

State Accounting Office of Georgia

TL Central Administrators Job Aid – Changes in Time and Labor Effective 7/1/17

Guide to Changes Affecting How Employees are Enrolled and Processed in
Time and Labor

Updated
7/13/2017

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Introduction

Effective July 1, 2017, the Time and Labor system has been modified to further simplify time reporting and leave accruals. Effective with the modifications, Absence Management processes are no longer used for agencies using Time and Labor.

The purpose of this document is to describe changes to the system which affect how employees are enrolled in Time and Labor and how they are processed including manual adjustments.

What Has Changed in Time and Labor for TL Central Administrators

- The following Leave Types have moved from Absence Management to Time and Labor.
 - ❖ Annual Leave
 - ❖ Education Support Leave
 - ❖ Forfeited Annual Leave
 - ❖ Forfeited Sick Leave
 - ❖ Holiday Leave
 - ❖ Military Leave 18 Days
 - ❖ Military Leave 30 Days
 - ❖ Personal Leave
 - ❖ Sick Leave
- Time Period ID on Create Time Reporter Data and Maintain Time Reporter Data are automatically populated and are display only based on the Workgroup selection.
- Comp Time / Leave Plans listed below are automatically added to the employee's Comp Plan Enrollment when an employee is enrolled for the first time in Time and Labor. (Exception: Budget Comp, PSC Comp, Military Plans require manual enrollment)

Comp Time / Leave Plans	Description
ANN1	Annual Leave
ESL	Education Support Leave
FLSACOMP	FLSA Comp Time
FORFEIT AL	Forfeit Annual Leave
FORFEIT CP	Forfeit Combined/Unknown Leave
FORFEIT SL	Forfeit Sick Leave
HOLIDAY	Holiday Leave
GACOMP	Georgia Comp
PERSONALLE	Personal Leave
SICKLEAVE	Sick Leave

- Ability to enter adjustments to Leave Plans
- Ability to enroll employees eligible for Military Leave 18 Days and Military Leave 30 Days
- Ability to enter Comments which are displayed on timesheets for TL Central Administrators only

- Meal Period TRCs used by Workgroup GDC28NELE (GDC 28 Day, Non-Exempt, Law Enforcement)

Time Period ID

The Time Period ID is automatically populated on the Create Time Reporter Data and Maintain Time Reporter Data online screens and is display only. The Time Period ID is populated based on the Workgroup selection. This will ensure all enrollment records have the correct Time Period ID for the assigned Workgroup.

NAVIGATION: TIME AND LABOR > ENROLL TIME REPORTERS > CREATE TIME REPORTER DATA

or

NAVIGATION: TIME AND LABOR > ENROLL TIME REPORTERS > MAINTAIN TIME REPORTER DATA

In the example below, notice the *Time Period ID* field is display only.

Maintain Time Reporter Data
 Jane Parker ID 12345678 Employment Record 0
 Organizational Relationship Employee Badge Detail Group Membership

Time Reporter Data Find | View All First 1 of 1 Last

*Effective Date 10/22/2016 *Status Active
 *Time Reporter Type Punch Time Reporter
 Elapsed Time Template
 Punch Time Template SOGPCHALL State of GA Punch - All Emps
 Time Period ID PSSATFRI Saturday to Friday
 *Workgroup DOLSRFN DOL Sal Non-Ex Full Time
 *Taskgroup SOGALL-CC State of GA All EE - Combo Cd
 Task Profile ID
 TCD Group

Payroll
 Send Time to Payroll

Commitment Accounting
 For Taskgroup
 For Department

In the example below, the magnifying glass for the Workgroup field was clicked and Workgroup DPHSRFN selected. As soon as the selection was made, the new Workgroup and Time Period ID were displayed.

Maintain Time Reporter Data
 Jane Parker ID 12345678 Employment Record 0
 Organizational Relationship Employee Badge Detail Group Membership

Time Reporter Data Find | View All First 1 of 1 Last

*Effective Date 10/22/2016 *Status Active
 *Time Reporter Type Punch Time Reporter
 Elapsed Time Template
 Punch Time Template SOGPCHALL State of GA Punch - All Emps
 Time Period ID PSSUNSAT Sunday to Saturday
 *Workgroup DPHSRFN DPH Sal Non-Ex Full Time
 *Taskgroup SOGALL-CC State of GA All EE - Combo Cd
 Task Profile ID
 TCD Group

Payroll
 Send Time to Payroll

Commitment Accounting
 For Taskgroup
 For Department

Comp Time / Leave Plan Enrollment

All employees are enrolled into all Comp Time and Leave Plans (listed in “What is Changing...” section of this document). If an employee is not eligible for a plan, the Time and Labor rules and processes will not update the balance with hours and will not display the Comp Plan/Leave Plan. This is a simplification so that all employees have the same plans.

Notes: Comp Time / Leave Plans were automatically added for all Active and Inactive employees in Time and Labor by the 7/1/17 conversion process.

Exception: OPB employees eligible for PSC Comp must be enrolled manually to the plan. OPB employees in a Budget Comp workgroup in the 2016/2017 eligibility period were enrolled in Budget Comp plan by the 7/1/17 conversion process. Refer to section “How to Enroll in OPB Budget Comp and PSC Comp Plans” for detailed instructions.

NAVIGATION: TIME AND LABOR > ENROLL TIME REPORTERS > COMP PLAN ENROLLMENT

Compensatory Plan Enrollment

Jane Parker Empl ID 12345678 Empl Record 0

Comp Plan Enrollment Find | View All First 1 of 1 Last

*Effective Date 10/22/2016

Valid Comp Time Off Plans for Time Reporter Personalize | Find | View 3 First 1-10 of 10 Last

*Compensatory Time Off Plan	Description	*Status
ANN1	Annual Leave	Active
ESL	Education Support Leave	Active
FLSACOMP	FLSA Comp Time	Active
FORFEIT AL	Forfeit Annual Leave	Active
FORFEIT CP	Forfeit Combined/Unknown Leave	Active
FORFEIT SL	Forfeit Sick Leave	Active
GACOMP	Georgia Comp Time	Active
HOLIDAY	Holiday Leave	Active
PERSONALLE	Personal Leave	Active
SICKLEAVE	Sick Leave	Active

Auto Enrollment in Comp Time / Leave Plans

- When an employee’s enrollment is Saved in Time and Labor for the first time using the **Create Time Reporter Data** link, the Comp Time / Leave Plans are automatically inserted into Comp Plan Enrollment.

Note: If the Create Time Reporter Data Effective Date is in the future, the Compensatory Plan Enrollment page will not display until the Effective Date is current.

How to Enroll in OPB Budget Comp and PSC Comp Plans

Employees enrolled in Budget Comp Workgroups or PSC Comp Workgroups after 7/1/17 must be manually enrolled into Comp plans. Follow the steps below to enroll.

NAVIGATION: TIME AND LABOR > ENROLL TIME REPORTERS > COMP PLAN ENROLLMENT

On the **Comp Plan Enrollment** page, enter the EmplID and Empl_Rcd

Click the **Correct History** checkbox

Click the **Search** button

On the **Compensatory Plan Enrollment** page for the employee, click the  button to add a row

Click in the **magnifying glass**  next to the **Compensatory Time Off Plan** field

*Compensatory Time Off Plan	Description	*Status		
ESL 	Education Support Leave	Active 		
FLSACOMP 	FLSA Comp Time	Active 		
		Active 		

Select the appropriate **Plan** (either GACOMP-BUD or GACOMP-PSC)

GACOMP	Georgia Comp Time Plan	GA Comp
GACOMP-BUD	OPB Budget Comp Plan	BudgetComp
GACOMP-PSC	OPB PSC Comp Time Plan	OPB PSC Comp

Click the **Save** button

Comp Plan Enrollment Find | View All First 1 of 1 Last

*Effective Date + -

Valid Comp Time Off Plans for Time Reporter Personalize | Find | View All | First 2-4 of 11 Last

*Compensatory Time Off Plan	Description	*Status		
<input type="text" value="ESL"/> <input type="button" value="Q"/>	Education Support Leave	Active <input type="button" value="v"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="FLSACOMP"/> <input type="button" value="Q"/>	FLSA Comp Time	Active <input type="button" value="v"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
<input type="text" value="GACOMP-BUD"/> <input type="button" value="X"/> <input type="button" value="Q"/>	OPB Budget Comp Plan	Active <input type="button" value="v"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Notes:

- Rows can be added in any order. Once the **Save** button is selected and the page refreshed, the rows will be in alphabetic order.
- If a plan is being **added after the effective date of eligibility**, the Earliest Change Date (ECD) must be reset to reprocess timesheets. A ticket must be opened requesting the ECD to be updated. Include in the ticket:
 - EmpID
 - Effective date entering the Budget Comp or PSC Comp workgroup
 - Comment: Enrolled in Comp Plan (Budget or PSC Comp) completed after effective date. Reset ECD to reprocess timesheets
- No manual effort will be required at the Plan’s expiration date to remove hours from employee’s balances. Hours earned and remaining in Budget Comp and PSC Comp plans at the time of the plan’s expiration date will not be included in the employee’s balance and available for takes from the expiration date forward.

Comp Time / Leave Plan	Plan Period Eligible to Earn Comp Time (Note)	Last Date Available to Take	First Date No Longer in Balance
OPB Budget Comp	9/1/yyyy – 4/30/yyyy	8/31/yyyy	9/1/yyyy
OPB PSC Comp	10/1/yyyy – 9/30/yyyy	12 Months After Earned	Day 1 of the 13 th Month After Earned

Note: Employee must be enrolled in an associated Workgroup to earn comp time.

Comp Time / Leave Plan Balances

Leave Plan balance adjustments are entered and approved on the employee’s timesheet by TL Central Administrators. The timesheet rows are display only on the timesheet to prevent edits or deletions by employees, managers and TL Local Administrators.

Note: Adjustments to FLSACOMP and GACOMP will continue to be entered using TRCs FLA and GCA with positive (increase balance) and negative (decrease balance) hours entered in the Quantity field.

Annual Leave and Sick Leave

How are Annual Leave and Sick Leave Accrued

Annual Leave and Sick Leave are accrued on the 15th and last day of each month.

- Accrual process will insert the TRCs listed below on employee’s timesheet rows for the 15th and last day of each month.
- Time Administration process will run immediately after and update the balances.
- Updated balances are displayed on the timesheet for the following period in the **Leave / Compensatory Time** tab.
- After the processes complete, Takes can be entered on the day of the accrual and later dates.

TRC	Description	TL Process / Manual Entry on Timesheet	Process Dates	Affect on Balance
ALE	Annual Leave Earned	Accrual Process	15 th and last day of month	Increases balance
SLE	Sick Leave Earned	Accrual Process	15 th and last day of month	Increases balance

How are Annual Leave and Sick Leave Takes Applied to Balances

Annual Leave and Sick Leave Takes are entered directly on the timesheet; therefore, the Take will no longer be entered as an Absence Request in Absence Management. In addition, the Leave Reason field must be entered for all Leave hours. Refer to the **Leave Reason Codes** section for a list of available Leave Reasons codes and descriptions.

- Leave Take TRC, hours and Leave Reason are entered and Submitted on the timesheet
- Upon approval, the nightly Time Administration process will reduce the hours from the appropriate Leave balance.
- Updated balances are displayed on the timesheet for the following period in the Leave / Compensatory Time tab.

Below are the TRCs used for Annual Leave and Sick Leave Takes.

TRC	Description	TL Process / Manual Entry on Timesheet	Process Dates	Affect on Balance
ALX	Annual Leave Taken	Manual Entry	Nightly Time Admin	Decreases balance
SLX	Sick Leave Taken	Manual Entry	Nightly Time Admin	Decreases balance

Note: Leave Take hours in 'Needs Approval' status in prior periods and future periods are included in the calculation for determining available hours to take.

How to Enter an Adjustment to Annual Leave and Sick Leave Balances

TRCs for adjustments to Annual Leave and Sick Leave balances are available to TL Central Administrators to enter on timesheets. They are not listed in the TRC drop-down list for employees, managers or TL Local Administrators. Adjustments are display only on the timesheet to prevent edits or deletions by employees, managers and TL Local Administrators. Below is an example of how to enter adjustments.

Example: The employee had a zero Annual Leave balance. The TL Central Administrator added 8 hours of Annual Leave to the employee's balance as of 5/25. The nightly Time Administration process added 8 hours to the employee's Annual Leave balance. The employee was able to enter an Annual Leave Take on 5/25. The employee was not able to enter an Annual Leave Take on 5/24.

- On the timesheet for the date the adjustment is effective, click the **TRC drop-down arrow** and select the appropriate TRC

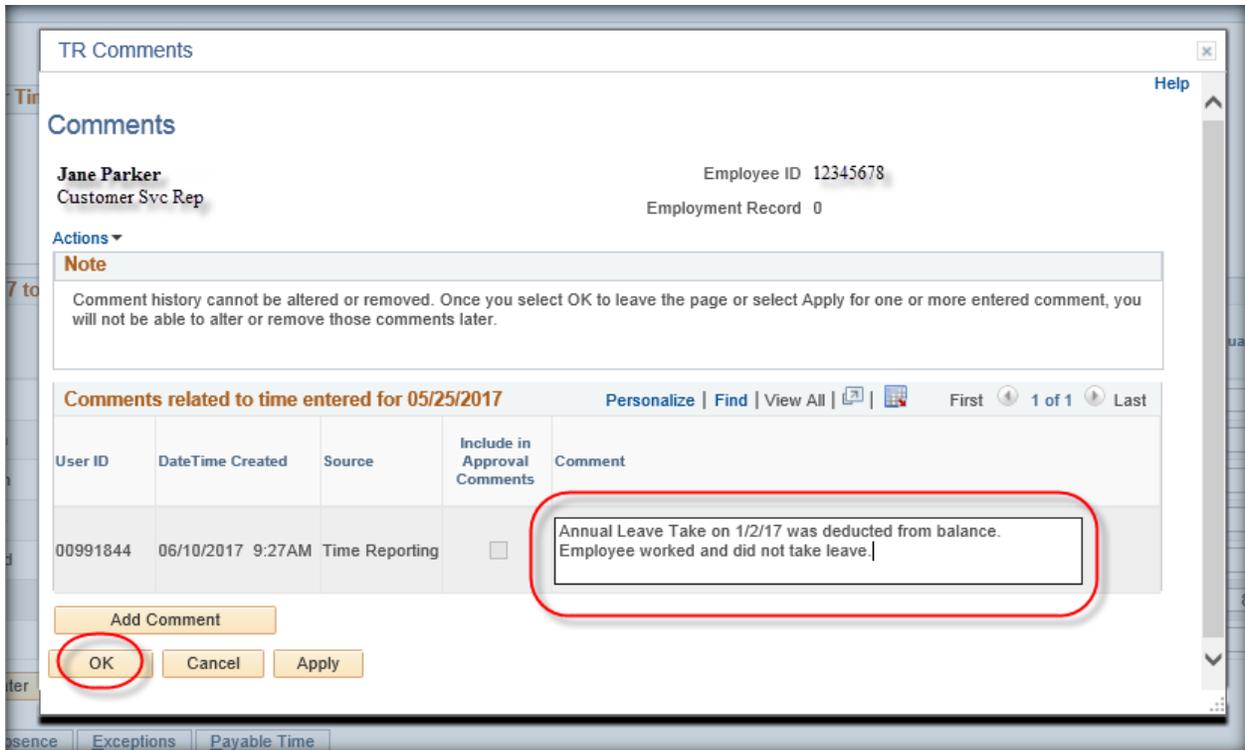
Note: Use the  button to add a row if needed

- Enter the hours in the **Quantity** field to be adjusted



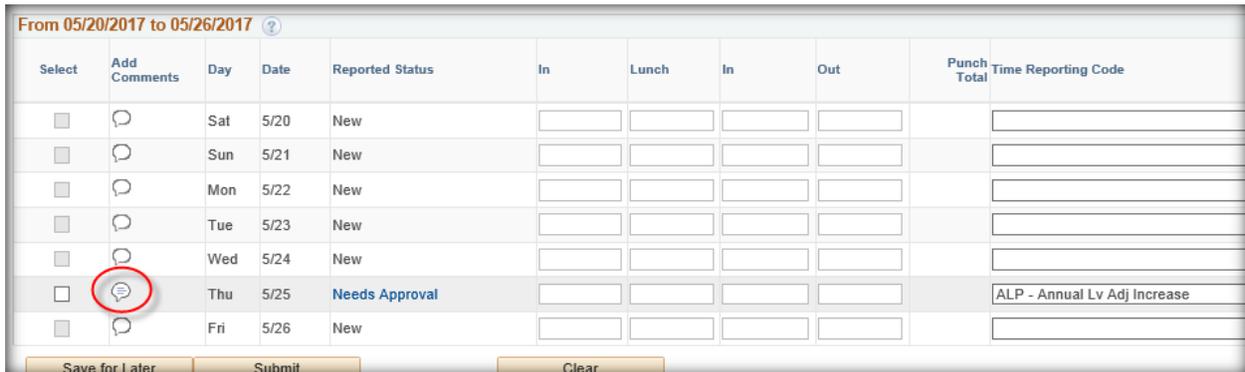
- Do not enter a Leave Reason in the **Leave Reason** field for adjustments. The **Leave Reason** field is used for Takes only.
- In the **Comments** field, enter a description explaining the adjustment. Use a description that explains the adjustment if needed in the future. In this example, notice the Comment describes the date the balance is being adjusted for and why.

Note: The **Comments** field is displayed on timesheets for TL Central Administrators only. It is NOT displayed on the timesheet for employees, managers or TL Local Administrators.



- Click the **OK** button when comment entry is completed

Note: Notice the **Comment** icon  next to the 5/25 row has marks in it indicating there are comments for this date. Click on the icon to view the comments.



- Click the **Submit** button to save the entry
- Click the **checkbox** next to the row to approve
- Click the **Approve** button

The row was approved and processed by the nightly Time Administration process. The updated balance is displayed on the timesheet for the following period in the Leave / Compensatory Time tab.

From 05/27/2017 to 06/02/2017

Summary | **Leave / Compensatory Time** | Absence | Exceptions | Payable Time

Leave and Compensatory Time Balances ? Personalize | Find | 1 of 1

Plan Type	Plan	Recorded Balance	Minimum Allowed	Maximum Allowed	View Detail
Comp Time	ANN1	8.00	0		

[Return to Select Employee](#)

The employee can now enter take hours on 5/25 or later dates. If a take is entered for dates prior to 5/25, an error message will be displayed. In the example below, the employee entered ALX – Annual Leave Taken on the timesheet for 5/24. When the Submit button was selected, the following error Message was displayed.



Below are the TRCs used for Annual Leave and Sick Leave Adjustments.

TRC	Description	TL Process / Manual Entry on Timesheet	Process Dates	Affect on Balance
ALN	Annual Lv Adj Decrease	Manual Entry	Nightly Time Admin	Decreases balance
ALP	Annual Lv Adj Increase	Manual Entry	Nightly Time Admin	Increases balance
SLN	Sick Lv Adj Decrease	Manual Entry	Nightly Time Admin	Decreases balance
SLP	Sick Lv Adj Increase	Manual Entry	Nightly Time Admin	Increases balance

Forfeited Annual Leave and Sick Leave

The Forfeiture process for Annual Leave and Sick Leave runs on the last day of each month.

- Forfeiture process inserts the TRCs listed below on employee’s timesheets on the last day of each month.
- Forfeiture process always inserts two rows on the timesheet; one to increase Forfeited balance and one to decrease Leave balance or one to decrease Forfeited balance and one to increase Leave balance.
- Time Administration process runs immediately after and update balances.

- Updated balances are displayed on the timesheet for the following period in the Leave / Compensatory Time tab.

TRC	Description	TL Process / Manual Entry on Timesheet	Process Dates	Affect on Balance
AFD	Annl Lv Proc Decrease	Forfeiture Process	Last Day of Month	Decreases balance
FAI	Forf Annl Lv Proc Increase	Forfeiture Process	Last Day of Month	Increases balance
FAD	Forf Annl Lv Proc Decrease	Forfeiture Process	Last Day of Month	Decreases balance
AFI	Annl Lv Proc Increase	Forfeiture Process	Last Day of Month	Increases balance
FCD	Forf Adj Comb/Unknown Proc Dec	Forfeiture Process	Last Day of Month	Decreases balance
FCI	Forf Adj Comb/Unknown Proc Inc	Forfeiture Process	Last Day of Month	Increases balance
FSD	Forf Sick Lv Proc Decrease	Forfeiture Process	Last Day of Month	Decreases balance
SFI	Sick Lv Proc Increase	Forfeiture Process	Last Day of Month	Increases balance
FSI	Forf Sick Lv Proc Increase	Forfeiture Process	Last Day of Month	Increases balance
SFD	Sick Lv Proc Decrease	Forfeiture Process	Last Day of Month	Decreases balance

Note: Hours in the Forfeited Balance whose origin (Annual Leave or Sick Leave) cannot be easily determined were placed in the Forfeited Combined/Unknown Leave balance. The hours will be researched and upon determination of the correct Leave balance, applied using the appropriate TRCs above.

How to Enter an Adjustment to Forfeited Annual Leave and Sick Leave Balances

Follow the steps described in the *Time and Labor Job Aid for TL Central Administrators Forfeiture Balance Adjustments*.

Other Leave Plan Adjustments

To enter an adjustment for Education Support Leave, Holiday Leave, Military Leave 18 Days, Military Leave 30 Days and Personal Leave, follow the steps described in the *How to Enter an Adjustment to Annual Leave and Sick Leave* section of this document using the TRCs listed below.

TRC	Description	Leave Balance	Increase / Decrease Balance
ELN	Education Sup Adj Decrease	Education Support Leave	Decrease
ELP	Education Sup Adj Increase	Education Support Leave	Increase
HLN	Holiday Adj Decrease	Holiday Leave	Decrease
HLP	Holiday Adj Increase	Holiday Leave	Increase

TRC	Description	Leave Balance	Increase / Decrease Balance
MLN18	Military Adj Decrease 18 Days	Military Leave 18 Days	Decrease
MLP18	Military Adj Increase 18 Days	Military Leave 18 Days	Increase
MLN30	Military Adj Decrease 30 Days	Military Leave 30 Days	Decrease
MLP30	Military Adj Increase 30 Days	Military Leave 30Days	Increase
PLN	Personal Leave Adj Decrease	Personal Leave	Decrease
PLP	Personal Leave Adj Increase	Personal Leave	Increase

Military Leave Plan Enrollment

Employees with Military Orders must be enrolled manually into Military Leave on Comp Time / Leave Plans. Refer to Job Aid Time and Labor Military Leave for TL Central Administrations for detailed instructions to enroll, add initial hours and make adjustments.

Note: During the 7/1/17 conversion process, employees with a current Military balance were automatically enrolled into the appropriate Military Leave Plan. The balance as of 6/30/17 was added to the timesheet. Time Administration processed and updated the appropriate balance which can be seen on the Leave / Compensatory Time tab.

Meal Period for Workgroup GDC28NELE

A large number of employees enrolled in Workgroup GDC28NELE, Salaried, 28 Day, Non-Exempt, Law Enforcement use TCDs to enter their start and stop times. They do not enter their meal periods. The Time and Labor rules for this workgroup automatically reduce the number of reported worked hours by 0.5 hours and create a TRC for Meal Period Taken for 0.5 hours.

Effective 7/1/17, the rules changed and create the following TRCs in Payable Time for meal related times.

- New TRC MLRUL – Meal Period Rule Based is created instead of MLTKN – Meal Period Taken for 0.5 hours when there is not a Meal Period reported (i.e. employee reports Punch In and Punch Out).

Note: If two sessions are reported for one date and neither session have a Meal Period reported, MLRUL is created for the first session only.

- Continue to create MLTKN – Meal Period Taken for the time reported when a meal period is entered on timesheet (i.e. employee reports Punch In, Lunch, Punch In and Punch Out)
- Continue to create MLWRK for 0.5 hours when a Meal Period is not entered on timesheet and employee did not observe a Meal Period and clicks the MEAL button on the TCD.

Note: The above process is for Workgroup GDC28NELE only. If an employee is enrolled in a different workgroup and uses a TCD to enter their time, the above process for Meal Period does NOT apply.

Time Reporter Data Matrix

Below is a matrix of the valid field values on the Time Reporter Data Record by Workgroups. The matrix below is for effective dates beginning with 9.2 Upgrade.

Workgroup	Description	Time Reporter Type	Elapsed Time Template	Punch Time Template	Taskgroup
DCSHRTFPN	DCS Hourly	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
DCSSRFE	DCS Salaried Exempt 7 Day	Elapsed Time Reporter	SOGELPALL	Blank	SOGALL-CC
DCSSRFE28	DCS Salaried Exempt 28 Day	Elapsed Time Reporter	SOGELPALL	Blank	SOGALL-CC
DCSSRFN	DCS Salaried Non-Exempt 7 Day	Elapsed Time Reporter	SOGELPALL	Blank	SOGALL-CC
DCSSRFN28	DCS Security Non-Exempt 28 Day	Elapsed Time Reporter	SOGELPALL	Blank	SOGALL-CC
DOLHRTFPN	DOL Hourly	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
DOLSRFEGAC	DOL Sal Ex Full GA Comp	Elapsed Time Reporter	SOGELPALL	Blank	SOGALL-CC
DOLSRFN	DOL Sal Non-Ex Full Time	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
DOLSRPN	DOL Sal Non-Ex Part Time	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
DPHHRTFPN	DPH Hourly	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
DPHSRFE	DPH Sal Ex Full Time	Elapsed Time Reporter	SOGELPALL	Blank	SOGALL-CC
DPHSRFN	DPH Sal Non-Ex Full Time	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
DPHSRFN14	DPH Sal Non-Ex Full Time14 Da	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
DPHSRPE	DPH Sal Ex Part Time	Elapsed Time Reporter	SOGELPALL	Blank	SOGALL-CC
DPHSRPN	DPH Sal Non-Ex Part Time	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
GDC03EXLE	Security Exempt 28 Day	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
GDC04EXNS	Exempt 7 Day Punch	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
GDC07ELP	Exempt 7 Day Elapsed	Elapsed Time Reporter	SOGELPALL	Blank	SOGALL-CC
GDC07HRLY	GDC Hourly	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
GDC07NELE	Security Non-Exempt 7 Day	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
GDC07NENS	Non-Security Non-Exempt 7 Day	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
GDC14EXELF	Exempt 14 Day Elapsed Fri Off	Elapsed Time Reporter	SOGELPALL	Blank	SOGALL-CC
GDC14EXELM	Exempt 14 Day Elapsed Mon Off	Elapsed Time Reporter	SOGELPALL	Blank	SOGALL-CC
GDC14EXFR	Exempt 14 Day Friday Off	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
GDC14EXMO	Exempt 14 Day Monday Off	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
GDC14NEFR	Non-Exempt 14 Day Friday Off	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
GDC14NEMO	Non-Exempt 14 Day Monday Off	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
GDC24NELE	Security Non-Exempt 24 Day	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
GDC27NELE	Security Non-Exempt 27 Day	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
GDC28NELE	Security Non-Exempt 28 Day	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
GVRHRTFPN	GRV Hourly	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
GVRSRFEGAC	GVR Sal Ex Full-Time GA Comp	Elapsed Time Reporter	SOGELPALL	Blank	SOGALL-CC
GVRSRFN	GVR Sal Non-Ex Full Time	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
GVRSRPN	GFVR Sal Non-Ex Part Time	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
OPBHRTFPN	OPB Hourly	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
OPBSNFO1	OBP Sal, NE 14 Day FO1 1100 WB	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
OPBSRFE	OPB Sal Ex Full Time	Elapsed Time Reporter	SOGELPALL	Blank	SOGALL-CC
OPBSRFEBUD	OPB Sal Ex Full Budget Comp	Elapsed Time Reporter	SOGELPALL	Blank	SOGALL-CC
OPBSRFEGAC	OPB Sal Ex Full GA Comp	Elapsed Time Reporter	SOGELPALL	Blank	SOGALL-CC

Workgroup	Description	Time Reporter Type	Elapsed Time Template	Punch Time Template	Taskgroup
OPBSRFEPC	OPB Sal Ex Full PSC Comp	Elapsed Time Reporter	SOGELPALL	Blank	SOGALL-CC
OPBSRFN	OPB Sal Non-Ex Full Time	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
OPBSRFNFLP	OPB Sal Non-Ex Full FLSA Pay	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC
OPBSRPE	OPB Sal Ex Part Time	Elapsed Time Reporter	SOGELPALL	Blank	SOGALL-CC
OPBSRPEBUD	OPB Sal Ex Part Budget Comp	Elapsed Time Reporter	SOGELPALL	Blank	SOGALL-CC
OPBSRPEGAC	OPB Sal Ex Part GA Comp	Elapsed Time Reporter	SOGELPALL	Blank	SOGALL-CC
OPBSRPEPSC	OPB Sal Ex Part PSC Comp	Elapsed Time Reporter	SOGELPALL	Blank	SOGALL-CC
OPBSRPN	OPB Sal Non-Ex Part Time	Punch Time Reporter	Blank	SOGPCHALL	SOGALL-CC

Time Reporting Codes

Time Reporting Codes (TRCs) are set-up based on each employee's Time and Labor security roles.

Note: Only TRCs assigned to the employee's Workgroup are in the TRC drop-down list

TRCs Available To All

The TRCs listed below are available for all to enter and edit on their timesheets.

TRC	Description	Employee, Manager, TL Local Admin	TL Central Admin	Comp/Leave Balance	Increase or Decrease Balance
ADM	Administrative Leave	Editable	Editable	N/A	N/A
COURT	Court Leave	Editable	Editable	N/A	N/A
DTOP	Duty Officer Pay - to payroll	Editable	Editable	N/A	N/A
ECP	Emergency CompTime Pay-Payroll	Editable	Editable	N/A	N/A
EVENT	Special Event Pay	Editable	Editable	N/A	N/A
FM1	FMLA 12 Weeks	Editable	Editable	N/A	N/A
FUR	Furlough	Editable	Editable	N/A	N/A
OCPP	On Call Pay	Editable	Editable	N/A	N/A
OTAP	Overtime Pay Additional-Payrol	Editable	Editable	N/A	N/A
OTEP	Overtime Pay Exempt-to Payroll	Editable	Editable	N/A	N/A
REG	Regular Earnings	Editable	Editable	N/A	N/A
REGH	Regular Pay Hourly	Editable	Editable	N/A	N/A
REGP	Regular Pay - to Payroll	Editable	Editable	N/A	N/A
SIP	Special Injury Pay	Editable	Editable	N/A	N/A
TEL	Telework	Editable	Editable	N/A	N/A
TELHP	Telework - Hourly - to Payroll	Editable	Editable	N/A	N/A

TRC	Description	Employee, Manager, TL Local Admin	TL Central Admin	Comp/Leave Balance	Increase or Decrease Balance
TRN	Training	Editable	Editable	N/A	N/A
ULT	Unpaid Leave Taken	Editable	Editable	N/A	N/A
Comp Time Take and Leave Taken TRCs					
ALX	Annual Leave Taken	Editable	Editable	Annual Leave	Decrease
BCX	Budget Comp Taken	Editable	Editable	Budget Comp	Decrease
ELX	Education Sup Leave Taken	Editable	Editable	Education Sup Leave	Decrease
FLX	FLSA Comp Time Taken	Editable	Editable	FLSA Comp	Decrease
GCX	Georgia Comp Time Taken	Editable	Editable	Ga Comp	Decrease
HOL	Holiday Leave Taken	Editable	Editable	Holiday Leave	Decrease
MLX18	Military Leave Taken 18 Days	Editable	Editable	Military 18 Days	Decrease
MLX30	Military Leave Taken 30 Days	Editable	Editable	Military 30 Days	Decrease
PLX	Personal Leave Taken	Editable	Editable	Personal Leave	Decrease
PSX	PSC Comp Time Taken	Editable	Editable	PSC Comp	Decrease
SLX	Sick Leave Taken	Editable	Editable	Sick Leave	Decrease

TRCs Available to Central Administrators

The TRCs listed below are used to adjust Comp Time and Leave balances. They are available for TL Central Administrators to enter and edit on timesheets. Timesheet rows with a TRCs listed below are display only on the timesheet to prevent edits or deletions by employees, managers and TL Local Administrators. They are not in the TRC drop-down list.

TRC	Description	Employee, Manager, TL Local Admin	TL Central Admin	Comp/Leave Balance	Increase or Decrease Balance
AFN	Annl Lv Forf Adj Decrease	View	Editable	Annual Leave	Decrease
AFP	Annl Lv Forf Adj Increase	View	Editable	Annual Leave	Increase
ALN	Annual Lv Adj Decrease	View	Editable	Annual Leave	Decrease
ALP	Annual Lv Adj Increase	View	Editable	Annual Leave	Increase
BCA	Budget Comp Adj	View	Editable	Budget Comp	Both
ELN	Education Sup Adj Decrease	View	Editable	Education Sup Leave	Decrease
ELP	Education Sup Adj Increase	View	Editable	Education Sup Leave	Increase

TRC	Description	Employee, Manager, TL Local Admin	TL Central Admin	Comp/Leave Balance	Increase or Decrease Balance
FAN	Forf Annl Lv Adj Decrease	View	Editable	Forf Annual Leave	Decrease
FAP	Forf Annl Lv Adj Increase	View	Editable	Forf Annual Leave	Increase
FCN	Forf Adj Comp/Unknown Decrease	View	Editable	Forf Comb/Unknown	Decrease
FCP	Forf Adj Comp/Unknown Increase	View	Editable	Forf Comb/Unknown	Increase
FLA	FLSA Comp Adjustment	View	Editable	FLSA Comp	Both
FSN	Forf Sick Lv Adj Decrease	View	Editable	Forf Sick Leave	Decrease
FSP	Forf Sick Lv Adj Increase	View	Editable	Forf Sick Leave	Increase
GCA	Georgia Comp Time Adj	View	Editable	Georgia Comp	Both
HLN	Holiday Adj Decrease	View	Editable	Holiday Leave	Decrease
HLP	Holiday Adj Increase	View	Editable	Holiday Leave	Increase
MLE18	Military Leave Earned 18 Days	View	Editable	Military 18 Days	Increase
MLE30	Military Leave Earned 30 Days	View	Editable	Military 30 Days	Increase
MLN18	Military Adj Decrease 18 Days	View	Editable	Military 18 Days	Decrease
MLN30	Military Adj Decrease 30 Days	View	Editable	Military 30 Days	Decrease
MLP18	Military Adj Increase 18 Days	View	Editable	Military 18 Days	Increase
MLP30	Military Adj Increase 30 Days	View	Editable	Military 30 Days	Increase
PLN	Personal Leave Adj Decrease	View	Editable	Personal Leave	Decrease
PLP	Personal Leave Adj Increase	View	Editable	Personal Leave	Increase
PSA	PSC Comp Time Adj	View	Editable	PSC Comp	Both
SFN	Sick Lv Forf Adj Decrease	View	Editable	Forf Sick Leave	Decrease
SFP	Sick Lv Forf Adj Increase	View	Editable	Forf Sick Leave	Increase
SLN	Sick Lv Adj Decrease	View	Editable	Sick Leave	Decrease
SLP	Sick Lv Adj Increase	View	Editable	Sick Leave	Increase

TRCs Greyed For All

The TRCs listed below are inserted on the timesheet by a system process or are the results of Time Administration in Payable Time. Timesheet rows with a TRCs listed below are display only on the timesheet to prevent edits or deletions. They are not in the TRC drop-down list for employees, managers, TL Local Administrators or TL Central Administrators..

TRC	Description	Employee, Manager, TL Local Admin	TL Central Admin	Comp/Leave Balance	Increase or Decrease Balance
AFD	Annl Lv Proc Decrease	View	View	Annual Leave	Decrease
AFI	Annl Lv Proc Increase	View	View	Annual Leave	Increase
ALE	Annual Leave Earned	View	View	Annual Leave	Increase
BCE	Budget Comp Earned	View	View	Budget Comp	Increase
ELE	Education Sup Leave Earned	View	View	Education Sup Leave	Increase
FAD	Forf Annl Lv Proc Decrease	View	View	Forf Annual Leave	Decrease
FAI	Forf Annl Lv Proc Increase	View	View	Forf Annual Leave	Increase
FCD	Forf Adj Comb/Unknown Proc Dec	View	View	Forf Comb/Unknown	Decrease
FCI	Forf Adj Comb/Unknown Proc Inc	View	View	Forf Comb/Unknown	Increase
FLE	FLSA Comp 0.5 Time Earned	View	View	FLSA Comp	Increase
FSD	Forf Sick Lv Proc Decrease	View	View	Forf Sick Leave	Decrease
FSE	FLSA Comp 1.0 Time Earned	View	View	FLSA Comp	Increase
FSI	Forf Sick Lv Proc Increase	View	View	Forf Sick Leave	Increase
FUR1	Furlough Week 1	View	View	N/A	N/A
FUR2	Furlough Week 2	View	View	N/A	N/A
GCE	Georgia Comp Time Earned	View	View	Georgia Comp	Increase
HLE	Holiday Leave Earned	View	View	Holiday Leave	Increase
HSE	Holiday Georgia Comp	View	View	Georgia Comp	Increase
HSEBC	Holiday Comp for Budget	View	View	Budget Comp	Increase
HSEPC	Holiday Comp for PSC	View	View	PSC Comp	Increase
MLRUL	Meal Period Rule Based	View	View	N/A	N/A
MLTKN	Meal Period Taken	View	View	N/A	N/A
MLWRK	Meal Period Worked	View	View	N/A	N/A
NCH	Non-Compensable Hours	View	View	N/A	N/A
OTP	Overtime Pay	View	View	N/A	N/A
OTPP	Overtime Pay to Payroll	View	View	N/A	N/A
OTSP	Overtime Straight Time	View	View	N/A	N/A
PLE	Personal Leave Earned	View	View	Personal Leave	Increase
PSE	PSC Comp Time Earned	View	View	PSC Comp	Increase
REG1	Regular Earnings Week 1	View	View	N/A	N/A
REG2	Regular Earnings Week 2	View	View	N/A	N/A
REGA	Regular Pay - Additional Hours	View	View	N/A	N/A
SFD	Sick Lv Proc Decrease	View	View	Sick Leave	Decrease
SFI	Sick Lv Proc Increase	View	View	Sick Leave	Increase

TRC	Description	Employee, Manager, TL Local Admin	TL Central Admin	Comp/Leave Balance	Increase or Decrease Balance
SIP1	Special Injury Pay Week 1	View	View	N/A	N/A
SIP2	Special Injury Pay Week 2	View	View	N/A	N/A
SLE	Sick Leave Earned	View	View	Sick Leave	Increase
TRN1	Training Week 1	View	View	N/A	N/A
TRN2	Training Week 2	View	View	N/A	N/A
ULT1	Unpaid Leave Taken Week 1	View	View	N/A	N/A
ULT2	Unpaid Leave Taken Week 2	View	View	N/A	N/A

Leave Reason Codes

Leave Reason Codes are required to be entered for all Comp Time Taken, Holiday Taken and Leave Taken hours. The chart below list of available Leave Reason Codes to be used based:

Leave Reason	Description
EDUCATION SUPPORT	Education Support Leave
FMLA-MILITARYCAREGIV	FMLA Military Care Giver
FMLA-MILITARYDEPLOY	FMLA Military Deployment
FMLA-NONMILITARY	FMLA Non Military Request
HOLIDAY-HOLIDAY	Holiday Leave Request
MILITARY-18-DAY-LEAV	Military 18-Day Leave
MILITARY-30-DAY-LEAV	Military 30-Day Leave
NONFMLA-LEAVEREQUEST	Non FMLA Leave Request
PERSONAL	Personal
SICK-ADOPTION/CHILD	Adoption - Child (health rlted)
SICK-DEATH	Death - Immediate Family
SICK-DENTAL/MED	Dental/Medical care
SICK-IMMEDIATEFAMILY	Immediate Family Illness/Accid
SICK-PERSONAL	Personal illness/Disability