


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 ():





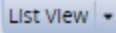
Mon 04/01		Clock	08:00 am		128.193.152		8.00
		Meal	04:32 pm	0.50	128.193.152		0.00




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

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

April 2019      Data saved.

Date		Pay Code	Hours	L	Clock Location	Comments	Total
Mon 04/01		Clock	08:00 am		128.193.152		8.00
		Meal	04:32 pm	0.50	128.193.152		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.