



December 2009

Apprentice Daily Record

Apprenticeship Training Trust
San Diego Chapter
858.513.2373 (fax)

Sheet Metal OJT Work Hours

-----November-----

	26	27	28	29	30	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	Totals	
Day	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T		
Process																																						
A																																						
B																																						
C																																						
Total Hours:																																						

Collect all paycheck stubs with a period end date of any day in December (even December 1). Match the hours on your paycheck stubs with the hours you list on the calendar above, ensure that you list them under the proper work process. In the total column, ensure that you total the number of hours to be entered for each process, and that those totals add up to the hours listed on all of the check stubs with an end date of December.

If you did not work during the month you are still required to turn in this sheet with zero (0) hours listed.

Print your name, have your Journeyman sign, and fill in your employer for the month. If you worked for more than one contractor please list both.

All information must be completed or your record will be returned to you.

This record is due to the ABC by January 20, 2010

Print Name _____

Journeyman Signature _____

Employer _____

Current Period _____

Current hourly wage rate \$ _____

Instructor _____

Work Process Definitions

- A. Fabrication
- B. Installation
- C. Miscellaneous

Please Note

You are required to keep a log of your On-The-Job training hours so the committee may monitor your progress in the Apprenticeship Program. This sheet must be turned in by the 20th of the month following the month in which the hours were worked. Documentation not received by the 20th of the month may generate a committee appearance letter for disciplinary action. **Advancements and graduation are dependent upon receipt of hours.**