

# Monthly Work Report

Note: Use only NUMBERS or Capital Letters to enter Data ( 1 letter or 1 digit per box) - Stay Inside Boxes

Last 4 of SSN	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	Date Report Submitted	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Last Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
First Name	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	M.I.	<input type="text"/>	Last Day of Report Period	<input type="text"/>	<input type="text"/>	<input type="text"/>
Period or Year	<input type="text"/>	<input type="text"/>	Employer	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Enter the Number of Actual Clock Hours ( Including Overtime) for Each Category Worked This Month. LEAVE OFF Insignificant ZEROS.

A	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>Project Layout and Planning</u> Reading and Interpreting blue prints and specifications / Coordination between crafts, engineers & architects/ Layout feeders, risers, & branch circuits	M	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>Motor Installation</u> Rigging and setting / Alignment /Circuiting and terminations / Testing		
B	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>Underground Installations</u> Trenching and ditch digging / Direct burial / Installing PVC rigid conduit / Installing grounding electrode systems	N	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>Control System Installation</u> Blueprint & Specification Interpretation / Layout & circuit installation / Distributed control		
C	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>Thinwall Conduit Raceway Systems</u> Fastening & supporting devices / Conduit Fabrication / Installation of conduit, fittings & more	O	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>Installing &amp; Programming Programmable Logic Controllers</u> Module installation / Control wiring & devices / programming		
D	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>Rigid Conduit Raceway Systems</u> Fastening & supporting devices / Bender setup / Conduit fabrication / Installation of conduit, fittings & boxes	P	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>Installing Instrumentation &amp; Process Control Systems</u> Blueprint & Specification interpretation / Layout Installation / Calibration		
E	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>Installing Services</u> Mounting Devices / Installing Circuit Breakers \$ Fuses / Terminations	Q	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>Security System Installation</u> Blueprint & Specification Interpretation / Layout / Box & circuit installation / Terminations & Testing		
F	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>Floor Duct Installation</u> Transit Grade establishment / Installing duct & fittings / Core drilling and outlet installation	R	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>Installing Sound &amp; Communication Systems</u> Blueprint & Specification Interpretation / Layout / Conduit & Box Installation / Installing panels & network devices / Circuit Installation / Termination & Testing		
G	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>Motor Control Center Installation</u> Rigging & Mounting / Terminating feeders, branch circuits & control wiring	S	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>Installing &amp; Terminating Transformers</u> Rigging & Mounting Primary & Secondary terminations / Testing & Troubleshooting		
H	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>Installing, Splicing &amp; Terminating Wires &amp; Cables</u> Establishing temporary power / Feeders & Branch Circuits / Control Wiring / Splices, Taps, & Terminations	T	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>Installing Fiber Optic Cable</u> Equipment Layout / Installing cable / Polishing & terminating / Testing & verifying		
I	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>Cable Tray Installation</u> Fabrication / Installing support devices / Installing cable tray & covers	U	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>Welding &amp; Brazing</u> Machine setup / Fabrication / welding, grinding & finishing		
J	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>Lighting System Installation</u> Installing outlet boxes & conductors / Installing Fixtures / Installing control devices	V	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>Service &amp; Troubleshooting</u> Testing, analysis, & repair of motors, transformers, electrical devices, electronic devices, magnetic devices, lighting & power circuits, equipment & machinery, control circuit & devices		
K	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>Testing and Troubleshooting Feeder, Motors &amp; Branch Circuits</u> Check out circuit continuity / Identifying fault circuit to ground / Identifying fault current to ground / meggering & hi-potting / Certifying system operation / Repair & Maintenance / Ground Verification	W	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>Material handling &amp; Pre-Fabrication</u> Material - equipment awareness / Fabricating for field installation		
L	<input type="text"/>	<input type="text"/>	<input type="text"/>	<u>Fire Alarm Installation</u> Blueprint & Specification interpretation / Layout & circuit installation / Control panel & device installation / Programming & testing	X	<u>Other Specialized Area - (Briefly Describe)</u>					

Total number of hours worked this month

Of the total number of hours that were available to you, indicate the number of hours you DID NOT work

Indicate below the reason(s) and number of hours for absenteeism. Show hours for ALL that apply.

<input style="width: 40px;" type="text"/>	Illness	<input style="width: 40px;" type="text"/>	Injury	<input style="width: 40px;" type="text"/>	Personal Appointment	<input style="width: 40px;" type="text"/>	Vacation	<input style="width: 40px;" type="text"/>	Day Off
---	---------	---	--------	---	----------------------	---	----------	---	---------

Other Please Explain "OTHER" \_\_\_\_\_

Primary Jobsite Worked At This Month \_\_\_\_\_