

**ALPHABETIC TIME CODE LISTING**

Time Codes	Record By
ADI	Administrative Leave With Pay Pending Investigation Hour
AL >	Assigned Leave With Pay (e.g. committees) Hour
DBC	Building Checks # Checks/Daily
DCC	Camps Corrections Day
DCO	Camps Out of Scope Day
DCT	Camps Temporary Day
DHT	High Tower Diff Hour
DNP	Northern Project Allowance Day
DPE	Pilot Endorsement # of Endorsements/Day
DPF	Pilot Flying Diff (NAO) Hour
DPI	Pilot Diff Air Attack Hour
DPR	Final Proof Read (LAO Only) Hour
DSO	Sleepover Allowance Hour
DSP	Shift Pay Hour
DSR	Standby # Shifts/Day
DWB	Water/Boiler Check # Checks/Daily
DWP	Weekend Premium Hour
DWT	Water Test Check # Checks/Daily
EB >	EDO Banked Hour
EOB >	EDO over 8 Hours Banked Hour
ET	EDO Taken from Bank Hour
EU	EDO Used Hour
EX >	Extra Hours (variable/job share employees only) Hour
HNW	Hours Not Worked (out of scope variable hours/job share only) Hour
JD	Jury or Witness Duty Hour
LA	Personal Leave Without Pay Hour
LD	Suspended Without Pay for Disciplinary Reasons Hour
LF	Family Leave Without Pay Hour
LI	Administrative Leave Without Pay Pending Investigation Hour
LN	Suspended Without Pay (SHRC, Contract/NonGovt Employees) Hour
LP	Pressing Necessity Leave Without Pay Hour
LS	Sick Leave Without Pay Hour
LT	Strike Action Hour
LU	Unauthorized Leave Without Pay Hour
LV	Vacation Leave Without Pay (Permanent Employees) Hour
MD	Medical Donor Hour
ML	Military Leave Hour
NL	Special Northern Leave Hour
OBA >	Banked Overtime @ 1 Hour
OBB >	Banked Overtime @ 1.5 Hour
OBC >	Banked Overtime @ 2 Hour
OBD >	Banked Overtime @ 2.5 Hour
OBT	Banked Overtime Taken Hour
OTA >	Overtime @ 1 (Paid) Hour
OTB >	Overtime @ 1.5 (Paid) Hour
OTC >	Overtime @ 2 (Paid) Hour
OTD >	Overtime @ 2.5 (Paid) Hour
PHB	Banked Stat @ 1 Hour
PPB >	Premium Pay on Stat Banked @ 1.5 Hour
PPS >	Premium Pay on Stat @ 1.5 (Paid) Hour
RC >	Regular Time Call Back Hour
RCT >	Emergency Duty Workers Call Back Top Up Hour
RP >	Emergency Duty Worker Phone Call Hour
RPT >	Emergency Duty Workers Phone Call Top Up Hour
RS >	Strike Re-deployment (Out of Scope only) Hour
RT >	Regular Time Worked Hour
SDR	Scheduled Day of Rest Hour
SFL	Family Leave Reason Codes: FA - Court Appearance for Family Reasons Hour FC - Elder/Dependent/Spousal Care Hour FM - Marriage in Family Hour FS - Related School Responsibilities Hour OC - Other Circumstances Hour
SPN	Pressing Necessity Reason Codes: FD - Immediate or Extended Family Death Hour FN - Non-family Funeral Hour HE - Immediate or Household Illness/Emergency Hour PA - Paternity/Adoption leave Hour OC - Other Circumstances Hour
SSL	Sick Leave With Pay Reason Codes: IC - Insurance Claim Pending Hour IL - Illness Hour MA - Medical or Dental Appointment Hour
STAT	Statutory Holiday Hour
SU	SDO Used Hour
SW	Suspended With Pay (SHRC, Contract/NonGovt Employees) Hour
TR >	Training, Learning and Development Hour
UEB >	SGEU Union Business EDO Banked Hour
UPR	SGEU Panel Representative Hour
US >	SGEU Union Business Hour
VL	Vacation Leave Hour
VLU	Unpaid Vacation Leave (term employees) Hour
WC >	WCB Approved Hour
WG >	WCB Graduated Return Hour
WR >	WCB Sick Leave Rejected Claim Hours Hour
WS >	WCB Sick Leave Pending Hour
WW >	WCB Sick Leave Without Pay Rejected Claim Hour

Geologists Only	Record By
DGB	Geologists Field Bonus Day

Highways Only (LOU 98-11 Guaranteed Wage)	Record By
GRT >	Guaranteed Wage Regular Time Hour
GW	Guaranteed Wage Hours Hour

Corrections Only	Record By
ARN	Averaging Period Reconciliation Negative Hour
ARP	Averaging Period Reconciliation Positive Hour
SE >	Shift Exchange Hour
SEA >	Shift Exchange Absent Hour
SEW >	Shift Exchange Worked Hour
PHT >	Banked Stat Taken Hour

CUPE Only	Record By
CJ	CUPE Joint Council Leave Hour
CP	cupe Presidential Leave Hour
DCU	Camps CUPE Day
LC	CUPE Union Leave Without Pay Hour
NC	CUPE Non-Deductible Reason Codes: NV - Funerals Up to 1/2 days Hour NI - Attending and Interview Hour WE - Writing and Exam Hour

Human Rights Commission (SHRC) only	Record By
SYH	SHRC Floating Holiday Hour
NS	SHRC Non Deductible Reason Codes: AP - Appointment Leave Hour BL - Bereavement Leave Hour EM - Employee Marriage Hour FM - Marriage in Family Hour FP - Paternity Leave Hour ML - Mourners Leave Hour MS - Medical or Dental Appointment - Self Hour PB - Domestic Partnership Breakdown Hour PN - Pressing Family Necessity Hour SL - Sick Leaved less than 2 hours Hour WE - Write Exam Hour
SSL	Sick Leave: Reason Codes: IF - Illness in the Family Hour MF - Medical or Dental Appointment - Family Hour PF - Personal and Family Responsibility Hour SL - SL greater than 2 hrs and less than full day Hour

**EFFECTIVE 27-SEP-2020**  
**MTL ELIGIBILITY GROUPS: SGEU\_EXC, SGEU\_POS, LABOUR SERVICE ONLY**

Temporary Assignment of Higher Duties Timecodes	
TAA	Temporary Assignment Hours at 1.0 Hour
TAB	Temporary Assignment Hours at 1.5 Hour
TAC	Temporary Assignment Hours at 2.0 Hour
TAD	Temporary Assignment Hours at 2.5 Hour

MTL ELIGIBILITY GROUP: NAO PILOTS ONLY	
Temporary Assignment of Higher Duties Timecodes	
TAA	Temporary Assignment Hours at 1.0 Hour
TAB	Temporary Assignment Hours at 1.5 Hour

MTL ELIGIBILITY GROUP: INSTRUCTORS_EXC AND INSTRUCTORS_POS ONLY	
Temporary Assignment of Higher Duties Timecodes	
TAA	Temporary Assignment Hours at 1.0 Hour

**Please Note:**  
 →Time Codes marked with ">" require start and end times  
 → EDOs taken on a day different than the scheduled EDO date are recorded as EB (EDO Banked) and ET (EDO Taken)  
 →Not all employees are eligible for all the time codes listed above

**CATEGORICAL TIME CODE LISTING**

Regular Time		Record By
RT >	Regular Time Worked	Hour
RC >	Regular Time Call Back	Hour
RCT >	Emergency Duty Workers Call Back Top Up	Hour
RP >	Emergency Duty Worker Phone Call	Hour
RPT >	Emergency Duty Workers Phone Call Top Up	Hour

Differential and Allowances		Record By
DBC	Building Checks	# Checks/Daily
DCC	Camps Corrections	Day
DCO	Camps Out of Scope	Day
DCT	Camps Temporary	Day
DHT	High Tower Diff	Hour
DNP	Northern Project Allowance	Day
DPE	Pilot Endorsement	# of Endorsements/Day
DPF	Pilot Flying Diff (NAO)	Hour
DPI	Pilot Diff Air Attack	Hour
DPR	Final Proof Read (LAO Only)	Hour
DSO	Sleepover Allowance	Hour
DSP	Shift Pay	Hour
DSR	Standby	# Shifts/Day
DWB	Water/Boiler Check	# Checks/Daily
DWP	Weekend Premium	Hour
DWT	Water Test Check	# Checks/Daily

EDOs and Scheduled Days of Rest		Record By
EB >	EDO Banked	Hour
EOB >	EDO over 8 Hours Banked	Hour
ET	EDO Taken from Bank	Hour
EU	EDO Used	Hour
SDR	Scheduled Day of Rest	Hour
UEB >	SGEU Union Business EDO Banked	Hour

Overtime and Premium Pay		Record By
OBA >	Banked Overtime @ 1	Hour
OBB >	Banked Overtime @ 1.5	Hour
OBC >	Banked Overtime @ 2	Hour
OBD >	Banked Overtime @ 2.5	Hour
OBT	Banked Overtime Taken	Hour
OTA >	Overtime @ 1 (Paid)	Hour
OTB >	Overtime @ 1.5 (Paid)	Hour
OTC >	Overtime @ 2 (Paid)	Hour
OTD >	Overtime @ 2.5 (Paid)	Hour
PHB >	Banked Stat @ 1	Hour
PPB >	Premium Pay on Stat Banked @ 1.5	Hour
PPS >	Premium Pay on Stat @ 1.5 (Paid)	Hour

Statutory Holidays		Record By
STAT	Statutory Holiday	Hour
SYH	SHRC Floating Holiday (SHRC only)	Hour

Workers Compensation		Record By
WC >	WCB Approved	Hour
WG >	WCB Graduated Return	Hour
WR >	WCB Sick Leave Rejected Claim Hours	Hour
WS >	WCB Sick Leave Pending	Hour
WW >	WCB Sick Leave Without Pay Rejected Claim	Hour

Geologists Only		Record By
DGB	Geologists Field Bonus	Day

Highways Only (LOU 98-11 Guaranteed Wage)		Record By
GRT >	Guaranteed Wage Regular Time	Hour
GW	Guaranteed Wage Hours	Hour

Corrections Only		Record By
ARN	Averaging Period Reconciliation Negative	Hour
ARP	Averaging Period Reconciliation Positive	Hour
SE >	Shift Exchange	Hour
SEA >	Shift Exchange Absent	Hour
SEW >	Shift Exchange Worked	Hour
PHT >	Banked Stat Taken	Hour

CUPE Only		Record By
CJ	CUPE Joint Council Leave	Hour
CP	CUPE Presidential Leave	Hour
DCU	Camps CUPE	Day
LC	CUPE Union Leave Without Pay	Hour
NC	CUPE Non-Deductible	
<u>Reason Codes:</u>		
	NV - Funerals Up to 1/2 days	Hour
	NI - Attending and Interview	Hour
	WE - Writing and Exam	Hour

**Please Note:**

- Time Codes Marked with ">" require start and end times to be entered on timecard
- Not all employees are eligible for all time codes listed above
- EDOs taken on a day different than the scheduled EDO date are recorded as EB (EDO Banked) and ET (EDO Taken)

Sick Leave, Family Leave and Pressing Necessity		Record By
SFL	Family Leave	
<u>Reason Codes:</u>		
	FA - Court Appearance for Family Reasons	Hour
	FC - Elder/Dependent/Spousal Care	Hour
	FM - Marriage in Family	Hour
	FS - Related School Responsibilities	Hour
	OC - Other Circumstances	Hour
SPN	Pressing Necessity	
<u>Reason Codes:</u>		
	FD - Immediate or Extended Family Death	Hour
	FN - Non-family Funeral	Hour
	HE - Immediate or Household Illness/Emergency	Hour
	PA - Paternity/Adoption leave	Hour
	OC - Other Circumstances	Hour
SSL	Sick Leave With Pay	
<u>Reason Codes:</u>		
	IC - Insurance Claim Pending	Hour
	IL - Illness	Hour
	MA - Medical or Dental Appointment	Hour

Leave With Pay		Record By
ADI	Administrative Leave With Pay Pending Investigation	Hour
AL	Assigned Leave With Pay (e.g. committees)	Hour
JD	Jury or Witness Duty	Hour
MD	Medical Donor	Hour
ML	Military Leave	Hour
NL	Special Northern Leave	Hour
RS >	Strike Re-deployment (Out of Scope only)	Hour
SU	SDO Used	Hour
SW	Suspended With Pay (SHRC, Contract/NonGovt Emplo	Hour
TR >	Training, Learning and Development	Hour
UPR	SGEU Panel Representative	Hour
US >	SGEU Union Business	Hour
VL	Vacation Leave	Hour

SGEU Leave Codes		Record By
UEB >	SGEU Union Business EDO Banked	Hour
UPR	SGEU Panel Representative	Hour
US >	SGEU Union Business	Hour

Leave Without Pay		Record By
LA	Personal Leave Without Pay	Hour
LD	Suspended Without Pay for Disciplinary Reasons	Hour
LF	Family Leave Without Pay	Hour
LI	Administrative Leave Without Pay Pending Investigation	Hour
LN	Suspended Without Pay (SHRC, Contract/NonGovt Employees)	Hour
LP	Pressing Necessity Leave Without Pay	Hour
LS	Sick Leave Without Pay	Hour
LT	Strike Action	Hour
LU	Unauthorized Leave Without Pay	Hour
LV	Vacation Leave Without Pay (Permanent Employees)	Hour
VLU	Unpaid Vacation Leave (term employees)	Hour

Variable Hours/Job Share		Record By
EX >	Extra Hours (variable/job share employees only)	Hour
HNW	Hours Not Worked (out of scope variable hours/job share only)	Hour

Human Rights Commission (SHRC) only		Record By
SYH	SHRC Floating Holiday	Hour
NS	SHRC Non Deductible	
<u>Reason Codes:</u>		
	AP - Appointment Leave	Hour
	BL - Bereavement Leave	Hour
	EM - Employee Marriage	Hour
	FM - Marriage in Family	Hour
	FP - Paternity Leave	Hour
	ML - Mourners Leave	Hour
	MS - Medical or Dental Appointment - Self	Hour
	PB - Domestic Partnership Breakdown	Hour
	PN - Pressing Family Necessity	Hour
	SL - Sick Leaved less than 2 hours	Hour
	WE - Write Exam	Hour
SSL	Sick Leave:	
<u>Reason Codes:</u>		
	IF - Illness in the Family	Hour
	MF - Medical or Dental Appointment - Family	Hour
	PF - Personal and Family Responsibility	Hour
	SL - SL greater than 2 hrs and less than full day	Hour