
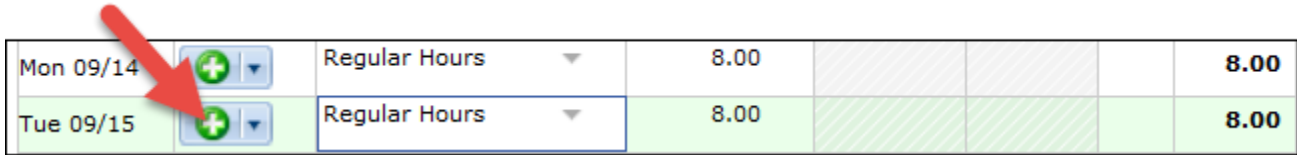




Record Union Steward Hours – Classified Salaried Exempt QRC

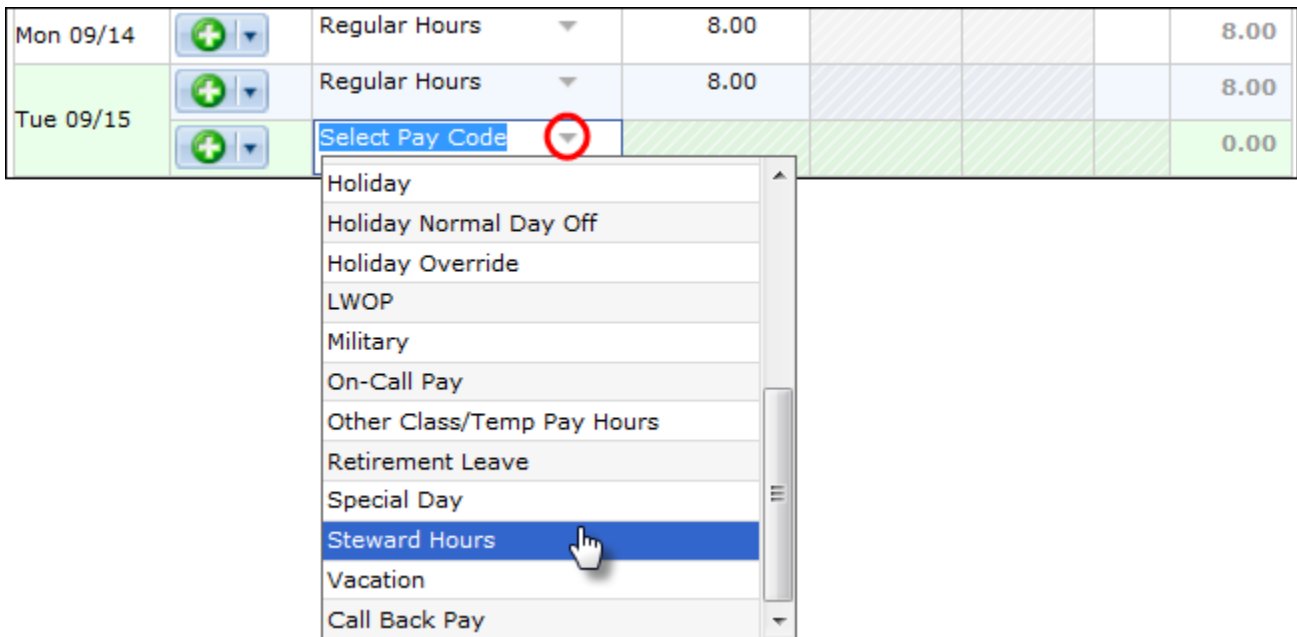
If you are a Union Steward, you record work time spent on steward responsibilities in EmpCenter. You still record your hours as usual; the Steward Hours pay code is used to identify the amount of your work time spent on union duties.




1. After recording your work time, add a row to the day you need to record Steward Hours by clicking on the green plus sign ():



Mon 09/14		Regular Hours	8.00					8.00
Tue 09/15		Regular Hours	8.00					8.00


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





Mon 09/14		Regular Hours	8.00					8.00
Tue 09/15		Regular Hours	8.00					8.00
		Select Pay Code						0.00

- Holiday
- Holiday Normal Day Off
- Holiday Override
- LWOP
- Military
- On-Call Pay
- Other Class/Temp Pay Hours
- Retirement Leave
- Special Day
- Steward Hours**
- Vacation
- Call Back Pay

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



09/01/2015 - 09/30/2015									 Save	 Submit	More	List View	Data saved.	
Mon 09/14		Regular Hours	8.00											
Tue 09/15		Regular Hours	8.00											8.00
		Steward Hours	3.00											0.00

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