

Record Union Steward Hours – Classified Hourly 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 (+):

Mon 04/01	+	Clock	08:00 am	128.193.152	8.00
			04:32 pm	128.193.152	
	+	Meal	0.50		0.00

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

Mon 04/01	+	Clock	08:00 am	128.193.152	8.00
			04:32 pm	128.193.152	
	+	Meal	0.50		0.00
	+	Select Pay Code			
		Military			
		On-Call Pay			
		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:

<div> 03/16/2019 - 04/15/2019 Save Submit More List View Data saved. </div>						
Timesheet						
Date		Pay Code	Hours	L	Clock Location	Total
Mon 04/01	+	Clock	08:00 am		128.193.152	8.00
			04:32 pm		128.193.152	
	+	Meal	0.50			0.00
	+	Steward Hours	2.00			0.00

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