

WolfTime/Absence Management (AM) TRC's created for 07/01/2017 Implementation of AM, Time & Labor Rules and Payroll Rates of Pay						
Earn Code	TRC	Description	Use this when.../Used for.....	How is the request processed?	Comp On Demand Processing Order	SHRA/EHRA
			<p>WolfTime is designed with built-in automation in compliance with OSHR FLSA rules and guidelines. Additional hours beyond the standard workweek transition to the SHRA/EHRA nonexempt employee comp balances every Tues if the supervisor has approved the employee timesheet. At NCSU comp time is intended to be utilized within 12 months of being granted and the built-in automation will pay out any comp time that has not been used within 12 months. If the employee comp time balances reach a total of 240 hours the system will also pay out any hours exceeding that target. Occasionally the college division leave coordinator needs to payout available comp time utilizing "Comp On Demand". When comp time is automatically paid or Comp On Demand is processed the following earning codes reflect when they are used.</p>			
ZBD	AMBLD	Bonus Leave On Demand	<p>Payment of Bonus Leave On Demand hours submitted by the HR Benefit leave coordinator for the number of hours to be paid out.</p> <p>System Process Only WolfTime will load hours to T&L Payable Time during weekly Finalization as AMBLD TRC T&L hours will load to Payroll during Monthly Payroll Processing as ZBD Earnings Code</p>	CO/Benefit Leave Coordinator System Generated	3	x
ZBX	AMBLX	Bonus Leave Expired	<p>Payment of Bonus Leave is expiring and the HR Benefit leave coordinator enters the number of hours to be paid out.</p> <p>System Process Only WolfTime will generate hours and load to T&L Payable Time during weekly Finalization as AMBLX TRC T&L hours will load to Payroll during Monthly Payroll Processing as ZBX Earnings Code</p>	CO/Benefit Leave Coordinator System Generated	2	x
ZCD	AMOCD	CmpTm On Call On Demand	<p>Processing a "Comp On Demand" payment by entering the number of hours the employee was granted for "On Call" comp time through a Benefit leave coordinator, (8 hours of on call support = 1 comp hour). If the requested hours are available the built in automation would use the hours to process the request. If the hours are not available the system reviews the next top processing order balance bucket.</p> <p>System Process Only WolfTime has built in processing prioritization to determine which Comp Time Balance is impacted and reduced Available hours will be loaded (= hours requested) to T&L Payable Time during weekly Finalization as AMOCD TRC The available hours will display in Absence Take section on the Employee Timesheet/Paystub T&L hours will loaded to Payroll during Monthly Payroll Processing as ZOD Earnings Code</p>	College/Division Leave Coordinator	1	x
ZCE	AMOCE	CmpTm on Call Expired/Capped	<p>Payment of on Call Comp time is expiring and the HR Benefit leave coordinator enters the number of hours to be paid out.</p> <p>System Process Only WolfTime will automatically generate hours and load to T&L Payable Time during weekly Finalization as AMOCE TRC The available hours will display in Absence Take section on Employee Timesheet/Paystub T&L hours will load to Payroll during Monthly Payroll Processing as ZOE Earnings Code</p>	CO/Benefit Leave Coordinator System Generated	2	x

ZCX	AMOCX	CmpTm on Call Ret/Term/Trnfr	<p>Processing a Job Action for the employee involving; .Retirement, Separation, or Transfer.</p> <p>System Process Only WolfTime will generate hours and load to T&L Payable Time during weekly Finalization as AMOCX TRC Available hours will display in Absence Take section on the Employee Timesheet T&L hours will load to Payroll during Monthly Payroll Processing as ZCX Earnings Code</p>	CO/Benefit Leave Coordinator System Generated	3	x
ZGD	AMGPD	CmpTm Gap On Demand	<p>Processing a "Comp On Demand" payment by entering the number of hours the employee has accrued as comp (gap) time after the supervisor approved the additional hours earned during the workweek, (straight comp earned as CMP10). Gap comp time is basically straight hour for hour time that will be processed at the base rate of pay.</p> <p>System Process Only WolfTime has built in processing prioritization to determine which Comp Time Balance is impacted and reduced Available hours will be loaded to T&L Payable Time during weekly Finalization as AMGPF TRC Available hours will display in Absence Take section on the Employee Timesheet/Paystub T&L hours will load to Payroll during Monthly Payroll Processing as ZGD Earnings Code</p>	College/Division Leave Coordinator	1	x
ZGE	AMGPE	CmpTime Gap Expired	<p>Payment of GAP Comp Time is expiring and the HR Benefit leave coordinator enters the number of hours to be paid out.</p> <p>System Process Only WolfTime will generate hours and load to T&L Payable Time during weekly Finalization as AMGPE TRC Available hours will display in Absence Take section on the Employee Timesheet/Paystub T&L hours will load to PNA during Monthly Payroll Processing as ZGE Earnings Code</p>	CO/Benefit Leave Coordinator System Generated	2	x
ZGX	AMGPX	CmpTim Gap Ret/Term/Transfer	<p>Processing a Job Action for the employee involving; .Retirement, Separation, or Transfer.</p> <p>System Process Only WolfTime will generate hours and load to T&L Payable Time during weekly Finalization as AMGPX TRC Available hours will display in Absence Take section on Employee Timesheet/Paystub T&L hours will load to Payroll during Monthly Payroll Processing as ZGX Earnings Code</p>	CO/Benefit Leave Coordinator System Generated	3	x
ZHD	AMHLD	CmpTm Holiday on Demand	<p>Processing a "Comp On Demand" payment by entering the number of hours the employee has accrued as comp holiday time after the supervisor approved the holiday hours earned during the workweek, (straight comp earned CMPHL). Holiday comp is based on the number of actual hours worked during a holiday and will not exceed more than 8 hours per holiday.</p> <p>System Process Only WolfTime has built in processing prioritization to determine which Comp Time Balance is impacted and reduced Available hours will be loaded (= < hours requested) to T&L Payable Time during weekly Finalization as AMHLD TRC Available hours will display in Absence Take section on the Employee Timesheet/Paystub T&L hours will load to Payroll during Monthly Payroll Processing as ZHD Earnings Code</p>	College/Division Leave Coordinator	1	x
ZHE	AMHLE	CmpTm Holiday Expired/Capped	<p>Payment of Holiday Comp that is expiring and the HR Benefit leave coordinator enters the number of hours to be paid out.</p> <p>System Process Only WolfTime will generate hours and load to T&L Payable Time during weekly Finalization as AMHLE TRC Available hours will display in Absence Take section on the Employee Timesheet/Paystub T&L hours will load to Payroll during Monthly Payroll Processing as ZHE Earnings Code</p>	CO/Benefit Leave Coordinator System Generated	2	x

ZHX	AMHLX	CmpTm Holiday Ret/Tern/Tmfr	<p>Processing a Job Action for the employee involving; .Retirement, Separation, or Transfer.</p> <p>System Process Only AM will generate hours and load to T&L Payable Time during weekly Finalization as AMHLX TRC AM hours will display in Absence Take section on the Employee Timesheet T&L hours will load to PNA during Monthly Payroll Processing as ZHX Earnings Code</p>	CO/Benefit Leave Coordinator System Generated	3	x
ZND	AMCVD	CmpTm Conv On Demand	<p>Processing a "Comp On Demand" payment by entering the number of hours the employee has accrued as comp conversion from the previous leave system into WolfTime. The conversion hours would have been approved by the supervisor prior to the transition date of July 1, 2017. Conversion comp time is basically straight hour for hour time that will be processed at the base rate of pay.</p> <p>System Process Only WolfTime has built in processing prioritization to determine which Comp Time Balance is impacted and reduced WolfTime will load hours to T&L Payable Time during weekly Finalization as AMBLD TRC Available hours will display in Absence Take section on the Employee Timesheet/Paystub T&L hours will load to Payroll during Monthly Payroll Processing as ZBD Earnings Code</p>	College/Division Leave Coordinator	1	x
ZNE	AMCVE	CmpTm Conv Expired	<p>Payment of Conversion Comp Time that is expiring and the HR Benefit leave coordinator enters the number of hours to be paid out.</p> <p>System Process Only WolfTime will generate hours and load to T&L Payable Time during weekly Finalization as AMCVE TRC Available hours will display in Absence Take section on the Employee Timesheet/Paystub T&L hours will load to Payroll during Monthly Payroll Processing as ZNE Earnings Code</p>	CO/Benefit Leave Coordinator System Generated	2	x
ZNX	AMCVX	CmpTime Conv Ret/Term/Transfer	<p>Processing a Job Action for the employee involving; .Retirement, Separation, or Transfer.</p> <p>System Process Only WolfTime will generate hours and load to T&L Payable Time during weekly Finalization as AMCVX TRC Available hours will display in Absence Take section on the Employee Timesheet/Paystub T&L hours will load to Payroll during Monthly Payroll Processing as ZNX Earnings Code</p>	CO/Benefit Leave Coordinator System Generated	3	x
ZOD	AMOTD	CmpTime OT on Demand	<p>Processing a "Comp On Demand" payment by entering the number of hours the employee has accrued as comp overtime after the supervisor approved the additional hours earned during the workweek, (comp overtime earned as CMP15). Comp overtime (OT) hours convert back to the actual payable overtime hours available and the system processes the hours at the regular rate of pay. The total amount is then multiplies by x1.5 to produce the OT payment.</p> <p>System Process Only WolfTime has built in processing prioritization to determine which Comp Time Balance is impacted and reduced WolfTime will load hours to T&L Payable Time during weekly Finalization as AMOTD TRC Available hours will display in Absence Take section on the Employee Timesheet/Paystub T&L hours will load to Payroll during Monthly Payroll Processing as ZOD Earnings Code</p>	College/Division Leave Coordinator	1	x
ZOE	AMOTE	CmpTime OT Expired/Capped	<p>Payment of Comp Overtime that is expiring or reaches the cap limit (240 hrs) and the HR Benefit leave coordinator enters the number of hours to be paid out.</p> <p>System Process Only WolfTime will generate hours and load to T&L Payable Time during weekly Finalization as AMOTE TRC Available hours will display in Absence Take section on the Employee Timesheet/Paystub T&L hours will load to Payroll during Monthly Payroll Processing as ZOE Earnings Code</p>	CO/Benefit Leave Coordinator System Generated	2	x

ZOX	AMOTX	CmpTime OT Ret/Term/Trnfr	Processing a Job Action for the employee involving; .Retirement, Separation, or Transfer. System Process Only WolfTime will generate hours and load to T&L Payable Time during weekly Finalization as AMOTX TRC Available hours will display in Absence Take section on the Employee Timesheet/Paystub T&L hours will load to Payroll during Monthly Payroll Processing as ZOX Earnings Code	CO/Benefit Leave Coordinator System Generated	3	x
ZRA	AMRP	Overdrawn Leave/LOA	Recovering overdrawn leave after the employee has been paid their monthly wages but did not have enough leave hours available in their remaining balance to cover absences during the workweek. The HR Benefit leave coordinator enters the number of hours to be retrieved. System Process Only WolfTime will generate hours and load to T&L Payable Time during weekly Finalization as AMRP TRC Available hours will display in Absence Take section on the Employee Timesheet/Paystub T&L hours will load to Payroll during Monthly Payroll Processing as ZRA Earnings Code	CO/Benefit Leave Coordinator System Generated	3	x
ZSD	AMSKD	Sick Leave On Demand	Payment of eligible Sick Leave Hours On Demand for employees separating from Workers' Comp under the Workers' Comp guidelines. (Central Office Only) CO Leave Coordinator Process Only WolfTime will load hours to T&L Payable Time during weekly Finalization as AMSKD TRC Available hours will display in Absence Take section on the Employee Timesheet/Paystub T&L hours will load to Payroll during Monthly Payroll Processing as ZSD Earnings Code	CO/Benefit Leave Coordinator System Generated	3	x
ZVD	AMVCD	Vacation Leave On Demand	Payment of eligible Vacation Leave Hours On Demand that exceed more than 240 for employees separating from Workers' Comp under the Workers' Comp guidelines. (Central Office Only) CO Leave Coordinator Process Only WolfTime will load hours to T&L Payable Time during weekly Finalization as AMVCD TRC Available hours will display in Absence Take section on the Employee Timesheet/Paystub T&L hours will load to Payroll during Monthly Payroll Processing as ZVD Earnings Code	CO/Benefit Leave Coordinator System Generated	3	x
ZVX	AMVCX	Vacation Leave Ret/Term/Trnfr	Processing a Job Action for the employee involving; .Retirement, Separation, or Transfer. System Process Only WolfTime will generate hours and load to T&L Payable Time during weekly Finalization as AMOCX TRC Available hours will display in Absence Take section on the Employee Timesheet/Paystub T&L hours will load to Payroll during Monthly Payroll Processing as ZCX Earnings Code	CO/Benefit Leave Coordinator System Generated	3	x
	AMOM	Other Management Leave	Entering hours in AM for Other Management Leave (HR Only) System Process Only AM hours will display in Absence Take section on the Employee Timesheet Used in T&L Rules processing for Gap Hours	CO/Benefit Leave Coordinator System Generated	3	x
	AMWC		AM only - will display in Absence Take section on the Employee Timesheet			x

List of Weekly Timesheet Approved generated WolfTime Earnings Codes and Time Reporting Codes (TRCs) as of 12/01/2017					
Earn Code	TRC	Description	Use this when.../Used for.....	How is the request processed?	SHRA/EHRA
	CMP10	Additional Comp Time hours x1	Additional hours on the employee timesheet approved by the supervisor that reflects the T&L payable hours converting to comp time multiplied by x1 and transitioned to the employee comp balance.	Supervisor Approval	x
	CMP15	Additional Comp Time hours x1.5	Additional hours on the employee timesheet approved by the supervisor that reflects the T&L payable hours converting to comp time multiplied by x1.5 and transitioned to the employee comp balance.	Supervisor Approval	x
	HOL	Standard Holiday Pay	Holiday hours are submitted on the employee timesheet and approved by the supervisor, reflecting payable holiday hours.	Supervisor Approval	x
	080	On Call	Additional compensation paid to designated SHRA nonemployees who are required to serve in on-call status and/or who are called back to work.	Supervisor Approval	
	040	SHRA Shift Premium	Additional compensation paid to SHRA nonexempt employees who are regularly scheduled to work on either an evening shift, night shift, or on a weekend shift. Shift eligible employee positions must be designated with the shift job code identifier, (the letter "D"). The majority of hours worked each day must fall between 4PM - 8AM before shift premium can automatically be processed. Shift premium payment is paid the following month , after the hours are verified and approved by the superviosr. <i>(Note: Weekend shift premium is only designated for student health nursing employment.)</i>	Supervisor Approval	
	139	Gap Time Pay	Additional compensation paid to SHRA nonexempt employees if their college division is setup to automatically process additional hours worked that are less than 40 hours during a workweek will be reflected as extra or (GAP) pay on the employee paystub. Gap pay is also referred to as straight hour for hour pay when the total physical hours worked are less than 40 per week.	Supervisor Approval	x
	039	Overtime Pay	Additional compensation paid to SHRA nonexempt employees if their college division is setup to automatically process additional hours worked that exceed 40 hours during a workweek will be reflected as overtime (OT) pay on the employee paystub. OT pay is also referred to as time and a half when the total physical hours worked exceed 40 per week.	Supervisor Approval	x
	CMPHL	Holiday Comp Time hours x1	Holiday hours on the employee timesheet have been approved by the supervisor resulting in holiday comp time multiplied by x1 and transitioned to the employee comp balance. Maximum of 8 hours per NCSU scheduled holiday.	Supervisor Approval	x
	AMBL	Bonus Leave Absence Take	The employee submits a leave request indicating the (gap) hours needed to help meet their expected standard workweek total. WolfTime only - will display in Absence Take section on the Employee Timesheet	Supervisor Approval	x
	AMSK	Sick Leave	The employee submits a leave request indicating the (gap) hours needed to help meet their expected standard workweek total. WolfTime only - will display in Absence Take section on the Employee Timesheet	Supervisor Approval	x
	AMVC	Vacation Leave	The employee submits a leave request indicating the (gap) hours needed to help meet their expected standard workweek total. WolfTime only - will display in Absence Take section on the Employee Timesheet	Supervisor Approval	x
	AMCD	Civil Duty	The employee submits a leave request indicating the (gap) hours needed to help meet their expected standard workweek total. WolfTime only - will display in Absence Take section on the Employee Timesheet	Supervisor Approval	x
	AMCS	Community Service	The employee submits a leave request indicating the (gap) hours needed to help meet their expected standard workweek total. WolfTime only - will display in Absence Take section on the Employee Timesheet	Supervisor Approval	x

	AMCT	Comp Time	The employee submits a leave request indicating the (gap) hours needed to help meet their expected standard workweek total. WolfTime only - will display in Absence Take section on the Employee Timesheet	Supervisor Approval		x
	AMML	Military Leave	The employee submits a leave request indicating the (gap) hours needed to help meet their expected standard workweek total. WolfTime only - will display in Absence Take section on the Employee Timesheet	Supervisor Approval		x
List of HR Use Only Earnings Codes and Time Reporting Codes (TRCs) as of 07/01/2017						
Y01		FLSA Longevity Annual	System Process Only Setup required for FLSA processing	System Generated		
Y02		FLSA Longevity Weekly	System Process Only Used in PNA FLSA calculation process	System Generated		
Y03		FLSA Comp Bonus Annual	System Process Only Setup required for FLSA processing	System Generated		
Y04		FLSA Comp Bonus Weekly	System Process Only Used in PNA FLSA calculation process	System Generated		
Y05		FLSA Merit Bonus Annual	System Process Only Setup required for FLSA processing	System Generated		
Y06		FLSA Merit Bonus Weekly	System Process Only Used in PNA FLSA calculation process	System Generated		
Y07		FLSA County Longevity Annual	System Process Only Setup required for FLSA processing	System Generated		
Y08		FLSA County Longevity Weekly	System Process Only Used in PNA FLSA calculation process	System Generated		
Y09		FLSA Cnty Trst Bonus Annual	System Process Only Setup required for FLSA processing	System Generated		
Y10		FLSA Cnty Trst Bonus Weekly	System Process Only Used in PNA FLSA calculation process	System Generated		