



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, print it, sign it, and present it to the Contractor.

The Contractor shall grade the Apprentice, verify the hours, and sign the Work Summary Time Card in the space provided.

The Apprentice shall then turn in the completed Work Summary Time Card signed by the Contractor to his or her Apprenticeship Coordinator.

As provided in Rule #2 of the Rules and Regulations for Registered Apprentices, the Apprentice, whether employed or unemployed must complete a Work Summary Time Card accurately for hours worked in the current month and shall deliver it to the Home District Coordinator by the first (1st) day of the following month, and be subject to disciplinary action if not received by the Coordinator by the eighth (8th) day.

Work Summary Time Card Explanation and Instructions

Complete the Social Security Number, Name, Month, Year, Contractor Name, Branch, Period, and District fields (Contractor 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 right of each classification and equipment type under each of the categories during this month.

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 (for HDR 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.

Apprentice Time Card Instructions

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

Complete all fields as follows:

SSN: Enter your complete social security number (all 9 digits)

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

Contr. Name: Enter the name of Company you work for

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

Period: Select your period from the drop-down menu

District: Select your *HOME* District (not the District you worked in) from the drop-down menu:

- 01 Burlingame: San Francisco, San Mateo, Marin
- 04 Fairfield: Solano, Napa
- 10 Rohnert Park: Lake, Mendocino, Sonoma
- 20 Alameda: Alameda, Contra Costa
- 30 Stockton: Alpine, Amador, Calaveras, San Joaquin, Stanislaus, Tuolumne
- 40 Eureka: Del Norte, Humboldt
- 50 Fresno: Fresno, Kings, Madera, Mariposa, Merced, Tulare
- 60 Yuba City: Butte, Colusa, Glenn, Plumas, Sierra, Sutter, Yuba
- 70 Redding: Lassen, Modoc, Shasta, Siskiyou, Tehama, Trinity
- 80 Sacramento: El Dorado, Nevada, Placer, Sacramento, Yolo
- 90 Morgan Hill: Monterey, San Benito, Santa Clara, Santa Cruz

IF UNEMPLOYED, CHECK THE APPROPRIATE BOX

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 hour (do not list fractions or partial hours). 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)

Print the time card and bring it to your employer. Your employer 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.

Signature of Apprentice: Sign your time card

Your completed time card should be delivered to your Coordinator by the 1st of 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 month.

If you have any questions, please contact your Apprenticeship Coordinator.