



Apprentice Work Summary Time Card

PLEASE COMPLETE ON-LINE AND TYPE IN APPROPRIATE FIELDS

The Apprentice shall complete the monthly Work Summary Time Card on-line, sign it (electronically), and email it to the employer's authorized Supervisor for review and approval.

The Supervisor shall grade the Apprentice, verify the hours, and sign the Work Summary Time Card in the space provided. Then Submit to the JATC office.

Or

The Apprentice shall complete the monthly Work Summary Time Card on-line, print it, and present it to the employer's authorized Supervisor for review and approval.

The Apprentice shall then turn in the completed Work Summary Time Card signed by the Supervisor to the JATC office.

As provided in Rule #2 of the Rules and Regulations for Registered Apprentices, the Apprentice, whether the apprentice is employed or unemployed and shall be received in the JATC Office no later than the 8th day of the following month. For every day your time card is turned in late, your next period advancement will also be delayed the same number of days.

Work Summary Time Card Explanation and Instructions

Complete the Department of Labor ID #, Name, Month, Year, Employer Name, Branch and Period (Employer Name appears on your dispatch).

Under the **WORK PROCESS CATEGORIES**, type the number of hours in which you **performed work tasks**. For HDR Apprentices only; **also** type the number of hours in which you have **received instruction** on work tasks and the number of hours in which you were **observing work tasks** and explain in the area provided.

On the lower half of the Work Summary Time card is training categories, different types of equipment and classifications. Type the number of hours in which you **performed work tasks** in field to the left of each classification and equipment type under each of the categories during this month.

For CEO/CRN Apprentices only; if you performed work other than an Operating Engineer type the hours in Training Category D next to "Work Other than O.E." and explain on the lower portion of the Work Summary Time Card.

Total all hours in Training Categories A, B, C, D and E/L (for HDR/LST only) and enter into the "TOTAL HOURS BOX".

If you were not employed during the reporting month, check the appropriate box on the Work Summary Time Card, "CHECK IF UNEMPLOYED THIS MONTH".

Apprentice Time Card Instructions

Time card should be completed on-line at <http://www.oe3.org/training/utah.html>.

Complete all fields as follows:

DOL #: Enter your registered DOL apprentice ID number as provided by the JATC

Name: Enter your Last Name, First Name, Middle Initial in the space provided

Month: Select the Month your hours were worked (not the month you are turning in time card)

Year: Enter the year your hours were worked

Emply. Name: Enter the name of the Company you are working for

Branch: Select your Branch of Training from the drop-down menu

Level: Select your level from the drop-down menu

Work Hours Summary: Enter the total hours you worked in the **Performed Work Task** column for each piece of equipment/task you actually worked. Round off to the nearest half hour (do not list fractions, list as decimal (e.g. 8.5). Use a calculator to total the hours under each training category (A, B, C, etc.) and enter totals for each category in the **WORK PROCESS CATEGORIES** Box. For HDR only; **also** include the total number of hours you spent observing or receiving instruction on work tasks.

Total Hours: Enter the total hours for the month (use a calculator)

IF UNEMPLOYED. CHECK THE APPROPRIATE BOX

Signature of Apprentice: Sign your time card. Check box if signed electronically.

Email or Print your time card to employer's authorized supervisor for review and approval. Your supervisor must evaluate you and sign the time card. If you work for more than one employer in a month, you will need a time card for each employer.

Your completed time card should be received by the JATC office by the 1st of following the month. You are in violation of the Rules & Regulations if your time card is not received – and completed correctly – by the 8th day of the following month.

If you have any questions, please contact the JATC office.