



Texas Military Department



Time Reporting Codes (TRCs) are used on the Timesheet in CAPPs to identify what type of time is being entered.

Time Reporting Codes (TRCs)

Time Reporting Codes (TRCs)	Description
ADMLT – Administrative Leave Taken	Administrative leave with pay may be granted to an employee for outstanding performance.
ANLVT – Annual Leave Taken	Greater than six consecutive months of State service required.
COMPT – Compensatory Time Taken	Time worked in addition to an employee’s regular work schedule may be credited as comp time depending on whether the employee is designated as exempt or non-exempt under the FLSA and whether the employee has actually worked 40 hours during the week or has taken any leave during the week.
EDACT – Educational Activities	A parent of a child who is a student attending prekindergarten – 12 th grade may use up to 8 hours of leave each fiscal year to attend educational activities for their child. Educational activities include parent-teacher conferences, tutoring, volunteer program, field trips, academic competitions, athletic, music or theater program.
EDSLT – Donated Sick Leave Taken	An employee may use donated sick leave once that employee’s sick leave has been exhausted, including any time the individual may be eligible to withdraw from a sick leave pool.
EMGDT – Emergency Death Leave	Employees are eligible for up to 24 hours of Emergency Leave due to a death in the employee’s family. A request form must be submitted to State Human Resources and approved prior to using this TRC.
EMGWT – Emergency Weather Leave	If the Officer-in-Charge or facility manager determines that an office closure is necessary due to inclement weather, this must be reported to the Executive Director. Affected employees should use this TRC for leave taken because of the inclement weather.
EMGFT – Emergency Facility Closure	In the event that a facility needs to be closed, it is the responsibility of the Officer-in-Charge or facility manager to report the facility closure and submit a request to the Executive Director. Upon approval, affected employees should use this TRC for leave taken because of the facility closure.
EMGNY – Emergency Leave	An employee may be granted emergency leave for other reasons determined to be for good cause. The use of this TRC must be approved in advance by the Adjutant General or the Executive Director.
FLEXS – Flexing Schedule	Enables employees to flex their schedule within a given FLSA workweek. FLEXS is entered on the day an employee works less than their standard schedule for the number of hours that are being flexed. Beware, FLEXS will DOCK pay, regardless of leave balances. To prevent a decrease in an employee’s paycheck, a corresponding REGHR TRC must be entered on the timesheet during the same FLSA workweek on the day the employee is making up the hours that were flexed. *The recommended alternative to using this TRC is for the supervisor to override the employee’s scheduled hours for the FLSA workweek to reflect the flexed schedule*



Texas Military Department

FLSAT – Banked Overtime Taken	Instead of receiving an overtime payment for additional hours worked outside an employee's regular work schedule, these hours are held to be taken at a time in the future as agreed upon between manager and employee.
HCMP – Holiday Comp Taken	This type of leave is accrued by working on a regularly scheduled holiday.
JURYD – Jury Duty	An employee is entitled to serve on a jury without any deduction from wages, including a deduction for any fee or compensation the employee receives for the jury service.
LWPEO – Leave Without Pay – Employee	Prior approval should be received before using this TRC or employee may be subject to disciplinary action. Use is not intended for employee convenience. All leave balances must be zero. Contact HR before entering any Leave Without Pay TRC.
LWPES – Leave Without Pay – Employee Sick	All leave balances must be zero. Contact HR before entering any Leave Without Pay TRC.
LWPFS – Leave Without Pay – Family Sick	All leave balances must be zero. Contact HR before entering any Leave Without Pay TRC.
LWPMY – Leave Without Pay – Military	Military orders must be submitted to HR when using this TRC. Contact HR before entering any Leave Without Pay TRC.
LWPPR – Leave Without Pay – Parental	Contact HR before entering any Leave Without Pay TRC.
LWPWC – Leave Without Pay – Workers Comp	A workers' compensation claim must be submitted prior to use of this TRC. Contact HR before entering any Leave Without Pay TRC.
MLTYT – Military Leave Taken	An employee who is a member of the State Military Forces or a member of reserve components of the United States Armed Forces will be granted a leave of absence up to a total of 15 working days per Federal Fiscal Year (October 1 - September 30) without any loss of salary, or any other leave to which the employee is entitled. The 15 days need not be consecutive and are to be applied to work days when the employee is engaged in training or duty, or the travel time to and from the location.
NGADT – National Guard Active Duty Taken	An employee who is called to active duty as a member of the National Guard by the Governor because of an emergency is entitled to receive emergency leave without loss of military or annual leave. Such leave will be provided with full pay. This leave is not limited and does not count against military leave or annual leave.
OHCPT – Optional Holiday Comp Taken	An employee is entitled to paid leave to observe an optional holiday (Cesar Chavez Day, Rosh Hashanah, Yom Kippur or Good Friday in exchange for relinquishing a state holiday (skeleton crew day) during the same fiscal year. If the employee fails to work a skeleton crew day in the same fiscal year, a day of vacation leave will be charged instead.
REGHR – Regular Hours Worked	Used when you have worked over your regular scheduled hours. Enter the TOTAL number of hours worked on that day. The system will calculate the extra hours work at the end of the FLSA workweek.
REGHW – Reg Hrs Worked on a Holiday	Used to record total hours worked on a holiday (maximum of 8 hours).



Texas Military Department

REGOH – RegHol Work in Lieu of Opt Hol	Used on the day you work in exchange for an optional holiday.
SICKPT – Sick Leave Pool Taken	Must exhaust all other leave types including ESKCT, before taking sick leave pool hours.
SICKT – Sick Leave Taken	Additional documentation required if leave is greater than 3 days.
VFFTR – Volunteer Firefighter Training	Maximum of 40 hours per fiscal year.
VOTES – Leave to Vote	On a day in which an election is held throughout the State, employees will be allowed sufficient time off, without deduction from pay or leave time, to vote. Prior scheduling with the supervisor is required. Two (2) hours is the generally accepted maximum time allowed.
WELLT – Wellness Leave Taken	An employee may be awarded eight hours of wellness leave each fiscal year if a health risk assessment (HRA) and a routine physical exam is completed and appropriate forms are submitted. Wellness leave expires one year from the date awarded.
VMHLT – Veteran Medical/Mental Health Leave	Veterans who are eligible for health benefits by the Veterans Health Administration (VHA) of the US Department of Veteran Affairs may use up to 15 days per fiscal year to obtain medical or mental health care administered by the VHA. To use this TRC, submit proof of attendance of the appointment from the VA to State Human Resources and HR staff will make the entry on the CAPPS timesheet after eligibility is verified.