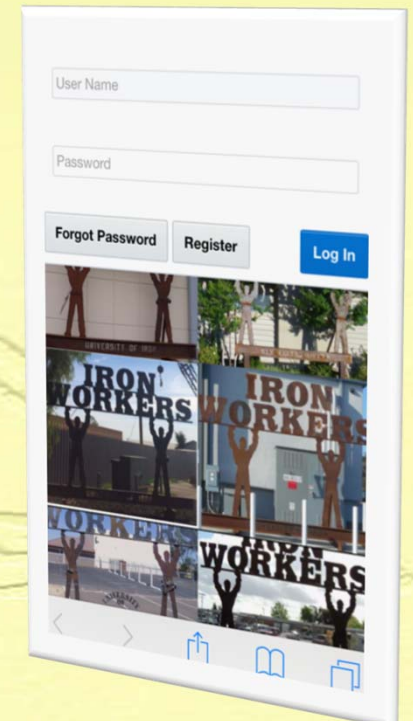


# Apprentice Quarterly Work and Training Record

Your Obligation and Why it is Important



## Before....The Card

It is very important that you fill out your cards as accurately as possible and turn them in as directed.

- The State Department of Apprenticeship Standards **requires** that the Apprenticeship keep record of apprentice work hours and work processes.
- As a registered apprentice it is your obligation to keep record of your work and turn it into the Apprenticeship on time.
- The Apprenticeship can use undesirable methods such as denying testing, holding raises or, referral to the JATC to enforce compliance.
- Veterans should not exceed work hours in a single process as it could affect benefits.

## Now....The Work Process App

Making it easier and more convenient for you to add your hours, as long as you have access to a Computer, Tablet or Smartphone. It continues to be very important that you enter the work and hours as accurately as possible and the new APP will have defaults to make entry simple and accurate.

- The State Department of Apprenticeship Standards **requires** that the Apprenticeship keep record of apprentice work hours and work processes.
- As a registered apprentice it is your obligation to keep record of your work and turn it into the Apprenticeship on time.
- The Apprenticeship can use undesirable methods such as denying testing, holding raises or, referral to the JATC to enforce compliance.
- Veterans should not exceed work hours in a single process as it could affect benefits.



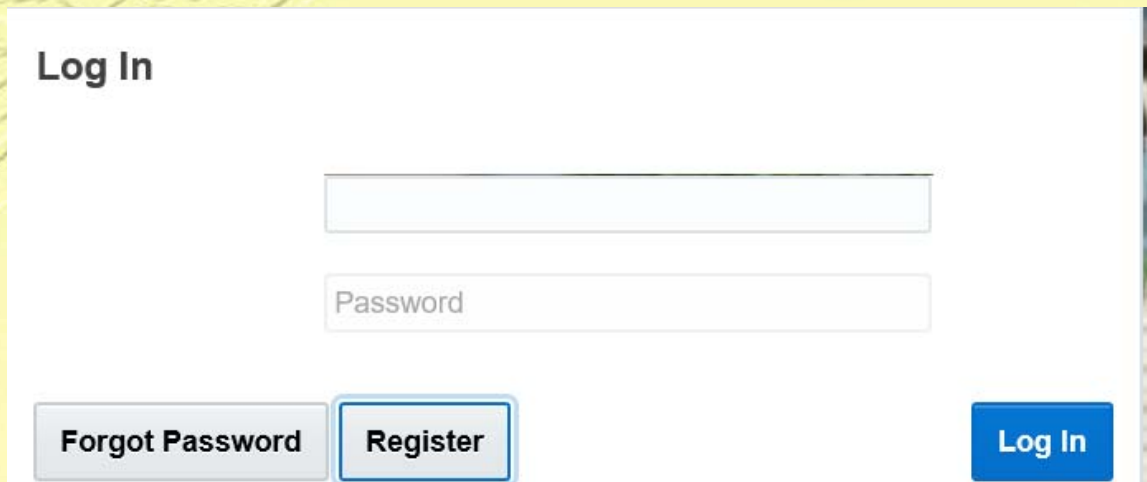
# The Work Process App Online Registration

- Step 1 - Download The Work Process App
- <https://webdemo.cpas.com/app> (will be replaced)
  - Enter link into the Internet Browser and Save as an App for iOS – Select Add to Home Screen.
  - This will create an App directly on your Smart Phones Main Screen.



# Log in

- Step 2 – After saving the App it's time to Log In.
- You have already been registered by your Training Center.
- Your User Name is your member (book) number
- Your Password is your phone number, without hyphens.
- Enter the information then log in.



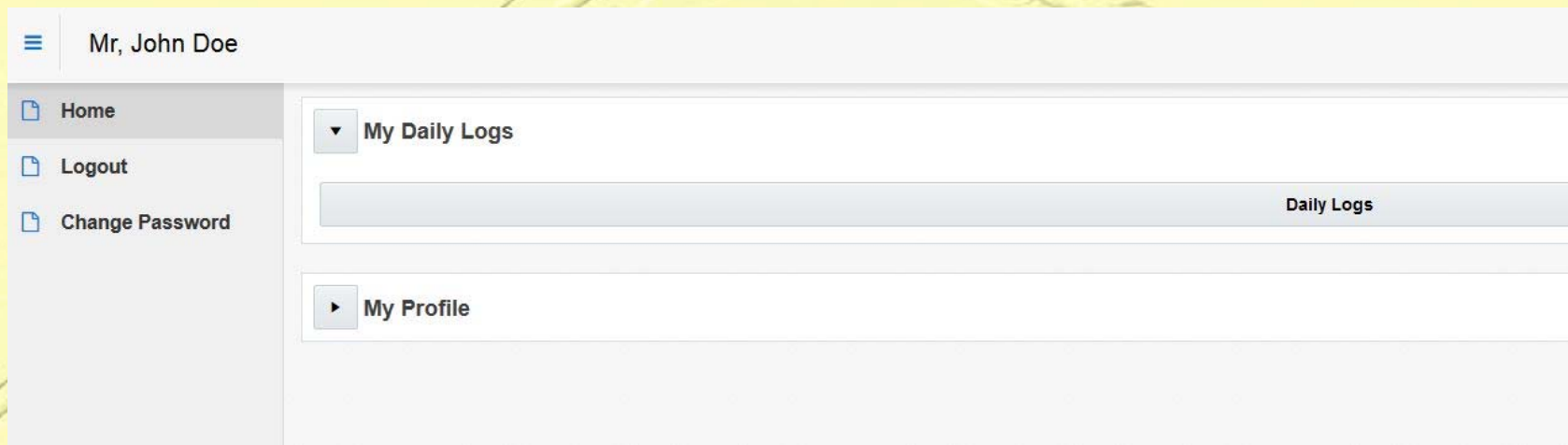
**Log In**

[Forgot Password](#) [Register](#) [Log In](#)

# Login to the Work Process App

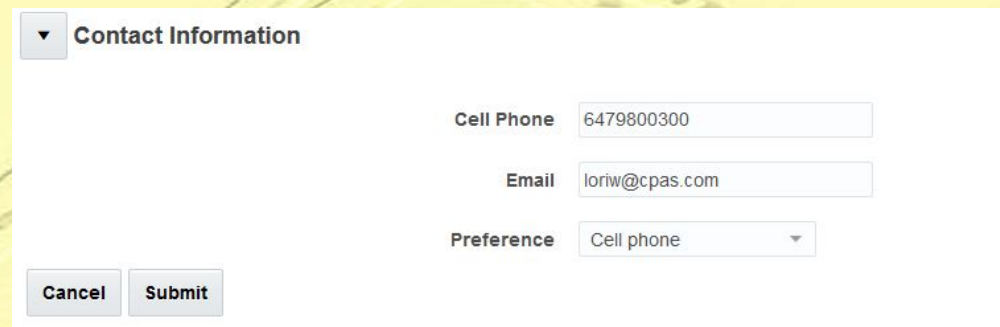
From now on you are required to use this application to record your hours. You must report your hours weekly. You must report at least three different work processes in a one week period. If you do not report hours you will receive an email or text reminder.

- To Login in to the Work Process App click on the ICON or Bookmark you created during the Registration Process.
- Enter your User ID and Password to login
- Once logged in you will be on the Home Screen. Select ***My Profile***



# Update your Contact Information

- It is important to add some key pieces of information to allow you to submit your hours and to receive notifications. On preferences, enter Email and Both (cell and email). Enter the data, make your selections and click the **Submit** button.



▼ Contact Information

Cell Phone

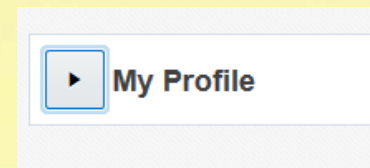
Email

Preference



# Update your Personal Information

- Select expand My Profile by clicking on the *arrow*



- Then select ***My Record***

- We have already pre-populated some of your data so simply review and confirm that your name, gender and date of birth have been accurately captured. Please correct the data if there are errors then click ***Submit***.

A screenshot of a web form titled 'My Personal Information'. The form contains several input fields and dropdown menus. The 'Title' dropdown is set to 'Mr.'. The 'First Name' field contains 'John'. The 'Middle Name' field is empty. The 'Last Name' field contains 'Doe'. The 'Gender' dropdown is set to 'Male'. The 'Date of Birth' field contains '02/02/1987' and has a calendar icon to its right. At the bottom of the form, there are four buttons: 'Cancel', 'Submit', 'Contact Information', and 'Change Password'.



# Before....The Back

- For each day enter the hours and work Process Code
- Total the Hours
- Have your foreman sign the card and note company name

Month May Year 2012

SUN.	MON.	TUES.	WED.	THUR.	FRI.	SAT.
	8 C	8 C	8 G	8 G	8 A	
	8 A	8 A	8 C	8 A	8 A	
	8 A	8 C	8 A	8 A	8 A	
	laid off		off			

A 72 B C 32 D E F G 16  
 Total Category Hours  
 Total work hours 120 ✓ Chris  
 Foreman's Signature



Month April Year 2012

SUN.	MON.	TUES.	WED.	THUR.	FRI.	SAT.
			8 A	8 A	8 G	8
	8 E	8 E	8 C	8 C	8 C	
	8 G	8 G	8 C	8 C	8 A	

A 24 B C 40 D E 24 F G 24  
 Total Category Hours  
 Total work hours 120 ✓ Chris  
 Foreman's Signature

Month May Year 2012

SUN.	MON.	TUES.	WED.	THUR.	FRI.	SAT.
	8 C	8 C	8 G	8 G	8 A	
	8 A	8 A	8 C	8 A	8 A	
	8 A	8 C	8 A	8 A	8 A	
	laid off		off			

A 72 B C 32 D E F G 16  
 Total Category Hours  
 Total work hours 120 ✓ Chris  
 Foreman's Signature

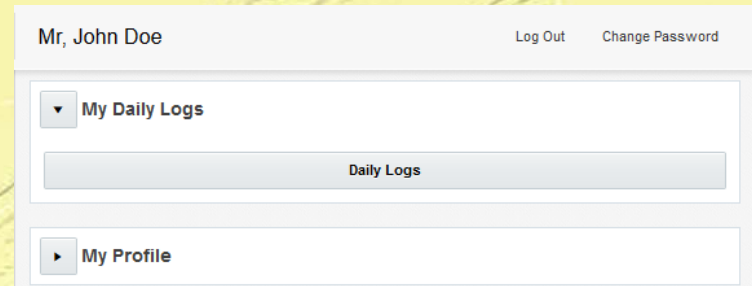
Month June Year 2012

SUN.	MON.	TUES.	WED.	THUR.	FRI.	SAT.
	laid off		off			
	School		→			

A B C D E F G  
 Total Category Hours  
 Total work hours \_\_\_\_\_ Chris  
 Foreman's Signature

## Now.... My Daily Logs

- Select **My Daily Logs** from the Home page. Select **Daily Logs** and a Monthly Calendar will appear.
- Select the work day on the Calendar. Note that you cannot enter future dated hours.
- For each day enter the hours and work Process Code by selecting the **New Job** button

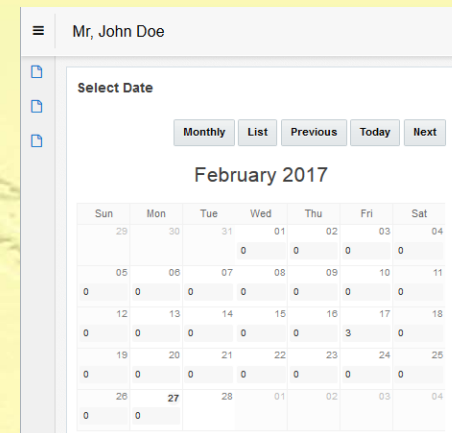


Mr, John Doe Log Out Change Password

▼ My Daily Logs

Daily Logs

▶ My Profile



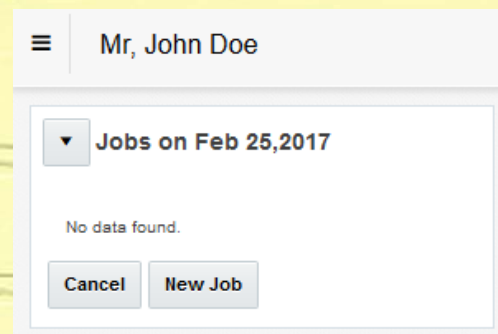
Mr, John Doe

Select Date

Monthly List Previous Today Next

February 2017

Sun	Mon	Tue	Wed	Thu	Fri	Sat
29	30	31	01	02	03	04
0	0	0	0	0	0	0
05	06	07	08	09	10	11
0	0	0	0	0	0	0
12	13	14	15	16	17	18
0	0	0	0	0	3	0
19	20	21	22	23	24	25
0	0	0	0	0	0	0
26	27	28	01	02	03	04
0	0	0	0	0	0	0



Mr, John Doe

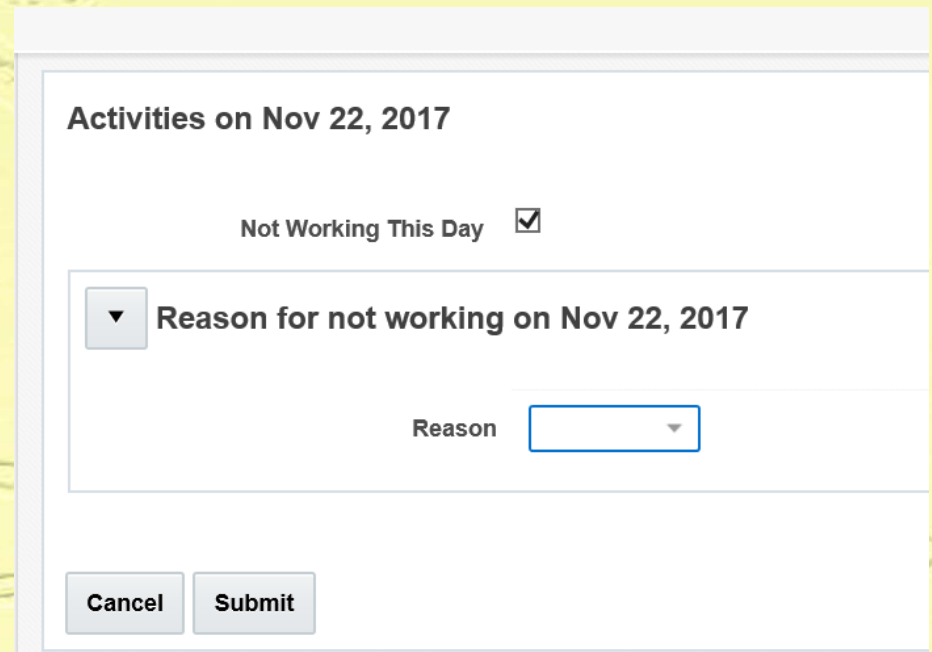
▼ Jobs on Feb 25, 2017

No data found.

Cancel New Job

# If you did not work

- If you did not work on a regular work day you must still submit.
- Check the box for Not Working This Day.
- Choose reason from the dropdown menu.
- Click Submit.



Activities on Nov 22, 2017

Not Working This Day

▼ Reason for not working on Nov 22, 2017

Reason

Cancel Submit

# To add hours

- Click on Add Hours

## Activities on Nov 22, 2017

Not Working This Day

### ▼ Jobs on Nov 22, 2017

No data found.

**Add Hours**

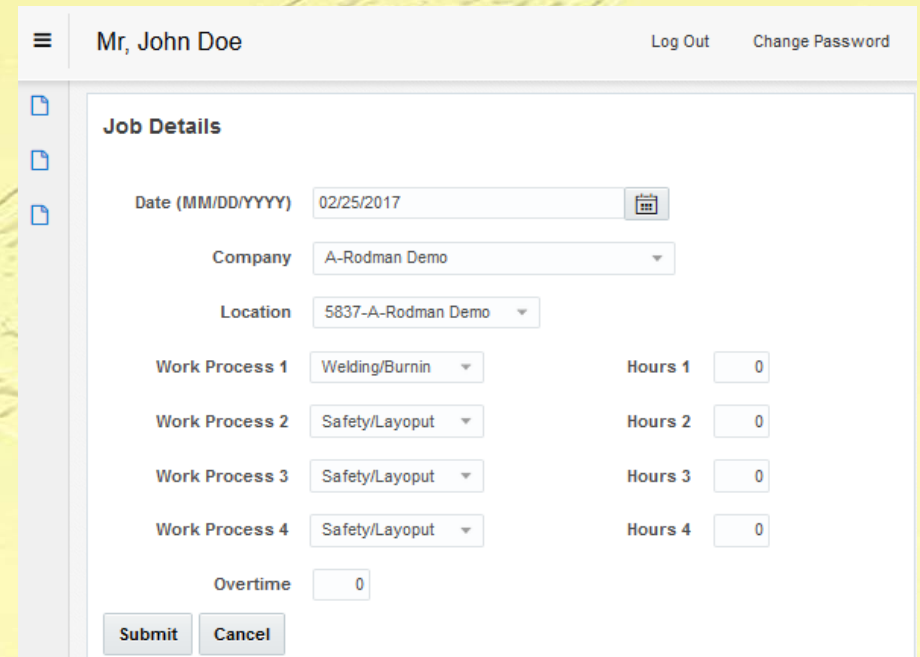
**Cancel**



# Job Details

- Date: The date will default to the date selected on the calendar. The date can be modified on this page.
- Company: This is the Company Name where you performed your work. Select from the drop down provided or add new
- Location: This Company's location where you performed your work.
- Work Process: There are 4 Work Processes fields that allow you to capture all the tasks that you performed on that day for that Company at that Location.
- Hours: Enter the hours you work on that specific task.
- Overtime: Enter any Overtime worked for that Company

Once you completed entering your Work Processes and Hours for each process select the **Submit** button to complete the task.



The screenshot shows a user interface for a 'Job Details' form. At the top, the user is identified as 'Mr, John Doe' with 'Log Out' and 'Change Password' links. The form is titled 'Job Details' and contains the following fields:

- Date (MM/DD/YYYY)**: 02/25/2017 (with a calendar icon)
- Company**: A-Rodman Demo (dropdown menu)
- Location**: 5837-A-Rodman Demo (dropdown menu)
- Work Process 1**: Welding/Burnin (dropdown menu) with **Hours 1**: 0 (input field)
- Work Process 2**: Safety/Layoput (dropdown menu) with **Hours 2**: 0 (input field)
- Work Process 3**: Safety/Layoput (dropdown menu) with **Hours 3**: 0 (input field)
- Work Process 4**: Safety/Layoput (dropdown menu) with **Hours 4**: 0 (input field)
- Overtime**: 0 (input field)

At the bottom of the form are two buttons: 'Submit' and 'Cancel'.

# Tracking Hours and Work Processes

As an apprentice it is desirable to get a variety of experience. You probably don't think about the variety of tasks that you do at work. You may tell your friends "I am working rods", or "I am working structural", when in fact, you are working on many different work processes during the day.

When filling out your hours you should think about what you did during the day and accurately record all of the tasks that you performed. As time goes on you will realize that you are truly getting a variety of experience each day at work. Don't worry, the Work Process App will add up the grand totals after you complete your hours submission.

Proving your work hours may be necessary as in the case of Qualified Rigger that requires at least 700 rigging hours. Other such requirements may come about in the future, such as proving safety hours to take a class or obtain a certification.

Let's look at some examples:

# John - Structural Apprentice - Tuesday

- Pre task plan
- Set up torch
- Gassed up welding machine
- Loaded bent plate on forklift at laydown area
- Landed bent plate on 3<sup>rd</sup> floor
- help snap lines for BP
- Got tools, clamps for job
- Helped pull up lead to third floor
- Shook out BP
- Placed and welded BP
- Changed Oxygen bottle
- Started decking layout
- Break down torch and secure welding leads

WORK PROCESS CODES	
A.	SHOP WORK/PREPARATION/ASSEMBLY/CLEAN-UP
B.	SAFETY/LAYOUT/BLUEPRINT
C.	WELDING/BURNING
D.	ARCHITECTURAL/ORNAMENTAL
E.	RIGGING
F.	REINFORCING/POST TENSION
G.	STRUCTURAL

A  
B  
C  
D  
E  
F  
G

Mr, John Doe Log Out Change Password

Job Details

Date (MM/DD/YYYY)

Company

Location

Work Process 1	<input type="text" value="Welding/Burnin"/>	Hours 1	<input type="text" value="4"/>
Work Process 2	<input type="text" value="Structural"/>	Hours 2	<input type="text" value="4"/>
Work Process 3	<input type="text"/>	Hours 3	<input type="text" value="0"/>
Work Process 4	<input type="text"/>	Hours 4	<input type="text" value="0"/>

Overtime

John recorded four hours for welding/burning and four for structural

John was able to break up the day into estimated times doing welding/burning, and structural. Even though these other tasks are covered under the broad scope of structural they can be split up under this example

Mr, John Doe Log Out Change Password

### Job Details

Date (MM/DD/YYYY)

Company

Location

Work Process 1	<input type="text" value="Welding/Burnin"/>	Hours 1	<input type="text" value="4"/>
Work Process 2	<input type="text" value="Structural"/>	Hours 2	<input type="text" value="4"/>
Work Process 3	<input type="text"/>	Hours 3	<input type="text" value="0"/>
Work Process 4	<input type="text"/>	Hours 4	<input type="text" value="0"/>

Overtime



# John – Rod Buster - Thursday

- Pre task plan
- Finish tying rebar for retaining wall footing
- Packs out horizontal bar
- Threads bars into wall
- Ties horizontal bars
- Positions truck & sets up torch
- Burn horiz. Bars at expansion
- Pack out longitudinal bars for retaining wall
- Shake out right angles, and verts with forklift.
- Tie in retaining wall footing
- Break down torch.

A  
B  
C  
D  
E  
F  
G

Mr, John Doe Log Out Change Password

Job Details on Fri Feb 24, 2017

Company	ALL STAR STEEL LLC	
Location	13384-ALL STAR STEEL LLC	
Work Process 1	Welding/Burnin	Hours 1 <input type="text" value="3"/>
Work Process 2	Reinforcing/Po	Hours 2 <input type="text" value="7"/>
Work Process 3	Safety/Layopu	Hours 3 <input type="text" value="0"/>
Work Process 4	Safety/Layopu	Hours 4 <input type="text" value="0"/>
Overtime	<input type="text" value="0"/>	



Mr, John Doe Log Out Change Password

**Job Details on Fri Feb 24, 2017**

Company

Location

Work Process 1	<input type="text" value="Welding/Burnin"/>	Hours 1	<input type="text" value="3"/>
Work Process 2	<input type="text" value="Reinforcing/Po"/>	Hours 2	<input type="text" value="7"/>
Work Process 3	<input type="text" value="Safety/Layopu"/>	Hours 3	<input type="text" value="0"/>
Work Process 4	<input type="text" value="Safety/Layopu"/>	Hours 4	<input type="text" value="0"/>

Overtime

**John recorded 3 hours for welding/burning and 5 hours for reinforcing.**

# John – Window Wall - Friday

- Pre task plan
- Move crates from storage area, up elevator to working floor
- Help to set glass panels when need
- Assembling frames when not setting panels
- Job cleanup with composite crew

Mr, John Doe Log Out Change Password

**Job Details**

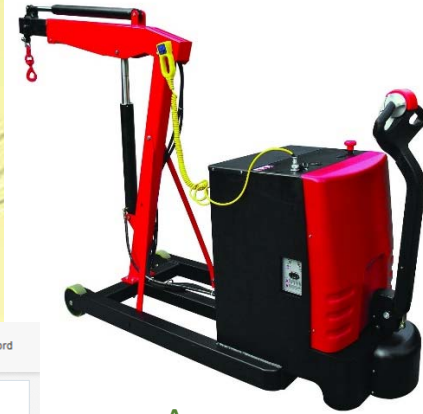
Date (MM/DD/YYYY)

Company

Location

Work Process 1	<input type="text" value="Yard/Shop/Preparati"/>	Hours 1	<input type="text" value="4"/>
Work Process 2	<input type="text" value="Rigging"/>	Hours 2	<input type="text" value="4"/>
Work Process 3	<input type="text" value="Yard/Shop/Preparati"/>	Hours 3	<input type="text" value="0"/>
Work Process 4	<input type="text" value="Yard/Shop/Preparati"/>	Hours 4	<input type="text" value="0"/>

Overtime



A  
B  
C  
D  
E  
F  
G



- John was working between crews helping to set panels when needed and assembly of the frames he was able to estimate the time spent on both, assembly and rigging. Moving materials using carts, lifts and other mechanical methods can be considered rigging. He also spent time working in a job cleanup effort with one person from each company.

Mr, John Doe Log Out Change Password

**Job Details**

Date (MM/DD/YYYY)

Company

Location

Work Process 1	<input type="text" value="Yard/Shop/Preparati"/>	Hours 1	<input type="text" value="4"/>
Work Process 2	<input type="text" value="Rigging"/>	Hours 2	<input type="text" value="4"/>
Work Process 3	<input type="text" value="Yard/Shop/Preparati"/>	Hours 3	<input type="text" value="0"/>
Work Process 4	<input type="text" value="Yard/Shop/Preparati"/>	Hours 4	<input type="text" value="0"/>

Overtime



# Minimum Input

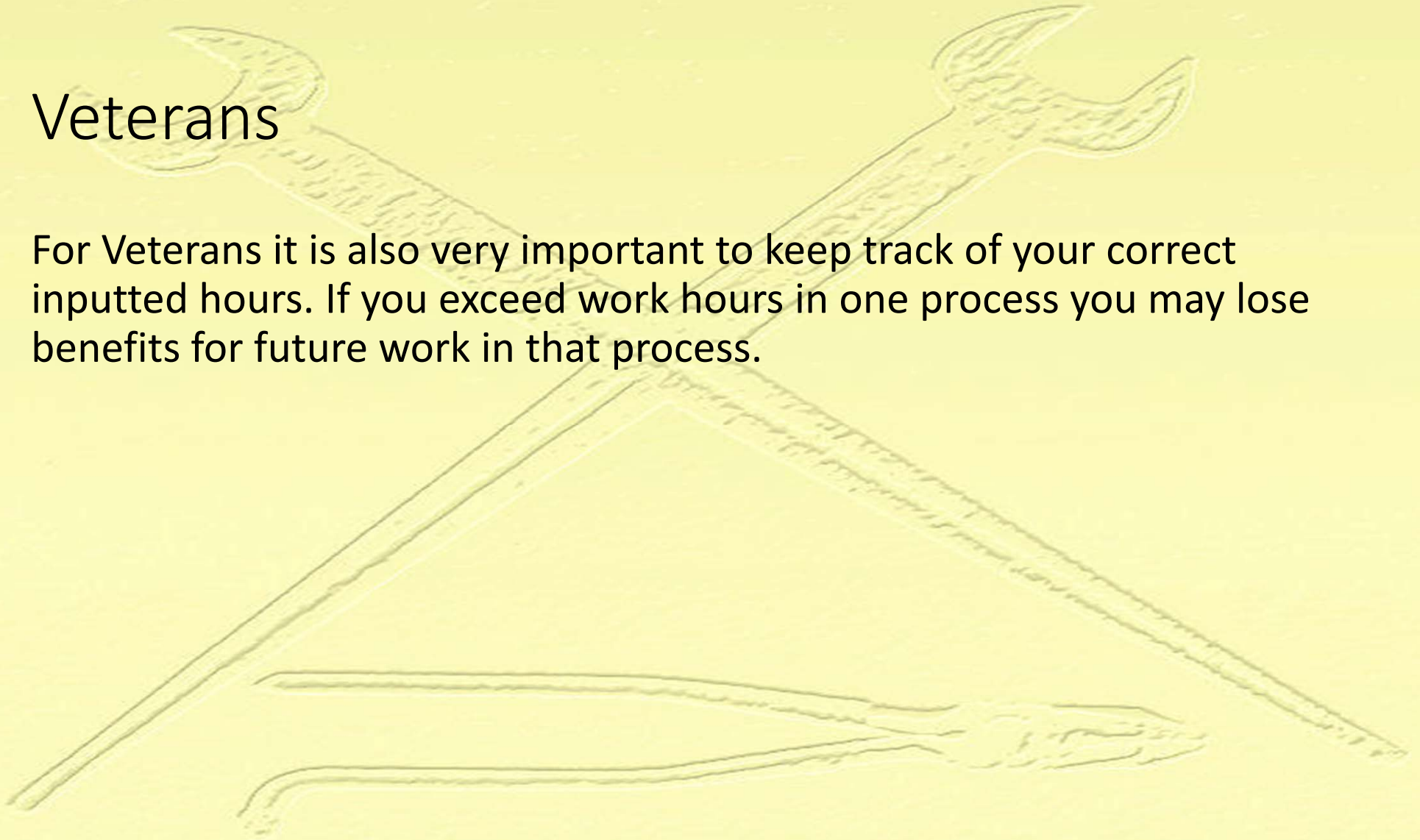


You have the ability to insert four different work processes in a day. You **MUST** insert at least three different processes in each week or your weekly report will be rejected.

- Make a diligent effort to record many different work processes.
- You should report at least one hour of safety each week at a minimum.
- Setting up and support for welding and burning is to be reported as welding and burning.
- Loading, unloading, and moving material with a crane, forklift, or cart can be considered rigging.
- Report yard and shop work separately.


# Veterans

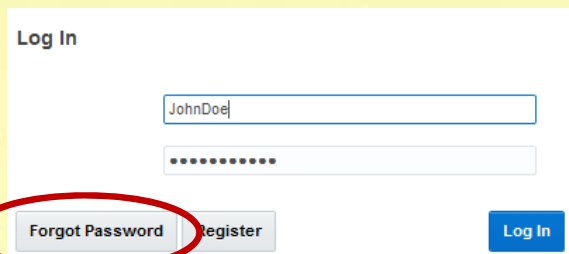
For Veterans it is also very important to keep track of your correct inputted hours. If you exceed work hours in one process you may lose benefits for future work in that process.



# Now...Forgot Password

What if I forget my Password

- Click on the Work Process App 
- Select the Forgot Password button



Log In

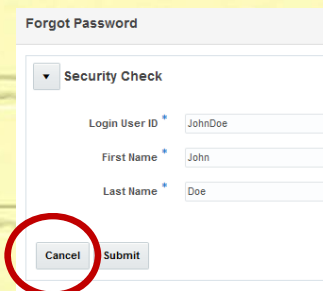
JohnDoe|

.....

Forgot Password Register Log In

The screenshot shows a 'Log In' form with a text input field containing 'JohnDoe|' and a password field with masked characters. Below the fields are three buttons: 'Forgot Password' (circled in red), 'Register', and 'Log In'.

- You will be asked to Enter your UserID, First Name and Last Name and select **Submit**



Forgot Password

Security Check

Login User ID \* JohnDoe

First Name \* John

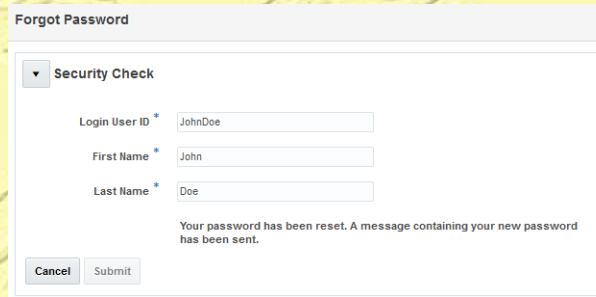
Last Name \* Doe

Cancel Submit

The screenshot shows a 'Forgot Password' form with a 'Security Check' section. It contains three input fields: 'Login User ID \*' with 'JohnDoe', 'First Name \*' with 'John', and 'Last Name \*' with 'Doe'. At the bottom are 'Cancel' and 'Submit' buttons, with 'Submit' circled in red.

# Now...Forgot Password

- After selecting Submit a Click on the Work Process App a Notification will be sent to you via your selected Preference in your Contact Information.



Forgot Password

Security Check

Login User ID \* JohnDoe

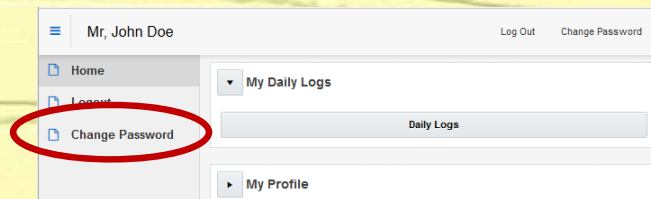
First Name \* John

Last Name \* Doe

Your password has been reset. A message containing your new password has been sent.

Cancel Submit

- Once you receive your temporary Password via email or text, go back to the login page and re-enter your UserID and Password.
- Once logged in please select the Change Password Option to change the Temporary password.



Mr, John Doe Log Out Change Password

Home

Logout

Change Password

My Daily Logs

Daily Logs

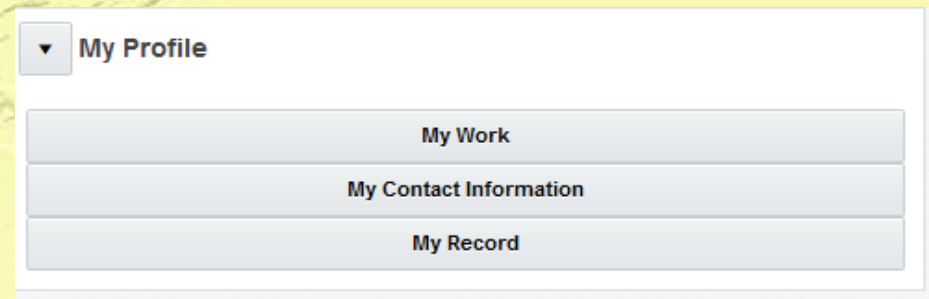
My Profile



# Work Process App Features

## My Profile

- **My Work:** Contains information about the Work Processes and Hours that you entered.
- **My Contact Information:** Contains your preference for notification such as; email or text and your cell phone #
- **My Record:** Contains your personal profile information such as; First and Last Name and Birth Date



# My Work

**My Work:** Gives you a view into your hours by Work Process, Time Period and Company. You can also see the hours in a Chart View

- *Total Hours by Work Process*
- *Hours in Time Periods*
- *Hours Per Company*
- *Monthly Hours.*

**My Messages:** Displays all your Notifications. The Work Process App will send you a notification on Friday and again on Sunday if you have not entered at least three Work Processes and associated Hours in a given week.

Mr, John Doe Log Out Change Password

### Total Hours

Work Process	Total Hours
Structural	4
Reinforcing/Post Tension	7
Welding/Burning	10
	21

▶ Total Hours Chart

▶ Hours In Time Periods

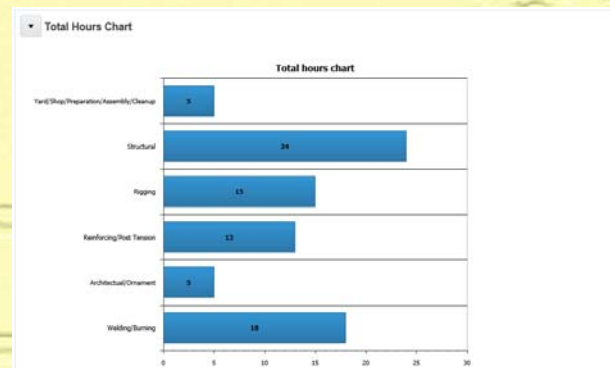
▶ Hours Per Company

▶ Monthly Hours

▼ My Messages

Subject	Message	Sent Date	Sent Note
Apprentice app: Password reset	Your password has been reset. New password: xxxxxxxx	02/27/2017	Sent to: 6478000300@pccs.rogers.com

1 - 1



# Hours in Time Periods

- The Hours in Time Periods displays the hours worked broken down by Training segment; September to February and March to August. This chart will give you an idea if you are hitting you 700 targeted hours per period.

