Interim Work Hours Guide

Fourth Quarter 2024

NMAPC Contractors,

Thank you for your patience as we have updated the NMAPC Database. Please be advised that you are now able to report work hours in your portal at nmapc.org. If you prefer a video guide to using the interim work hours module, one will be available on our website.

Please note that this version of the work hours module is still under development.

You can now report your NMA work hours for the prior Quarters of 2024. As a reminder, the deadline for reporting all your 2024 NMA work hours is March 1, 2025.

Given the unique circumstances caused by the database upgrade, we are looking to ease the burden of our work hours reporting requirements and encourage you to submit all remaining hours for 2024 under the Fourth Quarter if you would like to do so.

We continue to welcome your feedback and greatly appreciate your patience as we work to develop the new database.

Thank you,

NMAPC Team

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Step 1: Find Your Site Extension Request (SER)

Option 1 – Sorting by Date: After you have logged in at NMAPC.org and arrived at the home page of your portal, click the dropdown arrow under Site Extension Requests, then select "Active SERs". This list will show you all SERs for your company that have been approved and have not been Marked as Closed.
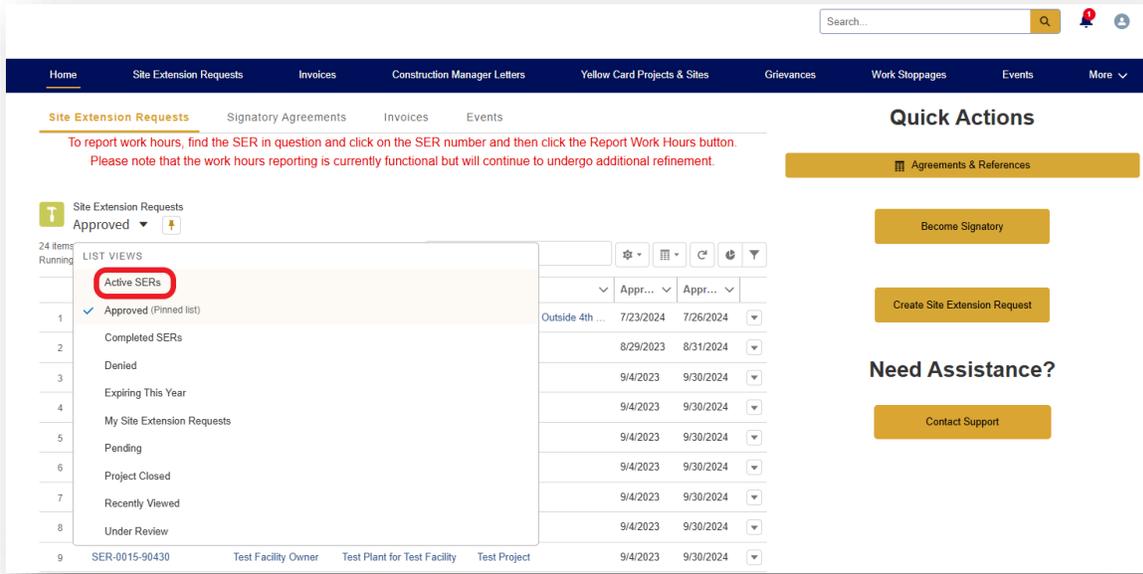
Click the "Approximate Start Date" or "Approximate End Date" columns to sort the results. Once here, you can see the newest SERs for your company.

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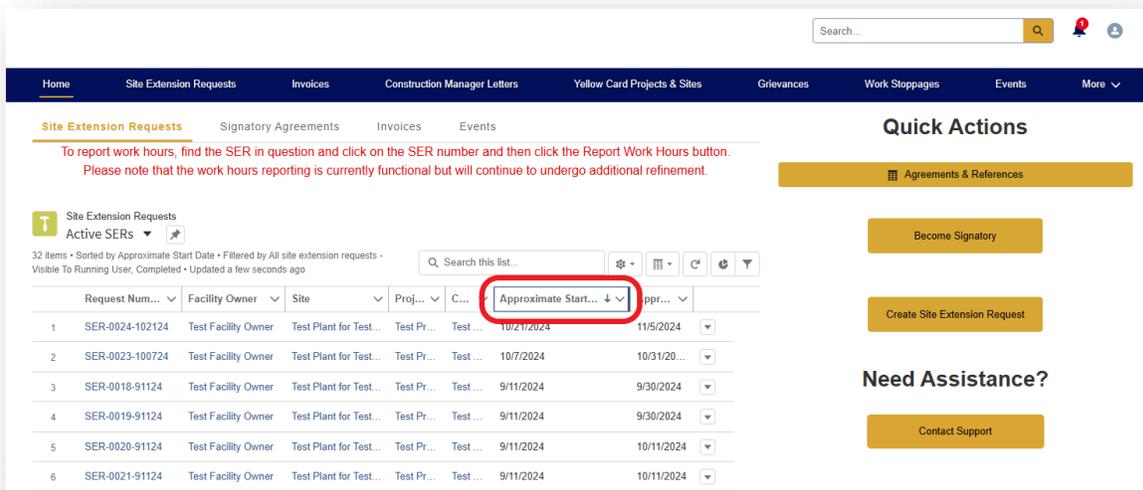
Option 2 – Searching by Project: (1) From any page in your portal, go to the top right of the page, and click into the search box. Type in the name of the project you would like to report work hours for and then hit "Enter" on your keyboard. For the best results, use the name of the project as it appears in the NMAPC database. After you hit Enter, select "Projects" on the left side of the page **(2)**.

Select the name of the project you would like to report hours for.

Once you have selected the applicable project, go to the right side of the page under the "Related" section and select the SER that you would like to report hours for.

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Step 2: Report Work Hours on an SER

Once you have an SER open, click on the "Report Work Hours" button near the top of the page.
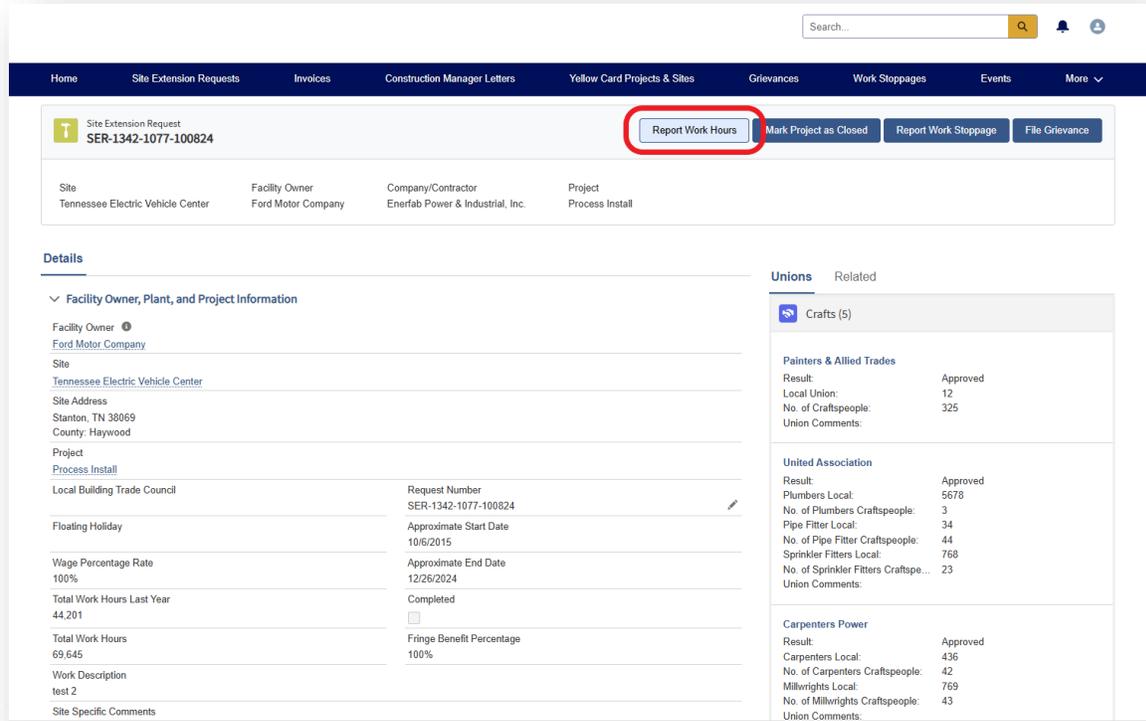
Please note that reporting work hours by month is currently unavailable. If you have work hours stored by month, use the below to transform them into work hours by quarter.

Q1: January, February, March
Q2: April, May, June
Q3: July, August, September
Q4: October, November, December

To filter your work hours to the date range and type you would like to select, you are able to filter by year/quarter/ and by unreported hours/historical work hours. This will be covered more below.

You can also use the "Records per Page" box to view more work hours items.

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Unreported Hours: Once you have opened the work hours module, your default view will be of all unreported hours on an SER. As mentioned above, you are welcome to report all remaining hours for 2024 under Q4 to more quickly fulfill your reporting requirements.

To enter work hours, scroll over a craft/year/quarter combination you would like to edit and select the pencil icon on the right side of the table.

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Once you have entered the number of hours to report in the text box, hit "Enter" on your keyboard to save your response. The box will turn yellow as a confirmation that your hours are saved. **Please note that your hours have not yet been submitted.**

If there are any remaining crafts with unreported hours, fill in the remaining boxes, as applicable. If you would like to report zero hours, enter a "0" in the box.

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Once you have finished entering hours, scroll down to the bottom of the module window and select the "Submit Hours" button at the bottom.

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If there are no more hours to report and the project has been completed you can use the dropdown menu at the bottom of the page **(1)** and then select "Yes – Close This Project" **(2)**.

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Revise Reported Hours: Should you need to make any changes to work hours you have already submitted you can use filters in your module to view already reported hours. Under "Display Work Hours" **(1)** change your view from "Unreported Hours" to "View History" **(2)**.

From here, select the pencil icon, hit "Enter" to save, and use the "Submit" button as described above.

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Mark an SER as Closed: There are two ways to mark an SER as closed if there are no more hours to report and the project has been completed.

Option 1 – In the Work Hours Module: If you are still in the work hours module you can use the dropdown menu at the bottom of the page **(1)** and then select "Yes – Close This Project" **(2)**.

Option 2 – From the SER Page: If you have no more hours to report on a given SER and the project is completed, you can use the "Mark Project as Closed" button near the top of the page for an SER. Then go through the confirmation prompt.

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Need More Help?

If you have any questions or need any assistance in filing work hours, please do not hesitate to contact us at the below.

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