



University of Connecticut

List of Override Reason Codes

Override Reason Codes can be selected for use along with a correlating Time Reporting Code (TRC) when a need exists to expand upon the nature of a specific payment or leave code. The **Override Reason Code** field is located to the right of the **Time Reporting Code** field on the Timesheet. The **Override Reason Code** is not a required field.

Timesheet

Jane Doe Employee ID 927858
 UCP 09-Executive Program Dir Empl Record 2
 Actions Time Source Schedule Information Earliest Change Date 02/19/2016

Time Period
 View By Week *Date 07/08/2016
 Scheduled Hours 70.00 Reported Hours 0.00

From Friday 07/08/2016 to Thursday 07/21/2016

	Fri 7/8	Sat 7/9	Sun 7/10	Mon 7/11	Tue 7/12	Wed 7/13	Thu 7/14	Fri 7/15	Sat 7/16	Sun 7/17	Mon 7/18	Tue 7/19	Wed 7/20	Thu 7/21	Total	Time Reporting Code	Description	Type	Override Reason Code	Shift
	7.00			7.00	7.00	7.00	7.00	7.00			7.00	7.00	7.00	7.00	70.00	REG	Regular	Hours		1

All of the Override Reason Codes can be used for any employee. Some codes will apply to various groups and bargaining unit employees. Refer to your department’s business policies on when to use various override reason codes.

Override Reason Code	Description	When to Use
AGCLS	Non-Governor Agency Closing	Use with LOPD when an agency closes and it is not ordered by the Governor.
ALLOW	Exception Allowed	Use as audit record when exceptions are allowed
CFMLA	ComboStateFederal FMLA	Use when combining State and Federal FMLA
CIVIL	Civil Leave	Use with LOPD when an employee receives a subpoena to testify in court and the court case is not related to the employee's state job. Use with REG when the court case is directly related to his/her employment with the State of Connecticut.
DTEST	Paid Time for Drug Testing	Use with REG when an employee is required to have drug testing
EBC	Emergency Building Closure	Use with LOPD when an agency or facility has to be closed for an emergency situation.
ERREL	Early Release	To indicate Early Release
EVAC	Emergency Evacuation	Use with REG when an agency or facility has to be evacuated in an emergency.
FFMLA	Federal FMLA	Use to indicate using federal FMLA

Override Reason Code	Description	When to Use
FRDTY	Fireman's Duty	Use with LOPD when an employee responds to an emergency as a Volunteer Fire Firefighter. Firefighters who respond to an emergency as a function of their state job should use with REG.
GDEDG	PA 08-4 Guide Dog Training	Use when an employee uses sick time to participate in training that will prepare the employee to handle a guide dog or assistance dog for the employee's own use. Agencies need to manually track the use of this time to ensure that employees do not exceed the 15 day limit. This override reason code is to be used with the TRC SICK.
GL34	Leave Taken Gen Letter No. 34	Use when an employee is using paid leave time under General Letter 34.
HTRDY	Holiday Leave – Tardy	Use with HCU
LILAC	Leave in lieu of Accrual-Comp	Use with LILA to identify comp time used
LILAH	Leave in lieu of Accrual-Hol	Use with LILA to identify holiday time used
LILAP	Leave in lieu of Accrual-PL	Use with LILA to identify personal time used
LILAS	Leave in lieu of Accrual-Sick	Use with LILA to identify sick time used
LILAV	Leave in lieu of Accrual-Vac	Use with LILA to identify vacation time used
LTDNW	Light Duty - Non WC	Use with REG or RDLY to designate a Light Duty assignment that is not associated with a Workers' Comp Claim
MAMSU	Mutual Aid/Mobile Support Unit	Use with attendance associated with C.G.S. 28-6(b) when an employee is part of civil preparedness units or forces
MAT	Maternity Leave - Non FMLA	Use with SICK, VAC, PL or ULMAT
MBVAC	Manager Bonus Vacation Days	To be used when adding Manager Bonus Vacation Days on January 1.
MDAPT	Medical Appointment	Use to indicate Medical Appointments
OTEMR	Overtime Emergency	Use with overtime codes to identify emergency overtime
OTETM	Overtime Earned Time	To indicate Overtime Earned Time
OTGAP	Overtime paid as Gap time	For employees who remain on duty between overtime shifts
OTINV	Overtime Involuntary	Use with overtime codes to identify involuntary overtime
OTMSC	Overtime Miscellaneous	Use with overtime codes to identify miscellaneous overtime
OTPGM	Overtime Program Assignment	Use to indicate overtime in connection with Program Assignment
OTPOP	Overtime Client/Inmate/Patient	Use to indicate overtime in connection with Client, Inmate or Patient
OTSCK	Overtime Sick	Use with overtime codes to identify overtime required to cover for employee calling in sick
OTSPA	Overtime Special Assignment	Use with overtime codes to identify special assignments outside of

Override Reason Code	Description	When to Use
		normal working hours
OTSTM	Overtime State Mandated	Use with overtime codes to identify state mandated overtime
OTTRN	Overtime Training	Use with overtime codes for attending training outside of normal hours
OTTRP	Overtime Transportation	Use with overtime codes when employee provides transportation duties outside of normal working hours
OTULV	Overtime Unpaid Leave	Use with overtime codes to identify overtime required to cover for employee on unpaid leave
OTVAP	Overtime Vacant Position	Use with overtime codes to identify overtime required to cover for vacant position
OTVOL	Overtime Voluntary	Use with overtime codes to identify voluntary overtime
OTWCP	Overtime Workers Comp	Use with overtime codes to identify overtime required to cover for employee on Workers' Comp
P7112	PA2007 Mil Call Up LeaveWaive	Military Call up Leave Waived
PIR	Physical Impossibility Rule	Use in conjunction with FMLA codes when employee is physically unable to access the work site after the start time.
PLAPT	Paid Leave Approved Travel	To indicate approved travel
PLDRL	Paid Leave Disaster Related	Use in conjunction with paid leave or LOPD when employees volunteer for American Red Cross under C.G.S. 5-249(b)
PLDRT	Paid Leave Disaster Training	Use in conjunction with paid leave or LOPD when employees attend training in connection with volunteer service for American Red Cross under C.G.S. 5-249(b)
PLDTR	Paid Leave - Disaster Training	Use in conjunction with paid leave or LOPD when employees attend training in connection with volunteer service for American Red Cross under C.G.S. 5-249(b)
PLRCL	Paid Leave Red Cross Leave	Use in conjunction with paid leave or LOPD when employees volunteer for American Red Cross under C.G.S. 5-249(b)
PLSFM	PL for Sick Family	Use with PL when sick family time has been exhausted
PLTDY	Personal Leave - Tardy	Use with PL time
PYCMP	Pay Out Expiring Comp Time	Use with CPN and HCPN
REDCR	Red Cross Volunteer (5-249)	Use with LOPD when an employee responds to an emergency as a Red Cross Volunteer when the emergency is unrelated to the employee's state job. If the employee responds to an emergency that is directly related to their employment with the State of Connecticut use with REG.
RLDUT	Relieved of Duties	To be used with LOPD when an employee is being relieved of duties and is on an authorized paid leave of absence during the notice period due to position elimination.

Override Reason Code	Description	When to Use
SADVN	Sick Advanced or Extended Lv	Use with SICK for advanced or extended leave
SANDY	Hurricane Sandy 2012	Use with any TRC relating to Hurricane Sandy
SBANK	Sick Bank	Use with SICK when an employee is being paid from a Sick Leave Bank
SBCTP	SEBAC 2011 Transformation Proj	To be used with REG for SEBAC 2011 Transformation Project activities.
SDNTE	Donated Sick - Non FMLA	Use with Sick when an employee is being paid from donated time for Non FMLA
SDON	Sick Donated	Use with Sick when an employee is being paid from donated time.
SFMB	FMLA Federal Med Sick Lv Bank	Use with FMLA codes when an employee is being paid from a Sick Leave Bank and the absence falls under FMLA
SFMD	FMLA Federal Med Sick Donation	Use with FMLA codes when an employee is being paid from donated Sick time and the absence falls under FMLA
SFMLA	State FMLA	Use to indicate using State FMLA
SFMW	FMLA Fed Med Sick Workers Comp	Use with FMLA codes when an employee is being paid under Workers' Comp and the absence falls under FMLA
SFMX	FMLA Fed Med Sick Adv or Ext	Use with FMLA codes when an employee is being paid advanced or extended Sick Leave and the absence falls under FMLA
SWCVL	Sick - WC Vol PA 15-128	Use with SICK when Volunteer Firemen are supplementing Work Comp for injury not occurred on their sate job. PA15-128
TRFIR	Training Firearms	Use with RTRNG when an employee attends firearms training
TRMAN	Training Mandatory	Use with RTRNG when an employee attends mandatory training
TRPSV	Training Pre-Service	Use with RTRNG when an employee attends pre-service training
UPVOL	Unpaid Leave Voluntary	Use with unpaid leave code to indicate the leave is voluntary in nature
VLADM	Vac in lieu of Unpd Adm Leave	Use with vacation time when on unpaid administrative leave
VTRDY	Vacation Leave - Tardy	Use with VAC
WCSUP	WC Supplement Pay	Use with SICK, VAC or PL codes to indicate the employee is receiving supplemental pay