

IV. MONTHLY WORK REPORT INSTRUCTIONS

MONTHLY WORK REPORTS (MWRs) ARE DUE BY THE 10TH OF THE MONTH FOR THE PREVIOUS MONTHS HOURS WORKED!!

1. **MONTHLY WORK REPORTS**- Each apprentice shall furnish the JATC Director a Monthly Work Report by the 10th day of each month indicating the classes of work performed for the prior month plus other required information on the report (either brought to the office or sent by email). **This includes the summer months that school is out. Failure to do so will result in the JATC withholding the apprentice's next periodic wage increase one week for every week or part thereof the work report is late.** The JATC will not accept an incomplete or unsigned work report and will be considered not turned in and late until a completed copy is received. PLEASE NOTE that if your journeyman/foreman refuses to fill out the work report, he/she is required to forward the work report directly to the contractor's office, Until you reach journeyman status, you will be responsible for getting these filled out, signed and turned in. NO EXCEPTIONS. Your hours are tabulated by the monthly work reports you turn in. If no work reports are turned in, then you will not receive any hours for that month which will affect pay raises, advancements and will put you in an unacceptable standing with the apprenticeship. PLEASE NOTE: Delinquent work reports can get you pulled off your job assignment. Also if you do not maintain a current valid apprentice license, that can get you pulled off your current job assignment and keep you from being sent out on a new job assignment until you obtain a current valid apprentice license. You can Email the work reports to ted.j@tulsajatc.org or by fax 918-592-2930, just be sure that both sides of the work report are sent in.
 - a) Submit only 1 form per month. If you are working for more than one contractor during the month, total the hours you worked and have end of month journeyman sign.
 - b) Total number of hours you worked this month should be total hours of all boxes,
 - c) Of the total number of work hours that were available... you must enter the difference in the total monthly work hours available that you could have worked verses the hours you actually worked.
 - d) For the available hours NOT worked, indicate how many hours were for illness, medical/injury, personal or vacation.
 - e) Get as close to the actual numbers you worked on the report as possible. Internal audits will be performed on these each month; any major discrepancies will be brought to the director's attention and could necessitate a meeting with the committee.
 - f) You are responsible for submitting this report on time at the end of each month NO LATER THAN THE 10TH OF THE FOLLOWING MONTH, IF THE 10TH IS ON A WEEKEND OR A HOLIDAY, you may email them to ted.j@tulsajatc.org. These have to be turned in whether you are working or not and also have to be turned in even in the summer months when school is not in session.
 - f) These forms are not to be forged; you will get caught if you even try it. ONLY FILL IN AREAS YOU ARE SUPPOSED TO, THE EVALUATION PORTION ON THE BACK IS NOT FOR THE APPRENTICE TO FILL OUT and NEVER sign the Journeyman's signature. If you are unemployed, turn the form into the JATC and the Training Director will sign as your journeyman.

**** ANYONE CAUGHT BREAKING ANY OF THE ABOVE RULES OR NOT FOLLOWING JATC GUIDELINES ON THIS WILL BE DEALT WITH ****