

SEATTLEU

Quick Sheet: Facilities Union Employee Pay Period Adjustment

As a Facilities Union Employee, you have many more Earning Codes to submit on a regular basis than most Non-Exempt employees on campus. For all regular types of leave (vacation, sick, reserved sick, community service, etc) please do use the mySeattleU Time Entry system like all non-exempt employees.

When to Use the Union Pay Period Adjustment Form

Use the Union Pay Period Adjustment form on the Payroll Office Forms website for all specialty codes in the top half of the Earning Codes box shown below, as well as for all previous pay period adjustments as shown in the bottom half of the same box. As a Facilities Union employee, you sometimes have to record a *Building on Campus* and/or a *Project Code* with your overtime amongst other types of codes so we have included those fields for your reporting use here.

We hope this below guide to the form's entry fields assist you in making your entries as needed.

Union Pay Period Adjustment

PAYROLL OFFICE

PAYROLL FORMS

PAYING STAFF AND FACULTY >

PAYING STUDENTS >

CONTACT

Submitter's Name * > Your Name

Submitter's Email * > Your SU Email Address

Send me a confirmation email for this form

Submitter's Supervisor * > Your Supervisor's Name

Submitter's Supervisor's Email * > Your Supervisor's SU Email Address

A copy of this form will be sent to your supervisor for their approval.

Adjustment 1: Earnings code/description *

OS: Overtime (1.0 rate)	Use these Earning Codes for an adjustment to a CURRENT pay period.
OT: Overtime (1.5 rate)	
HW: Helper Work Premium (\$1.00)	
LP: Temporary Lead Pay (\$2.25)	
SR: Sunday Premium (\$2.25)	
WP: Welding Premium (\$2.25)	--
RE: Unpaid Regular Time	Use these Earning Codes for an adjustment to a PREVIOUS/CLOSED pay period.
LWOP: Unreported Leave without Pay	
OS: Unreported Overtime (1.0 rate)	
OT: Unreported Overtime (1.5 rate)	
BR: Unreported Bereavement Leave	
CSI: Unreported Community Service Leave	
JD: Unreported Jury Duty	
SP: Unreported Sick Leave	
VP: Unreported Vacation Leave	

Adjustment Details

Adjustment 1: Earnings code/description *

Adjustment 1: Total Hours * > Input total hours of adjustment for this type of earning code.

Adjustment 1: Date Range* > An earning code adjustment can be on one day or span multiple. Use the Breakout Details box below to share adjustment specifics.

Start date End date

Adjustment 1: Breakout Details of Date/Hours > Input hours from Total Hours across a day or many.

Adjustment 1: Building on Campus > Apply Building for applicable codes (Overtime, etc).

Adjustment 1: Budget Type > Apply Budget Type if applicable (EMER, PFF, PM, REG).

Adjustment 1: Comments

Add another adjustment > Have another Earning Code type to apply? Click the box to add up to 3 more Earning Code adjustments.

Check this box to confirm that all information is correct > When done, check this box and click "Submit". Payroll and your supervisor will be notified.