used when an Employee is designated to be immediately available to return to work during a period in which he is not on regular duty.</p>	<p>Calculate the hours and enter the code SBPB.</p>
SDN	<p>Shift Differential Nights</p> <p>This code is used by employees that are normally required to work nights on a regular basis. The shift scheduled hours fall between 4:00 PM and 8:00 AM.</p> <p>Refer to the Master Agreement Article 18</p>	<p>The employee receives \$1.75 per hour for each hour in the shift. Used by salary employees</p>
SDW	<p>Shift Differential Weekend Premium</p> <p>This code is used by employees that work Saturday and Sundays as part of their normal workweek.</p> <p>Refer to the Master Agreement Article 18A.</p>	<p>The employee receives a weekend premium of \$1.75 per hour for each hour worked from midnight Friday to midnight Saturday. Used by salary employees.</p>
STC	<p>Straight Time Training Course</p> <p>This code is used when an employee who is required to attend a training course or seminar on a regularly scheduled day of rest, shall be granted a day off in lieu at some other time, or if impractical to allow/grant time off, they shall be paid at straight time rates for the hours spent on training to a maximum of his normal daily hours of work for that period.</p>	<p>Employee is eligible for overtime as set out in the Collective Agreement</p>

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Pay TRC	DESCRIPTION	CONDITIONS & APPLICATION
STM	<p>Straight Time Meal</p> <p>This code is used when an employee is requested to work through their lunch break.</p> <p>Employee is eligible for overtime as set out in the <u>Collective Agreement</u></p>	<p>The employee will be paid their regular hourly rate of pay.</p>
STO	<p>Straight Time Overtime</p> <p>This code is used when an employee is approved to work overtime at straight time rates.</p> <p>Employee is eligible for overtime as set out in the <u>Collective Agreement</u></p>	<p>The employee will be paid their regular hourly rate of pay.</p>
STR	<p>Straight Time Reporting Pay</p> <p>This code is used when a wage employee shall be paid a minimum of three (3) hours pay at his hourly rate when an expected work period is cancelled and the Employee was not notified of such cancellation on or before the day prior to the cancelled work period (1) hour prior to his regular starting time.</p> <p>An Employee who reports for a regularly scheduled shift and who is assigned, without prior notification, to an alternate work shift commencing at a later time, shall receive an additional three (3) hours pay at his hourly rate.</p>	<p>The employee will be paid their regular hourly rate of pay.</p>

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THO	Time and One Half Overtime  This code is used when an employee is approved to work overtime at 1.5 times their regular rate of pay.  Employee is eligible for overtime as set out in the <i>Collective Agreement</i> and the specific <i>Subsidiary Agreement</i> the employee falls under.	The employee will be paid their regular hourly rate of pay.
WAG	Wage Pay	This code is regular wage hours worked.
WCC	Correctional Allowance (COR R1) Wages  Institution Allowance based on interaction with inmates or young offenders.	This code only applies to certain classifications working in a Correctional Institution  The allowance is \$5.90 a day.
WCF	Correctional Allowance (COR R3) Wages  Institution Allowance based on interaction with inmates or young offenders.	This code only applies to certain classifications working in a Correctional Institution  The allowance is \$4.40 a day.
WCM	Correctional Allowance (COR R4) Wages  Institution Allowance based on interaction with inmates or young offenders.	This code only applies to certain classifications working in a Correctional Institution  The allowance is \$2.90 a day.
WMM	Fort McMurray Allowance – Wage  This code is used by wage employees only and is entered as days not hours.	Special allowance for Government employees employed and residing in Fort McMurray or its vicinity. Not eligible to employees receiving Northern allowance.
WNA	Northern Allowance – Wages  This code is use by wage employees only and is entered as days not hours.	Employee whose work location is North of the 57 <sup>th</sup> parallel of north latitude will be paid a northern allowance

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Pay TRC	DESCRIPTION	CONDITIONS & APPLICATION
WSD	<p>Shift Differential Nights – Wages</p> <p>This code is used by employees that are normally required to work nights on a regular basis. The normal shift hours fall between 4:00 PM and 8:00 AM.</p> <p>Refer to the Master Agreement Article 18.</p>	<p>The employee receives \$1.75 per hour for each hour in the shift</p>
WWP	<p>Shift Differential Weekend Premium – Wages</p> <p>This code is used by employees that work Saturday and Sundays as part of their normal workweek.</p> <p>Refer to the Master Agreement Article 18A.</p>	<p>The employee receives a weekend premium of \$1.75 per hour for each hour worked from midnight Friday to midnight Saturday. Used by wage employees</p>