



# University of Connecticut

## Using the LILA TRC and Override Reason Code

The Leave in Lieu of Accrual (LILA) Time Reporting Code and accompanying Override Reason Codes are used for the period between the first of a month and when the month’s accrual is posted to the leave balance. They are also used when an employee earns and uses compensatory or holiday time in the same pay period. These codes are meant to be used temporarily and should be changed once the accrual/comp time has been posted and is available to use.

Below is the list of override reasons codes to use with the LILA time reporting code:

Time Reporting Code	Override Reason Code	Description	When to Use
LILA	LILAC	Leave in lieu of Accrual-Comp	Use with LILA to identify comp time used
LILA	LILAH	Leave in lieu of Accrual-Hol	Use with LILA to identify holiday time used
LILA	LILAP	Leave in lieu of Accrual-PL	Use with LILA to identify personal time used
LILA	LILAS	Leave in lieu of Accrual-Sick	Use with LILA to identify sick time used
LILA	LILAV	Leave in lieu of Accrual-Vac	Use with LILA to identify vacation time used

The **Time Reporting Code** field is located to the right of the **Total** field on the Timesheet. The **Override Reason Code** field is located to the right of the **Time Reporting Code** field on the Timesheet.

**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 Previous Period Next Period  
\*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		Regular	Hours		1

**IMPORTANT: Once the employee receives their paycheck for the current pay period,** the LILA time reporting code should be updated to the appropriate leave or comp time reporting code on the Timesheet. The accompanying override reason code can be deleted. The Timesheet must then be resubmitted to update the balances.

For steps on how to submit your Timesheet, refer to the Entering Time job aid: [Entering Time](#)

For steps on how to submit an adjustment on your Timesheet, refer to the Entering Prior Period Adjustments job aid: [Entering Prior Period Adjustments](#)

### **Reporting LILA in lieu of Personal Leave for Classified Employees**

The below is the personal leave processing calendar for classified employees:

- **Leave Balances Expiration:** After the pay period ending 1/5/17 is confirmed (on 1/12/17), the 2016 personal leave balances are cleared. Employees will see this on the Timesheet on 1/13/17, and on the paycheck dated 1/20/17.
- **Leave Balances Awarded:** After the pay period ending 1/19/17 is confirmed (on 1/26/17) the 2017 personal leave awards are made. Employees will see this on the Timesheet on 1/27/17, and on the paycheck dated 2/3/17.

**IMPORTANT:** If employees want to use personal leave time between 1/1/17 and 1/19/17, they will have to use the LILA time reporting code and the accompanying override reason code. On or after 1/27/17, the LILA time reporting code and accompanying override reason code has to be changed to the appropriate personal leave time reporting code.