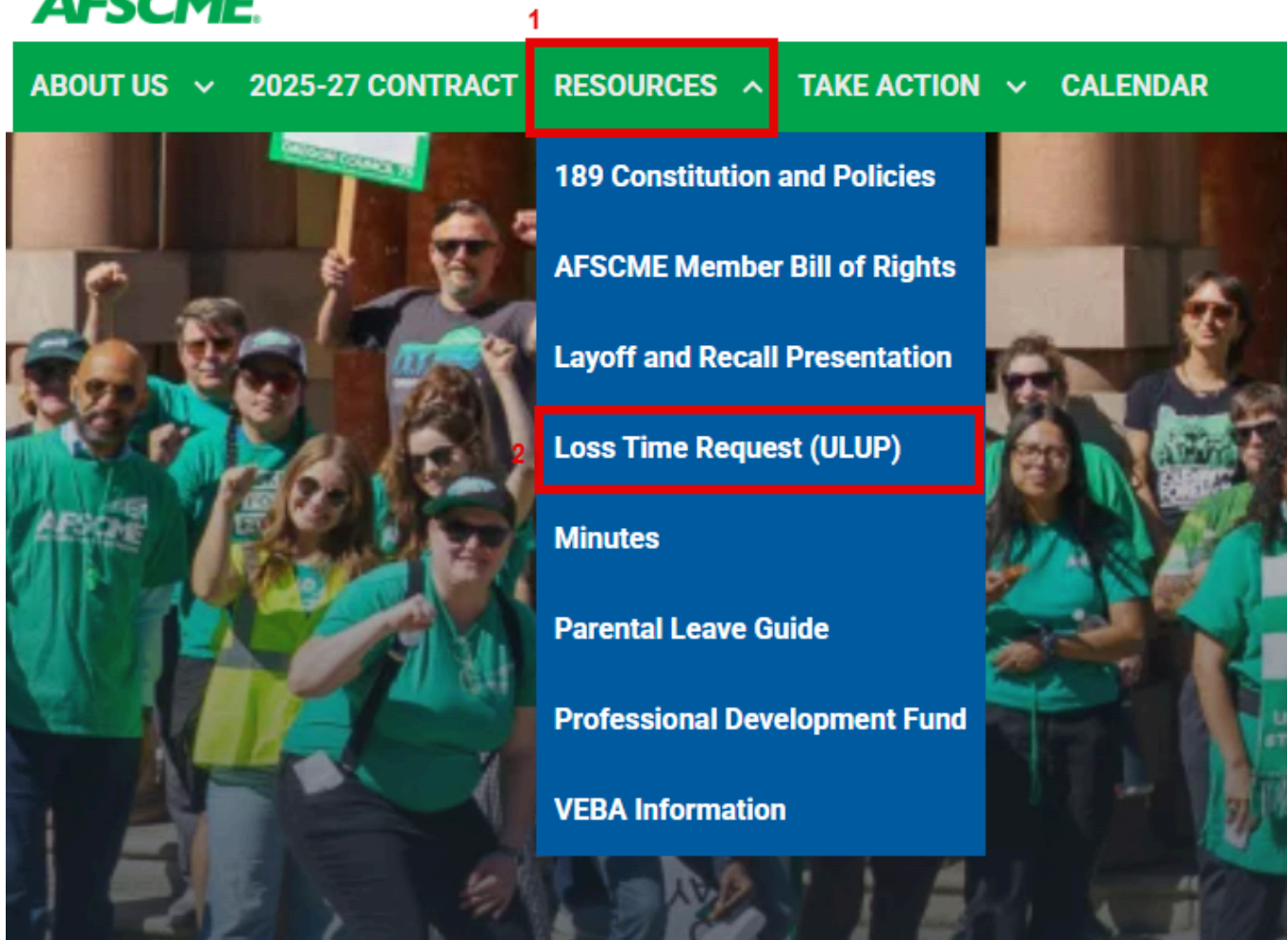


How to use ULUP (union leave union paid)

1) First, fill out the “Loss Time Request” form on the AFSCME 189 website:

<https://afscme189.com/loss-time-request>



Loss Time Request



Name (First and Last) *

Date *

Start Time *

End Time *

Number of Hours Requested *

Your Personal Email *

Supervisor's Email *

Reason *


SUBMIT

- 2) Next, request the time off from your supervisor. To do this, go to the SAP CityLink portal and submit a time request. Use the "Other" request type and use the "comments" section to describe it as ULUP.




Employee Self-Service


Employee Programs


My Vaccination Status


Telework Agreement

Employee Services

▼ Overview



Personal Information

Quick Links

- [My Personal Data](#)
- [My Address Information](#)
- [My Work Location Status](#)
- [My Communication Information](#)
- [Validate Social Security Information](#)



Compensation

Quick Links

- [My Pay Statement](#)
- [My Tax Withholding \(W-4\)](#)
- [My Banking Information](#)
- [My Pay Statement Delivery Method](#)
- [Classification and Compensation](#)



Help

Quick Links

- [ESS Help](#)



Time

Quick Links

- [My Time Sheet](#)
- [My Time Requests](#)
- [My Time Statement](#)
- [Leave Balances](#)



CityLearner

Quick Links

- [Training Home](#)

Request Type

Employee Name: [REDACTED]

* Request Type: Other

* Is this request FMLA related?: No

General Data

* Start time: 05/18/2026 9:30 AM All day

* End time: 05/18/2026 11:30 AM

* Enter total number of hours requested: []

Submitted By: [REDACTED] Submitted On: 05/13/2026

Processor: [REDACTED]

Comments: ULUP

Submit Request

3) When you fill out your time card, mark the time as ULUP.

Time Sheet (05/07/2026 to 05/20/2026)

Prev. Pay Period Current Period Next Pay Period Save as Template Delete Check Save Entry View: Show All

Refresh

Certify Cancel

Activity ...	Rec. ...	Rec. order	Rec. W...	Att./a...	External...	OT
▶						
▶						
▶						
▶						
▶						
▶						
▶						
▶						
▶						

Search: Att./abs. type

A/A type	Description
OUNP	UNPD HR Special Purp...
ULXU	Union Leave - Unpaid
ULCP	Union Leave City - Paid
ULUP	Union Leave Union - Paid
UNPD	Unpaid Absence
UNST	Unpaid Absence - Strike
ORUL	Unpaid PLO Leave
WAUL	Unpaid WAPFML Leave
UOTP	Utilities Outage Pay
AVAC	Vacation Leave - Paid
ZZEU	Water Equipment Usage

4) After you take the ULUP, send an email to treasurer@afscme189.com confirming you used the ULUP and describing how you used the time.