




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 Enter My Hours 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 ():)

Fri 09/18		Clock	07:58 am	128.193.8.110	8.00
			05:01 pm	128.193.8.110	
		Meal	1.00		0.00

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

Fri 09/18		Clock	07:58 am	128.193.8.110	8.00
			05:01 pm	128.193.8.110	
		Meal	1.00		0.00
		Select Pay Code 			0.00
Sat 09/19					40.00


Military

On-Call Pay

Other Class/Temp Pay Hours

Retirement Leave

Special Day

Steward Hours 

Vacation

Call Back Pay







Confined Space Differential

Diving Differential

High Voltage Electrician

High Work Differential

4. 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.					
Fri 09/18		Clock	07:58 am	128.193.8.110	8.00
			05:01 pm	128.193.8.110	
		Meal	1.00		0.00
		Steward Hours	4.00		0.00

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