

## Frequently Asked Questions – Hourly Incorrect Time Reporting Codes

This communication is intended to help clarify which **Time Reporting Codes (TRC)** adjunct faculty should use when reporting hours on timesheets, and to help eliminate confusion about which TRC to select.

As an adjunct employee, some of your assignments are paid through **Unit Pay**, while others require you to **enter positive time on your timesheet** in order to be paid for the hours worked. Understanding the difference between these types of assignments will ensure accurate and timely payment.

### Question & Answers:

#### Q. What is the difference between Hourly and Unit Pay Time Reporting Codes (TRC)?

A. **Hourly** time reporting codes pay out hours exactly as reported on the timesheet. Adjuncts that are positive time reporters will report all hours worked on their timesheet.

**Unit Pay** time reporting codes are used solely to adjust leave balances and do not result in paid earnings. Adjuncts paid via Unit Pay do not report hours worked and are paid based on their TAO.


#### Q. What time reporting code should be used to report absences on the timesheet for non-classroom assignment?

A. *All non-classroom instructors should use time reporting codes ending with Hourly.*

- ❖ Ensure the correct Empl Record is selected.
- ❖ Click on the drop down to select the appropriate Hourly code.
- ❖ Enter hours on the appropriate date and submit.

**Timesheet**


Counselor Adjunct


Employee ID  
Empl Record 6 

Earliest Change Date 05/18/2026

Actions


Select Another Timesheet

\*View By Week  Previous Week Next Week

\*Date 04/20/2026  Previous Employee Print Timesheet

Reported Hours 5.00

From Monday 04/20/2026 to Sunday 04/26/2026

Mon 4/20	Tue 4/21	Wed 4/22	Thu 4/23	Fri 4/24	Sat 4/25	Sun 4/26	Total	Time Reporting Code	*Taskgroup
			1.00	4.00			5.00	03 SLH - Sick Leave-Hrly 	PSNONCATSK <input type="text"/>

Submit


**Q. What time reporting code should be used to report absences on the timesheet for classroom assignments?**

- A. All Classroom instructors are paid via the unit pay system therefore should report absences using time reporting codes ending with Unit Pay.
- ❖ Ensure the correct Empl Record is selected.
  - ❖ Click on the drop down to select the appropriate Unit Pay code.
  - ❖ Enter hours on the appropriate date and submit.

**Timesheet**

Child Development Adjunct

Employee ID

Empl Record 2 

Earliest Change Date 04/20/2026

Actions+


Select Another Timesheet

\*View By Week Previous Week Next Week

\*Date 04/13/2026 Previous Employee Next Employee

Reported Hours 1.30 Print Timesheet

From Monday 04/13/2026 to Sunday 04/19/2026

Mon 4/13	Tue 4/14	Wed 4/15	Thu 4/16	Fri 4/17	Sat 4/18	Sun 4/19	Total	Time Reporting Code	*Taskgroup
1.30							1.30	02 SUP - Sick Leave-Unit Pay 	PSNONCATSK

Submit

**Q. What is the negative effect of using the wrong code?**

- A. Using the wrong time reporting code can result in incorrect pay (overpayment or underpayment), inaccurate leave balances and increased administrative workload due to required corrections.

**Q. How does payroll identify if the wrong was entered?**

- A. The payroll team will run a query to identify all incorrect TRCs used during each payroll processing cycle and will make the necessary adjustments.

Payroll will notify employees and supervisors of the adjustments made via email.

**Q. Do I need to make any changes when payroll emails me?**

- A. No, the email is informational only.

If at any point you have questions about which TRC to use, please reach out to **your campus business office, your supervisor, or Payroll** for assistance.