

ORIENTATION WORK REPORT HOW TO

- FILL OUT TOP LEFT HAND SIDE OF WORK REPORT
- APPRENTICE NAME: FILL IN YOUR NAME
- LOCATIONS: THESE ARE LOCATIONS OF WHERE YOU HAVE WORKED THROUGHOUT THE MONTH
- EMPLOYER: GETS FILLED IN WHEN YOU RECEIVED YOUR JOB ASSIGNMENT
- PERION: ALL PERIOD 1 UNLESS THEY TAKE A PROFICIENCY TEST
- ALSO FILL IN CURRENT MONTH AND YEAR (TOP RIGHT)
- WHAT YOU HAVE LEARNED FOR MONTH ALSO NEEDS FILLED IN MONTHLY
- “X” BOX NEEDS COMPLETED ONLY IF YOU WORK HOURS UNDER X – NEED TO EXPLAIN WHAT IT IS YOU DID.
- ON THE JOB TRAINING CLASSIFICATION IS WHERE YOU ARE GOING TO PUT WHAT LETTER YOU DID AND THE DAY OF THE MONTH WITH THE HOURS YOU WORKED. ALL OF THE SAME LETTERS GO ON ONE LINE, JUST WHATEVER DATE YOU DID IT ON. THE NUMBERS 1-31 ARE THE DAYS OF THE MONTH. ALL HOURS FOR ORIENTATION WEEK ARE UNDER THE LETTER X (ORIENTATION)
- WHERE IS SAYS WEEK#1, WEEK#2 ECT. YOUR JOURNEYPerson YOU ARE WORKING FOR NEEDS TO SIGN EACH WEEK.
- THE COLUMN WHERE IT SAYS MONTHLY TOTALS NEEDS COMPLETED AT THE END OF THE MONTH. FOR EVERY LETTER YOU WILL NEED TO TOTAL THEM, AS WELL AS FIGURING YOUR CUMULATIVE HOURS THUS FAR. THIS CAN BE DONE BY GOING IN TO YOUR PERSONAL SCREEN ON THE WEB SITE UNDER WORK HOURS.
- THE 5 BOXES UNDER WHERE YOUR JOURNEYMAN SIGNS WEEKLY ALSO NEED TO BE COMPLETED. THE TOP NUMBER IS THE NUMBER OF HOURS YOUR WORKED FOR THE WEEK, THE BOTTOM NUMBER IS THE NUMBER THE CONTRACTOR HAS OFFERED YOU. KEEP IN MIND THAT WHEN YOU HAVE CLASS EVERY OTHER WEEK, YOU DO NOT SHOW THOSE AS WORKING HOURS. CLASS DAYS ARE NOT INCLUDED IN TOTALS. ALSO, WHEN YOU TAKE VACATION, SICK TIME, MEDICAL, ECT. THE CONTRACTOR DOES HAVE HOURS YOU COULD HAVE WORKED.
- EACH MONTH YOU WILL SIGN THE BOTTOM OF THE WORK REPORT, MAKE SURE JOURNEYPerson HAS SIGNED, DATED AND PUT CARD #.
- THERE IS ALSO AN APPRENTICE “ON-THE-JOB” EVALUATIONS THAT NEED TO BE COMPLETED BEFORE YOU TURN IN YOUR WORK REPORT. MAKE SURE THE PERSON FILLING THIS OUT GOES OVER IT WITH YOU AND YOU INITIAL.
- NOW YOU SHOULD BE READY TO TURN YOUR WORK REPORT IN FULLY COMPLETED. THE TOP COPY COMES TO THE OFFICE, THE YELLOW COPY GO DIRECTLEY TO THE CONTRACTOR, PINK COPY IS FOR YOUR RECORDS. ALL WORK REPORTS ARE DUE THE 1ST OF THE FOLLOWING MONTH WITH A GRACE PERIOD OF THE 15th. ANYTHING TURNED IN AFTER THE 15th CONSTITUTES HOW MANY WEEKS YOUR NEXT RAISE WILL BE DELAYED. EXAMPLE IF YOU TURN IT IN 1 DAY LATE IT IS A 1 WEEK DELAY, 2 DAYS LATE IS A TWO WEEK DELAY ECT.
- TURN THEM IN ON TIME COMPLETELY FILLED OUT AND YOU SHOULD HAVE NO PROBLEMS.