CASUAL ACADEMIC STAFF
TIME REPORTING CODES (TRC)

GRIFFITH UNIVERSITY

Queensland Australia

Make it matter

Key changes

- Names of Time Reporting Codes (TRCs) have been updated, however, TRC descriptions remain mostly the same.

- The exception to this are the new TRCs introduced to replace the old "Other Required Academic Activity" codes.

  - New CLS codes capture associated time for preparation and student consultation for teaching activities not described as lectures or tutorials.

  - New ENGPD code allows us to track time spent in activities not related to a course, including meetings, professional development and training.

  - New NOCLS code can be used for course development, moderating and other quality assurance activities.

- Different TRCs are no longer needed to indicate when a casual academic staff member has a doctoral qualification. The system now identifies this and allocates the correct rate.

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When to use different Time Reporting Codes (TRCs)

Activity	Lectures	Tutorials	Clinical Facilitator	Other Required Academic Activity				Marking
TRC	SPLEC, DVLEC, BSLEC, RPLEC	CSTUT, REPTU	CLNFL, CLNFN	CLS.5/1/2/3/4	CLS0	ENGPD	NOCLS	MKSVR, MARKN
Rate type	Wrapped rate	Wrapped rate	Wrapped rate	Wrapped rate	Hourly rate	Hourly rate	Hourly rate	Bulk hourly rate
	Rate is for more than one hour, including education delivery time + associated hours for preparation and student consultation.				*Rate is for one hour consisting of education delivery or activity time only. No associated hours.*			*Hourly rate based on students.*
When to use this code	Where the timetable section of the Course Profile describes the education delivery as a "lecture". Use RPLEC for a subsequent delivery of substantially the same course matter with 7 days.	Where the timetable section of the Course Profile describes the education delivery as a "tutorial". Use RPTU for a subsequent delivery of substantially the same course matter with 7 days.	Where undergraduate clinical health education is undertaken.	Where the activity is timetabled and requires associated hours. For example: • practical class • demonstration • workshop • studio session • field trip • Laboratory	Where the activity is timetabled and doesn't need any associated hours such as preparation time. For example: • timetabled discussion board • lab setup	Where activities aren't specific to a course. For example: • professional development • training	Where additional activities are required, including: • content development • moderating • other QA activities	All marking other than that undertaken during a lecture, tutorial or clinical session, or a type that is normally done in the session and could have been undertaken during that session.
How to record this in your timesheet	Record the delivery time only, e.g. 10.00 – 11.00am. Associated hours can be undertaken at a time of your choosing and are not recorded in the timesheet.				Record the delivery time, e.g. 10.00 – 11.00am.			Record the quantity of hours worked.

See Pay and Conditions | Salary rates for further information.

TRCs and applicable hours

Activity type	Academic base rate	Delivery hours		Associated hours		Total hours	TRC	Rate type
Specialised lecture	Level B, step 2 + 25%	(1	+	4)	=	5	SPLCT	Wrapped
Developed lecture	Level B, step 2 + 25%	(1	+	3)	=	4	DVLCT	Wrapped
Basic lecture	Level B, step 2 + 25%	(1	+	2)	=	3	BSLCT	Wrapped
Repeat lecture	Level B, step 2 + 25%	(1	+	1)	=	2	RPLCT	Wrapped
Tutorial + PhD	Level A, step 6 + 25%	(1	+	2)	=	3	CSTUT	Wrapped
Tutorial	Level A, step 2 + 25%							
Repeat tutorial + PhD	Level A, step 6 + 25%	(1	+	1)	=	2	REPTU	Wrapped
Repeat tutorial	Level A, step 2 + 25%							

See Pay and Conditions | Salary rates for further information.

TRCs and applicable hours

Activity type	Academic base rate	Delivery hours	Associated hours		Total hours	TRC	Rate type
Marking requiring significant academic judgement	Level B, step 2 + 25%	Time allocation based on the number of students, the level of complexity and how feedback is provided				MKSVR	Bulk hourly
Marking standard + PhD	Level A, step 6 + 25%					MARKN	
Marking standard	Level A, step 2 + 25%						
Clinical Facilitator normal preparation + PhD	Level A, step 6 + 25%	(1	+	1)	= 2	CLNFN	Wrapped
Clinical Facilitator normal preparation	Level A, step 2 + 25%						
Clinical Facilitator little preparation + PhD	Level A, step 6 + 25%	(1	+	0.5)	= 1.5	CLNFL	
Clinical Facilitator little preparation	Level A, step 2 + 25%						
Musical accompanying et al + PhD	Level A, step 6 + 25%	(1	+	1)	= 2	MSACCM	Wrapped
Musical accompanying et al	Level A, step 2 + 25%						

See Pay and Conditions | Salary rates for further information.

New TRCs and applicable hours

Activity type	Academic base rate	Delivery hours		Associated hours		Total hours	TRC	Rate type
Other required academic activity + PhD	Level A, step 6 + 25%	Used for meetings and training unrelated to a course					ENGPD	Hourly
		Used for course development, moderating and QA					NOCLS	
		(1	+	(1 x 0 = 0))	=	1	CLS0	
		(1	+	(1 x .5 = .5))	=	1.5	CLS.5	
		(1	+	(1 x 1 = 1))	=	2	CLS1	
Other required academic activity	Level A, step 2 + 25%	(1	+	(1 x 2 = 2))	=	3	CLS2	Wrapped
		(1	+	(1 x 3 = 3))	=	4	CLS3	
		(1	+	(1 x 4 = 4))	=	5	CLS4	

See **Pay and Conditions | Salary rates** for further information.

How to use the CLS TRCs

TRC	1 DELIVERY HOUR EXAMPLE				2 DELIVERY HOURS EXAMPLE				3 DELIVERY HOURS EXAMPLE			
	Delivery hours	Multiplier	Associated hours	Total hours	Delivery hours	Multiplier	Associated hours	Total hours	Delivery hours	Multiplier	Associated hours	Total hours
CLS0	1	0	0	1	2	0	0	2	3	0	0	3
CLS.5	1	.5	.5	1.5	2	.5	1	3	3	.5	1.5	4.5
CLS1	1	1	1	2	2	1	2	4	3	1	3	6
CLS2	1	2	2	3	2	2	4	6	3	2	6	9
CLS3	1	3	3	4	2	3	6	8	3	3	9	12
CLS4	1	4	4	5	2	4	8	10	3	4	12	15

Course Timetable

	Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions		
1	Monday	03/04/2024						0.000		+	−
2	Tuesday	03/05/2024						0.000		+	−
3	Wednesday	03/06/2024	CLS4	Additional Associated Work +4	NA	1:00:00PM	2:00:00PM	0.000		+	−
4	Thursday	03/07/2024						0.000		+	−
5	Friday	03/08/2024						0.000		+	−
6	Saturday	03/09/2024						0.000		+	−
7	Sunday	03/10/2024						0.000		+	−

Associated hours = Delivery hours x TRC Multiplier

Total hours = Delivery hours + Associated hours

Total work hours = 5
Noting that associated hours do not have to be performed on the same day

Example: 2-hour timetabled discussion board

The CLS code used for other academic activities is dependent on the length of time required for associated work such as preparation or student consultation. For timetabled teaching activities that don't require associated time, use CLS0.

Discussion Board

CSL0

= 2-hour discussion board

Total hours = 2

Course Timetable

		Day	Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions		
1	☐	Monday	03/04/2024 📅	🔍		🔍			0.000		+	−
2	☐	Tuesday	03/05/2024 📅	🔍		🔍			0.000		+	−
3	☐	Wednesday	03/06/2024 📅	🔍		🔍			0.000		+	−
4	☐	Thursday	03/07/2024 📅	🔍		🔍			0.000		+	−
5	☐	Friday	03/08/2024 📅	CLS0 🔍	Additional Associated Work +0	OL 🔍	9:00:00	11:00:00	0.000		+	−
6	☐	Saturday	03/09/2024 📅	🔍		🔍			0.000		+	−
7	☐	Sunday	03/10/2024 📅	🔍		🔍			0.000		+	−

1-7 of 84   View All

Delivery hours = 2

Only the delivery time is recorded in the timesheet.

Example: 2.5-hour workshop, 7.5 associated hours

The following example uses the TRCs to record payment for a workshop with a total duration of 10 hours, including 2.5 hours of delivery and 7.5 hours of associated preparation and consultation time.

Workshop
CSL3

= 2.5 hour workshop + 5 x associated hours for preparation + 2.5 x associated hours for student consultation

2.5 x 3 = 7.5 hours

Total hours = 10

Noting that associated hours do not have to be performed on the same day

Course Timetable

		Day	·Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions		
1	☐	Monday	03/04/2024						0.000		+	−
2	☐	Tuesday	03/05/2024	CLS3	Additional Associated Work +3	NA	9:00:00	11:30:00	0.000		+	−
3	☐	Wednesday	03/06/2024						0.000		+	−
4	☐	Thursday	03/07/2024						0.000		+	−
5	☐	Friday	03/08/2024						0.000		+	−
6	☐	Saturday	03/09/2024						0.000		+	−
7	☐	Sunday	03/10/2024						0.000		+	−

1-7 of 84   View All

Delivery hours = 2.5

Only the delivery time is recorded in the timesheet. Associated hours are not scheduled.

Example: 3-hour studio, 4 associated hours

In situations where the CLS codes do not multiply to the requisite number of total hours required, you will need to use a combination of TRCs. The following example uses 2 TRCs to record payment for a Studio that runs for 3 hours with 4 hours of associated preparation time required.

Studio
CSL0 + CLS2
=

3-hour studio
[CLS0 x 1 hour delivery + CLS2 x 2 hours delivery]

+

4 x associated hours for preparation
[CLS0 = 0 associated hours + CLS2 = 4 associated hours (2 x 2)]
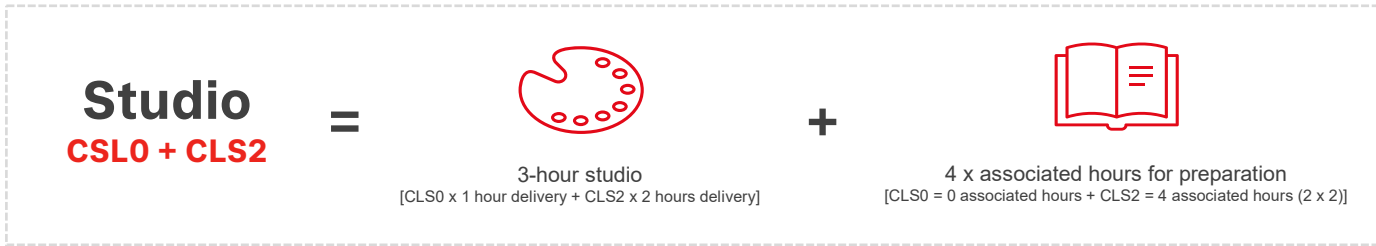
Total hours = 7

Noting that associated hours do not have to be performed on the same day

Course Timetable

		Day	·Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions		
1	☐	Monday	03/04/2024 📅	🔍		🔍			0.000		➕	➖
2	☐	Tuesday	03/05/2024 📅	🔍		🔍			0.000		➕	➖
3	☐	Wednesday	03/06/2024 📅	CLS0 🔍	Additional Associated Work +0	NA 🔍	1:00:00PM	2:00:00PM	0.000		➕	➖
4	☐	Wednesday	03/06/2024 📅	CLS2 🔍	Additional Associated Work +2	NA 🔍	2:00:00PM	4:00:00PM	0.000		➕	➖
5	☐	Thursday	03/07/2024 📅	🔍		🔍			0.000		➕	➖
6	☐	Friday	03/08/2024 📅	🔍		🔍			0.000		➕	➖
7	☐	Saturday	03/09/2024 📅	🔍		🔍			0.000		➕	➖

1-7 of 85   View All

Delivery hours = 3

Only the delivery time is recorded in the timesheet. Associated hours are not scheduled.

Example: Training not related to a course

Generally, when casual academic staff undertake training or professional development, it is not related to a specific course. For these activities, use the ENGPD code and attribute it to any course code within your School or Department. Finance will redistribute all costs recorded against the ENGPD code across your School/Department.

Training
ENGPD

=

4-hour training course
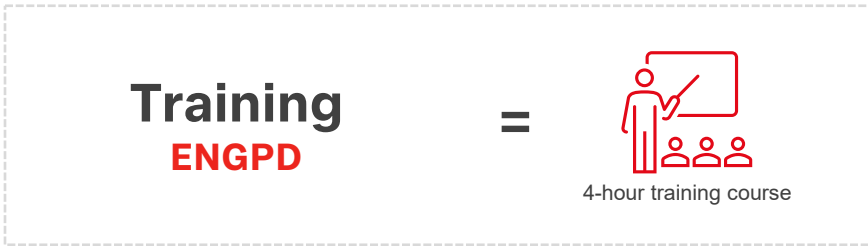
Total hours = 4

Course Timetable

	Day	•Date	TRC	Time Reporting Code (TRC)	Campus	In	Out	Marking Hours	Validation exceptions		
1	☐ Monday	03/04/2024 🗓	🔍		🔍			0.000		➕	➖
2	☐ Tuesday	03/05/2024 🗓	🔍		🔍			0.000		➕	➖
3	☐ Wednesday	03/06/2024 🗓	🔍		🔍			0.000		➕	➖
4	☐ Thursday	03/07/2024 🗓	🔍		🔍			0.000		➕	➖
5	☐ Friday	03/08/2024 🗓	ENGPD 🔍	Prof Dev	SB 🔍	9:30:00	13:30:00	0.000		➕	➖
6	☐ Saturday	03/09/2024 🗓	🔍		🔍			0.000		➕	➖
7	☐ Sunday	03/10/2024 🗓	🔍		🔍			0.000		➕	➖

1-7 of 84   View All

Work hours = 4

Actual training time is recorded.