



## 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](http://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

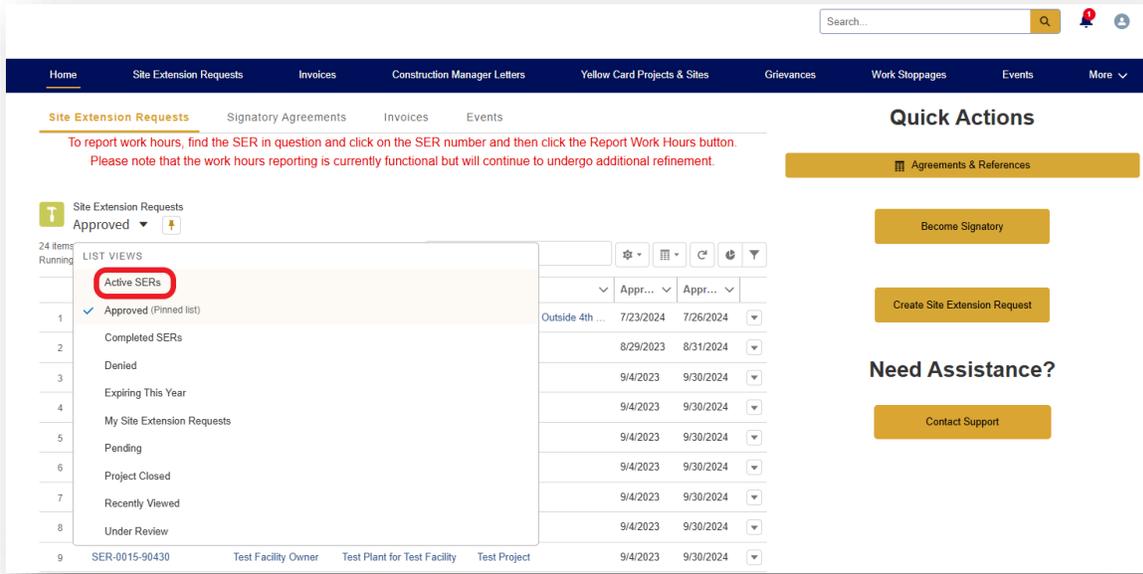
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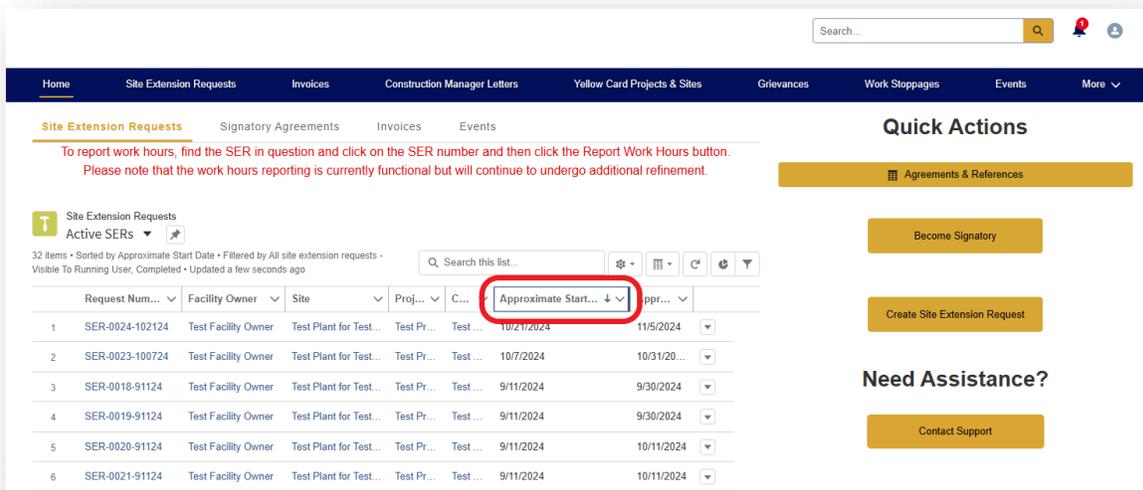
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## Step 1: Find Your Site Extension Request (SER)

**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)**.

The screenshot shows the NMAPC portal search results. At the top right, a search box contains the text "test" and is circled in red with a "1" next to it. On the left sidebar, the "Projects" menu item is circled in red with a "2" next to it. The main content area shows search results for "Articles" and "Accounts". The "Accounts" section displays a table with columns: ACCOUNT NAME, NICKNAME, PARENT ACCOUNT, TYPE, PHONE, FAX, WEBSITE, BILLING CITY, BILLING STATE/PROVINCE (TEXT ONLY). The table lists several accounts, including "Test Contractor Account", "HEB Test Contractor Account", "W-00473 Test Contractor", "Test Facility Owner", and "W-00513 Test Contractor".

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

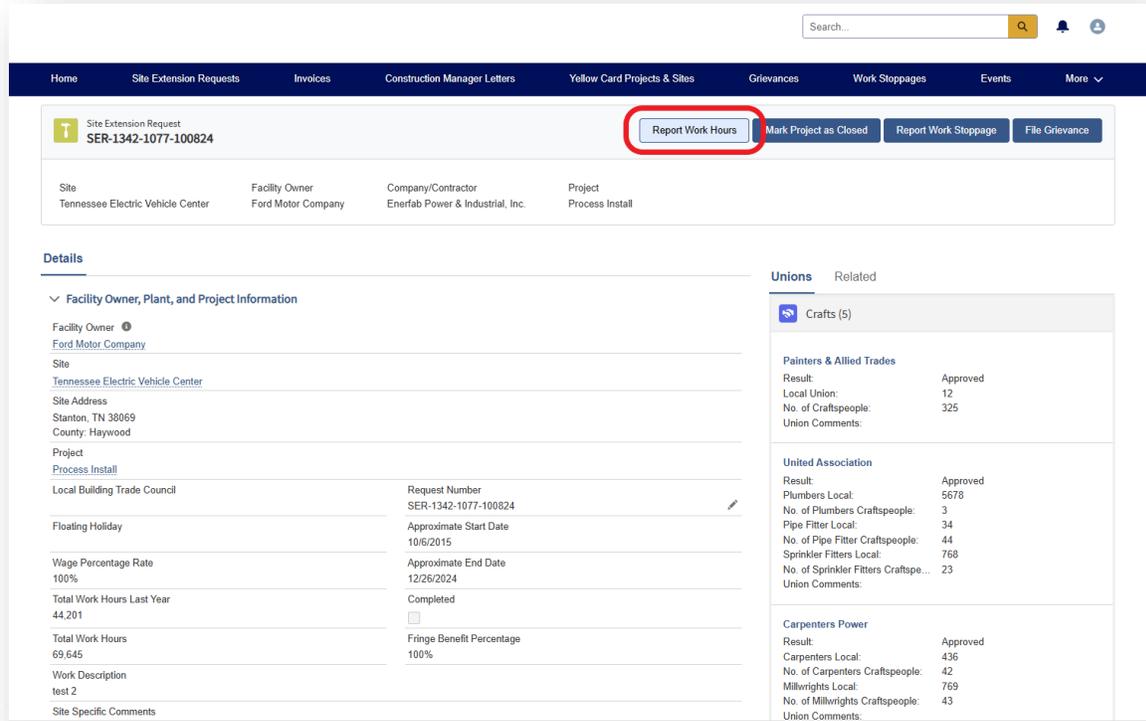
Once you have selected the applicable project, go to the right side of the page under the “Related” section and select the SER that you would like to report hours for.

The screenshot shows the NMAPC portal project details page. The "Project" section shows "Test Project" with a "Plant/Site" of "Test Plant for Test Facility". The "Details" section lists project information, including "Project Name", "Yellow Card", and "Yellow Card Project". The "Related" section shows a list of Site Extension Requests (SERs), with "SER-0015-90424" circled in red. The "SER-0015-90424" entry shows details such as "Facility Owner", "Site", "Project", and "Status".

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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.

Report Work Hours

**Report Work Hours for SER-1342-1077-100824**

| <u>Facility Owner</u> | <u>Plant</u>                      | <u>Project</u>  |
|-----------------------|-----------------------------------|-----------------|
| Ford Motor Company    | Tennessee Electric Vehicle Center | Process Install |

Use the "Update Quarterly Hours" column below to click the applicable box and type in the number of hours for that craft for that quarter. Save your response by hitting "Enter" on the keyboard. The number of hours is saved once the cell turns yellow; you must then click the Submit button to complete your reporting.

Please note: **Reporting by Month is Temporarily Unavailable.**

You may utilize the filters below to adjust the Work Hours in the table below:

Year: --None--  
Quarter: --None--  
Display Work Hours: Unreported Hours

Work Hours (9)      Records per Page: 10

| Union Name         | Year | Quarter | Update Quarterly Hours  |
|--------------------|------|---------|---|
| 1 Carpenters Power | 2024 | Q4      |  |
| 2 Carpenters Power | 2024 | Q3      |   |

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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.**

**Report Work Hours for SER-1342-1077-100824**

Facility Owner  
Ford Motor Company

Plant  
Tennessee Electric Vehicle Center

Project  
Process Install

Use the "Update Quarterly Hours" column below to click the applicable box and type in the number of hours for that craft for that quarter. Save your response by hitting "Enter" on the keyboard. The number of hours is saved once the cell turns yellow; you must then click the Submit button to complete your reporting.

Please note: **Reporting by Month is Temporarily Unavailable.**

You may utilize the filters below to adjust the Work Hours in the table below:

Year: --None--      Quarter: --None--      Display Work Hours: Unreported Hours

**Work Hours (9)**      Records per Page: 10

| Union Name         | Year | Quarter | Update Quarterly Hours |
|--------------------|------|---------|------------------------|
| 1 Carpenters Power | 2024 | Q4      | 54.00                  |
| 2 Carpenters Power | 2024 | Q3      |                        |

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.

The screenshot shows a web application window titled "Report Work Hours". At the top, there are three dropdown menus, all set to "--None--", and a search box. Below the title, there is a "Work Hours (9)" section with a "Records per Page" dropdown set to "10". A table lists 9 records with columns for Union Name, Year, Quarter, and Update Quarterly Hours. The table data is as follows:

|   | Union Name                 | Year | Quarter | Update Quarterly Hours |
|---|----------------------------|------|---------|------------------------|
| 1 | Carpenters Power           | 2024 | Q4      | 54.00                  |
| 2 | Carpenters Power           | 2024 | Q3      |                        |
| 3 | Carpenters Power           | 2024 | Q2      |                        |
| 4 | Painters and Allied Trades | 2024 | Q4      | 0.00                   |
| 5 | Painters and Allied Trades | 2024 | Q3      |                        |
| 6 | Painters and Allied Trades | 2024 | Q2      |                        |
| 7 | United Association         | 2024 | Q4      | 0.00                   |
| 8 | United Association         | 2024 | Q3      |                        |
| 9 | United Association         | 2024 | Q2      |                        |

Below the table, there is a "Showing Page 1 of 1 Pages" indicator and navigation buttons: "First", "Prev", "1", "Next", and "Last". At the bottom, there is a question: "\* Should this project be marked as closed?" with a dropdown menu set to "--None--". A red circle highlights the "Submit Hours" button at the bottom right of the form.

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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).

The screenshot displays the 'Report Work Hours' interface. At the top, there are three dropdown menus, the first two containing '--None--'. Below these is a table titled 'Work Hours (9)' with columns for Union Name, Year, Quarter, and Update Quarterly Hours. The table contains 9 rows of data. At the bottom of the interface, there is a question: '\* Should this project be marked as closed?'. Below this question is a dropdown menu with three options: '--None--', 'Yes - Close This Project', and 'No - Keep Project Open'. Red circles and arrows point to the dropdown menu and the 'Yes - Close This Project' option, labeled (1) and (2) respectively.

|   | Union Name                 | Year | Quarter | Update Quarterly Hours |
|---|----------------------------|------|---------|------------------------|
| 1 | Carpenters Power           | 2024 | Q4      | 54.00                  |
| 2 | Carpenters Power           | 2024 | Q3      |                        |
| 3 | Carpenters Power           | 2024 | Q2      |                        |
| 4 | Painters and Allied Trades | 2024 | Q4      | 0.00                   |
| 5 | Painters and Allied Trades | 2024 | Q3      |                        |
| 6 | Painters and Allied Trades | 2024 | Q2      |                        |
| 7 | United Association         | 2024 | Q4      | 0.00                   |
| 8 | United Association         | 2024 | Q3      |                        |
| 9 | United Association         | 2024 | Q2      |                        |

\* Should this project be marked as closed?

(1) --None--

(2) Yes - Close This Project

No - Keep Project Open

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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).

**Report Work Hours for SER-1342-1077-100824**

Facility Owner  
Ford Motor Company

Plant  
Tennessee Electric Vehicle Center

Project  
Process Install

Use the "Update Quarterly Hours" column below to click the applicable box and type in the number of hours for that craft for that quarter. Save your response by hitting "Enter" on the keyboard. The number of hours is saved once the cell turns yellow; you must then click the Submit button to complete your reporting.

Please note: **Reporting by Month is Temporarily Unavailable.**

You may utilize the filters below to adjust the Work Hours in the table below:

Year: --None--  
Quarter: --None--

Display Work Hours: (1) Unreported Hours (2) View History

**Work Hours (9)**

|   | Union Name                 | Year | Quarter | Update Quarterly Hours |
|---|----------------------------|------|---------|------------------------|
| 1 | Carpenters Power           | 2024 | Q4      |                        |
| 2 | Carpenters Power           | 2024 | Q3      |                        |
| 3 | Carpenters Power           | 2024 | Q2      |                        |
| 4 | Painters and Allied Trades | 2024 | Q4      |                        |
| 5 | Painters and Allied Trades | 2024 | Q3      |                        |
| 6 | Painters and Allied Trades | 2024 | Q2      |                        |

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).

The screenshot shows the 'Report Work Hours' interface. At the top, there are three dropdown menus, the second of which is set to '--None--'. Below this is a table with 9 rows of work hours data. The table has columns for Union Name, Year, Quarter, and a column for hours (some highlighted in yellow). Below the table is a pagination control showing 'Showing Page 1 of 1 Pages'. At the bottom of the page, there is a dropdown menu with the following options: '--None--', 'Yes - Close This Project', and 'No - Keep Project Open'. Red circles and arrows point to the first and second options in the dropdown menu, labeled (1) and (2) respectively.

| Union Name                   | Year | Quarter | Update Quarterly Hours |
|------------------------------|------|---------|------------------------|
| 1 Carpenters Power           | 2024 | Q4      | 54.00                  |
| 2 Carpenters Power           | 2024 | Q3      |                        |
| 3 Carpenters Power           | 2024 | Q2      |                        |
| 4 Painters and Allied Trades | 2024 | Q4      | 0.00                   |
| 5 Painters and Allied Trades | 2024 | Q3      |                        |
| 6 Painters and Allied Trades | 2024 | Q2      |                        |
| 7 United Association         | 2024 | Q4      | 0.00                   |
| 8 United Association         | 2024 | Q3      |                        |
| 9 United Association         | 2024 | Q2      |                        |

**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.

The screenshot shows the SER page for 'SER-1342-1077-100824'. At the top, there is a navigation bar with buttons for 'Report Work Hours', 'Mark Project as Closed', 'Report Work Stoppage', and 'File Grievance'. The 'Mark Project as Closed' button is highlighted with a red circle. Below the navigation bar, there is a table with columns for Site, Facility Owner, Company/Contractor, and Project. The 'Details' section is expanded to show 'Facility Owner, Plant, and Project information'. On the right, there is a 'Unions' section with a 'Crafts (5)' button and a table for 'Painters & Allied Trades'.

| Site                              | Facility Owner     | Company/Contractor               | Project         |
|-----------------------------------|--------------------|----------------------------------|-----------------|
| Tennessee Electric Vehicle Center | Ford Motor Company | Enerfab Power & Industrial, Inc. | Process Install |

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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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