Record Union Steward Hours – Classified Salaried Non-exempt QRC

If you are a Union Steward, you record work time spent on steward responsibilities in EmpCenter. You still record your hours as usual; the Steward Hours pay code is used to identify the amount of your work time spent on union duties.

1. After recording your work time, access your timesheet using the Timesheet link on the WebClock or the My Timesheet link on the EmpCenter Dashboard:

2. Add a row to the day you need to record Steward Hours by clicking on the green plus sign ( ):
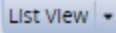

3. Select Steward Hours from the Pay Code drop down list:

4. Enter the number of work hours spent on Steward responsibilities and Save the timesheet:

Note: Steward Hours do not add to the total hours for the work week or the pay period.