


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 ():

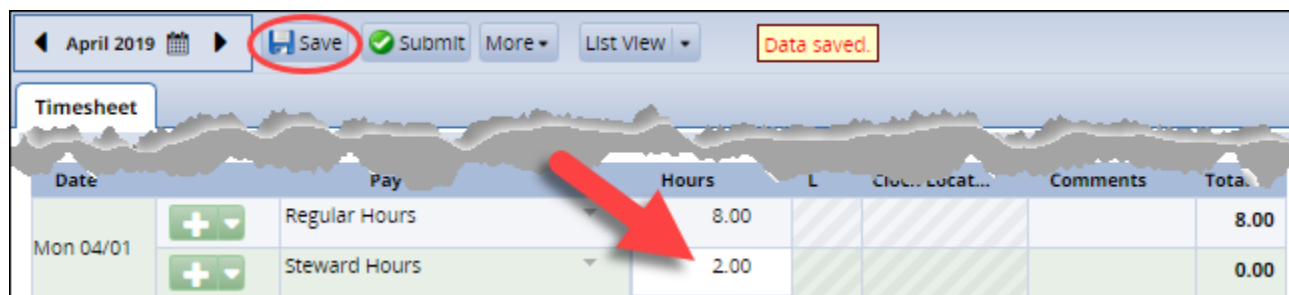







Mon 04/01		Regular Hours	8.00				8.00
Tue 04/02		Select Pay Code					

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



Mon 04/01		Regular Hours	8.00				8.00
		Select Pay Code					0.00
		Holiday					
		Holiday Normal Day Off					
		Holiday Override					
		LWOP					
		Military					
		On-Call Pay					
		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:



April 2019      Data saved.

Timesheet

Date		Pay	Hours	L	Clock Locat...	Comments	Total
Mon 04/01		Regular Hours	8.00				8.00
		Steward Hours	2.00				0.00

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