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.