

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.

Home	Site Extension Req	uests Invoice	es Construction	Manager Letters	Yellow	Card Proj	ects &	& Sites		Grievances	Work Stoppages	Events	More 🗸
Site Ext	tension Requests	Signatory Agreeme	ents Invoices	Events							Quick A	ctions	
To re	eport work hours, find th	ne SER in question a	and click on the SER n	umber and then cl	ick the Rep	ort Worl	Ho	urs butt	on.				
	Please note that the wo	ork hours reporting is	s currently functional bu	ut will continue to u	indergo ad	ditional i	efine	ement.			Agreements	& References	
- Site	Extension Requests												
Apj	proved 🔻 👎										Become S	ignatory	
24 items Running LI	IST VIEWS					\$ •		C	6 1	r			
	Active SERs				~	Appr	\sim	Appr	~				
1 4	Approved (Pinned list)			0	utside 4th	7/23/20	24	7/26/202	4	7	Create Site Exte	nsion Request	
2	Completed SERs					8/29/20	23	8/31/202	4	-			
3	Denied					9/4/202	3	9/30/202	4 3	-	Need Ass	istance?	
4	Expiring This Year					9/4/202	1	9/30/202	- C				
-	My Site Extension Reque	sts				0/4/202	, ,	0/20/202			Contact S	Support	
5	Pending					9/4/202		9/30/202	4 (
6	Project Closed					9/4/202	3	9/30/202	4	·			
7	Recently Viewed					9/4/202	3	9/30/202	4	·			
						9/4/202	2	9/30/202	4				

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.

Home	Site Extensi	on Requests	Invoices	Construction M	lanager Le	etters Yellow	v Card Projects & Sit	es	Grievances	Work Stoppages	Events	More 🗸
Site Exte	nsion Requests	Signatory A	greements I	ivoices	Events					Quick A	ctions	
To re	port work hours,	find the SER in qu	estion and click on	the SER nu	mber an	d then click the Rep	port Work Hours	button.				
P	lease note that t	he work hours repo	orting is currently f	unctional but	t will con	tinue to undergo ad	Iditional refineme	int.		Agreements	& References	
items • Sor	Ve SERs	art Date • Filtered by All • Updated a few second	site extension requests - s ago	Q S	earch this	list	\$* *	C ()		Become Si	gnatory	
R	equest Num 🗸	Facility Owner 🗸 🗸	Site ~	Proj 🗸	c /	Approximate Start	↓ ~ .ppr ~			County Otto Entro	ula Demot	
1 S	ER-0024-102124	Test Facility Owner	Test Plant for Test	Test Pr	Test	10/21/2024	11/5/2024	•		Create Site Exter	ision Request	
2 S	ER-0023-100724	Test Facility Owner	Test Plant for Test	Test Pr	Test	10/7/2024	10/31/20	V				
3 S	ER-0018-91124	Test Facility Owner	Test Plant for Test	Test Pr	Test	9/11/2024	9/30/2024	V		Need Ass	istance?	
4 S	ER-0019-91124	Test Facility Owner	Test Plant for Test	Test Pr	Test	9/11/2024	9/30/2024	V				
5 S	ER-0020-91124	Test Facility Owner	Test Plant for Test	Test Pr	Test	9/11/2024	10/11/2024	¥		Contact S	upport	
	ER-0021-91124	Test Eacility Owner	Test Plant for Test	Test Pr	Test	9/11/2024	10/11/2024	T				

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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).

lome	Site Extension Requ	iests Invo	ices	Construction Manage	r Letters	Yell	ow Card Proj	ects & Sites	Gr	ievances	Work Stop	pages	Events	More 🗸
Search Re	sults	Articles 1 Result												
All														
Articles		NMA - Electrical 000001046 • Va	Workers lidated · Last Mo	dified Aug 29, 2024, 11	I:11 AM									
Accounts		The full Electrica	al Workers NMA.											
Contacts														
		5+ Results • Sorte	d by Relevance	•										View More
Signatory A	greements	ACCOUNT NAME	NI	CKNAME	DADENT	ACCOUNT	TYPE	DHONE	EAY	WEDSITE	BILLING CITY	DILLING STAT		
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Projects	(2)	W 00472 Test Contrac	draster				Contractor	(945) 501 4102			Adioaton	Virainia		
Invoices		Tost Escility Owne					Owner	(045) 551-4105			Anington	viiginia		
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		<	lactor				Contractor							
Addenda														
Yellow Card	ls	5+ Results • Sorte	d by Relevance	•										View More
Files														
	1.4	NAME		NICKNAME	THLE	ACCOUNT	NAME		E	MAIL		DIRECT PHONE	MOBILE PHON	E FAX

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.

Home	Site Extension Requests	Invoices	Con	struction Manager Letters	Yellow Card Projects & Sites	Gr	ievances W	ork Stoppages Ev	rents More 🗸
Proje Tes	t Project						Ne	ew Site Extension Request	Request CM Letter
Plant/Site Test Plant	for Test Facility								
etails							Related Files	& Addenda	
Project Nam Test Project	0		/	Facility Owner Test Facility Owner		/	Site Extens	SER-0015-90	424
Yellow Card				Plant/Site Test Plant for Test Facility		/	SER-0015-90424	Facility Owner Test Facility Owner	Site Test Plant for Test Facility
Yellow Card	Project			Contractor Test Contractor Account		/	Company/Contra Primary SER Co Status:	Project Test Project	Company/Contractor Test Contractor Account
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							SER-0019-91124 Company/Contra Primary SER Co Status:	Test Contractor Account Test Contact Contractor Pending	V
									View All

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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.

Home	Site Extension Requests	Invoices	Construction Manager Letters	Yellow Card Projects & Sites	Grievances Work	Stoppages Even	ıts More √
Site SEF	Extension Request -1342-1077-100824			Report Work Ho	Mark Project as Closed	Report Work Stoppage	File Grievance
Site Tennessee	Electric Vehicle Center	Facility Owner Ford Motor Company	Company/Contractor Enerfab Power & Industrial, Inc.	Project Process Install			
etails					Unions Related		
 Facility Facility Own Ford Motor 	Owner, Plant, and Project I er ① Company	nformation			S Crafts (5)		
Site Tennessee I	Electric Vehicle Center				Painters & Allied Tra Result:	ades Approved	
Site Address Stanton, TN County: Hay	; 38069 wood				Local Union: No. of Craftspeople: Union Comments:	12 325	
Project Process Ins	all				United Association		
Local Buildir	ng Trade Council		Request Number SER-1342-1077-100824		Result: Plumbers Local: No. of Plumbers Craf	Approved 5678 tspeople: 3	
Floating Hol	iday		Approximate Start Date 10/6/2015		Pipe Fitter Local: No. of Pipe Fitter Cra	34 ftspeople: 44	
Wage Perce 100%	ntage Rate		Approximate End Date 12/26/2024		Sprinkler Fitters Loca No. of Sprinkler Fitter Union Comments:	I: 768 s Craftspe 23	
Total Work H 44,201	lours Last Year		Completed		Carpentars Power		
Total Work H 69,645	lours		Fringe Benefit Percentage 100%		Result: Carpenters Local:	Approved 436	
Work Descri test 2	ption				No. of Carpenters Cr. Millwrights Local:	aftspeople: 42 769	
Sito Spacific	Comments				No. of Milliwrights Cra	inspeople. 45	

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							
<u>Repo</u>	rt Work Hours for SEF	R-1342-1077-10082	24	Î					
Facility Owner Ford Motor Company	<u>Plant</u> Tennessee Electric Ve	Plant E Tennessee Electric Vehicle Center Proc							
Use the "Update Quarterly Hours" column below to click the applicable box and type in the number of hours f that craft for that quarter. Save your response by hitting "Enter" on the keyboard. The number of hours is save 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:									
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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.**

				Se	arch >
		Work Hours			
I	<u>Report V</u>	Vork Hours for	SER-1342-107	7-100824	
Facility Owner Ford Motor Compa	ny	<u>Pi</u> Tennessee Elect	l <u>ant</u> tric Vehicle Center	Project Process Install	
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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.

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

-none	Nor	ne	*	Unreported Hours	÷
0	Nork Hours (9)		Records	per Page 10	
	Union Name	Year	Quarter	NUpdate Quarterly Hours	
1	Carpenters Power	2024	Q4	54.00	
2	Carpenters Power	2024	Q3		
3	Carpenters Power	2024	Q2		
 Work Hours (9) Records per Page 10 Union Name Year Quarter Quarter Update Quarter Carpenters Power 2024 Q4 Carpenters Power 2024 Q3 Carpenters Power 2024 Q2 Q4 Carpenters Power 2024 Q2 Q4 Painters and Allied Trades 2024 Q3 Painters and Allied Trades 2024 Q2 Q4 United Association 2024 Q3 	0.00				
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Work Hours (9) Records per Page Union Name Year Quarter & Update 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 Q2 6 Painters and Allied Trades 2024 Q2 7 United Association 2024 Q3 8 United Association 2024 Q4 9 United Association 2024 Q2	1				
7	United Association	2024	Q4	0.00	
8	United Association	2024	Q3		
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	SH It+ First < Prev	nowing Page 1 of 1	1 Pages	Next > Last >	
			*Should this proje	ct be marked as closed?	
			None		*

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).

	Report V	Vork Hours		
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Ø Work Hours (9)		Records	per Page 10	
Union Name	Year	Quarter	Jupdate 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	
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6 Painters and Allied Trades	2024	Q2		
Image: Second state st	2024	Q4	0.00	
8 United Association	2024	Q3		
9 United Association	2024	Q2		
I€ First < Prev	Showing Page 1	of 1 Pages	Next > Last >I	
	(1)	* Should this proje	ct be marked as closed?	¢
	(2)	None Yes - Close <u>This</u>	Project	
	(-/	No - Keep Projec	ct Open	

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 V	Vork Hours									
	Report W	ork Hours for	SER-1342-1	077-100824								
Facility Owne Ford Motor Comp	<u>er</u> pany	<u>PI</u> Tennessee Elect	<u>ant</u> ric Vehicle Cente	Project er Process Install								
Use the "Update Quarte that craft for that quarte once the cell turns yello	erly Hours" co r. Save your r w; you must t	lumn below to clicl esponse by hitting hen click the Subn	k the applicable I "Enter" on the k nit button to com	box and type in the number of hours for eyboard. The number of hours is saved plete your reporting.								
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From here, select the pencil icon, hit "Enter" to save, and use the "Submit" button as described above.

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).

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Work Hours (9) Records Prage 10 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 Q2 - 6 Painters and Allied Trades 2024 Q2 - 7 United Association 2024 Q4 0.00 8 United Association 2024 Q4 0.00 9 United Association 2024 Q2 -		Unreported Hours	‡ Ur		None	One -None Work Hours (9) Violantian Name Union Name Ye 1 Carpenters Power 20 2 Carpenters Power 20		None
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(1) Should this project be marked as closed? -NoneNone		narked as closed?	roject be mar	* Should this None None	(1)			

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.

		s Invoices	Construction Manager Letters	Yellow Card Projects & Sites	Grievances Work	Stoppages Events	More 🗸
Site Ext SER-1	ension Request 342-1077-100824			Report Work H	ours Mark Project as Closed	Report Work Stoppage	File Grievance
Site Tennessee El	lectric Vehicle Center	Facility Owner Ford Motor Company	Company/Contractor Enerfab Power & Industrial, Inc.	Project Process Install			
etails					Unione Polatori		
✓ Facility Owner, Plant, and Project Information							
Facility Owner 0					S Crafts (5)		
Ford Motor Co	mpany						
Color.					Painters & Allied Tra	les .	
site							

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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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