



Golden Gate Chapter

How to fill out your monthly timecard – Plumbing – 7200 OJT Hours

1. Begin by filling the information listed on the top of the page- month and year worked and apprentice name. Please **print** your name. Illegible timecards will be returned.
2. The columns (numbers 1 through 31) indicate the days of the month that will need to be recorded
3. The rows - Lines A-J (listed vertically on your left hand side), define all of the work processes you will need to complete in order to graduate from the apprenticeship program. Please see your work process sheet (attached) for definitions.
4. The categories do not need to be completed in the order listed. You will most likely be trained in different categories (work processes) daily. List your work hours in the appropriate box.
5. Calculate your hours daily (vertically) and then calculate your total monthly hours per category (horizontally). Indicate the total hours worked for the month (all categories combined) in the appropriate box.
6. Sign your timecard in the appropriate space to confirm that the information on it is accurate.
7. All timecards are due at the ABC office on the 1st of every month and are considered late if received after the 10th of every month.
8. Timecards may be submitted by:
 - Fax - **(866) 914-2898**.
 - Email - timecards@abc-ggc.org
 - Mail -
9. It is your responsibility to call the office to confirm receipt of your timecard. You may call (925) 960-8511.

**ABC- Golden Gate Chapter
Attn: Stephanie
4577 Las Positas Rd Unit C.
Livermore, CA 94551.**

