

Santa Clara County Electrical
Joint Apprenticeship and Training Committee



IMPORTANT ANNOUNCEMENT


To: All JW & Foremen who train Apprentices

Starting immediately, the EJATC will be rolling out with an online hour reporting system that will require apprentices to login to a secure website to enter their working hours on a monthly basis.

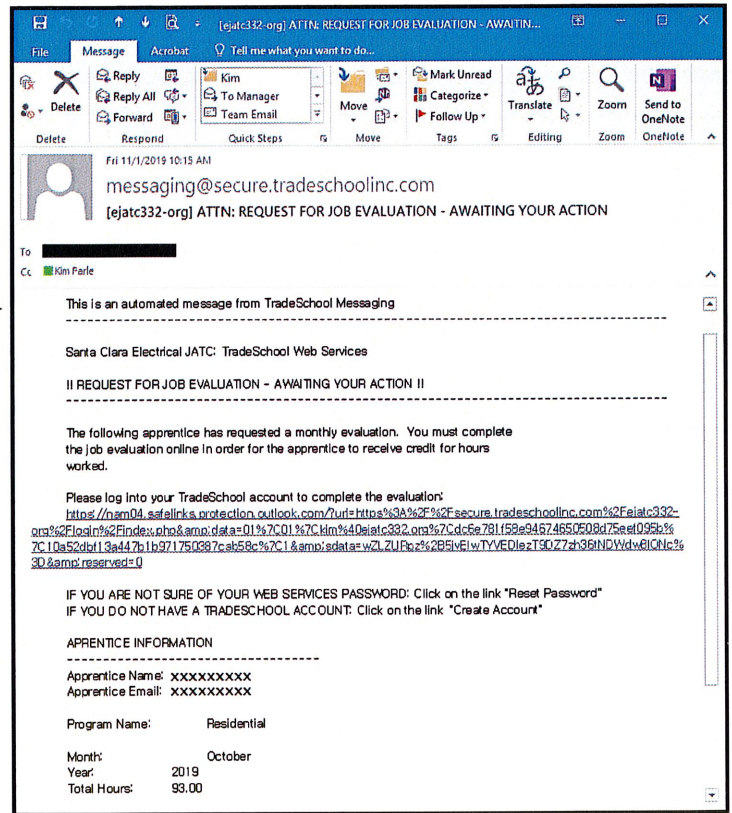
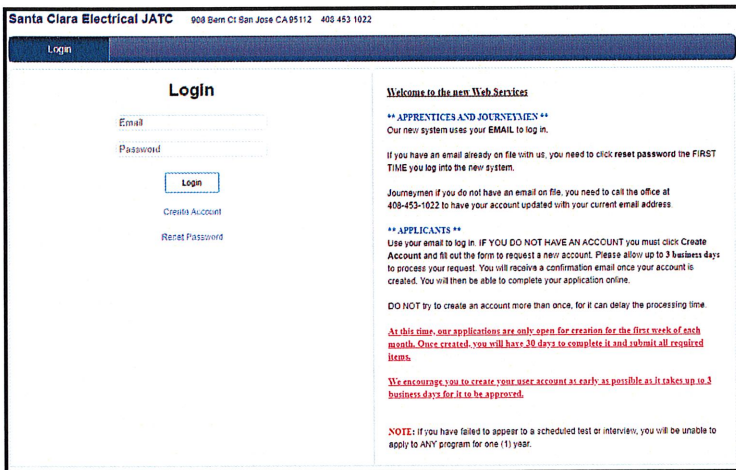
This will be replacing the blue book.

What does this mean for contractors?

When the apprentices enter their hours at the end of the month, they will be prompted to send an online evaluation to their supervisor. They will need your email address in order to complete this.

You will then receive an email like the one  to the right with an active link to complete the evaluation.

It will have login instructions, the apprentices name, email, program name and a summary of the hours that have been submitted. You must click on this link to login or create an account in order to evaluate the apprentice and approve his/her hours. You will be directed to a page like the one below:



Please follow the instructions to the right of the webpage in order to access Web Services.



Turn Over



Once you have accessed Web Services you will follow the steps below:

1. Click on Apprentice Evaluations to access pending evaluations.

The screenshot shows the user interface of the Santa Clara Electrical JATC web portal. The user is logged in as Kim Farley. The navigation menu includes 'Logout', 'My Account', 'Applications', and 'Apprentice'. Under the 'Apprentice' menu, 'Apprentice Evaluations' is highlighted with a red circle. Other menu items include 'Personal', 'Certification', 'CEU Training', 'Web Invoices', and 'Resume Builder'. The main content area shows a form for personal information, including address, contact details, and IREW membership information.

2. You will rate your apprentice on a scale from 1-10 for each category.

The screenshot displays the 'Apprentice Evaluation' form. It includes a table for tracking apprentice hours by period, month, and contractor. Below this, there are three sections for rating the apprentice: 'Attendance', 'Dependability', and 'Attitude'. Each section contains a scale from 1 to 10, with 1 being 'Extremely Poor' and 10 being 'Outstanding'. The scales are currently empty, indicating that ratings have not yet been submitted.

3. Review their submitted hours.

The screenshot shows the 'Monthly Work Hours' review page. It displays a table of work descriptions and hours worked for the month of June 2019. The total hours are 160.0. The table includes columns for days of the week (1-16) and a 'Total' column. The work descriptions include various tasks such as 'Stockroom / Truck - Material Handling (A)', 'Reworking / Layout (B)', 'Unbalanced networks / Manholes (C)', 'Grounding Systems (D)', 'Temporary Power (E)', 'Raceways 1 1/2" & Smaller (F)', 'Junction Boxes (G)', 'Patching Branch Circuit Wire (H)', 'AC / MC & AFC Wiring Systems (I)', 'Raceways 2" & Larger (J)', 'Services & Feeder Cables (K)', 'Junction Boxes (L)', 'Panels / Panel boards (M)', 'Transformers / Generators (N)', 'TDM, Keys, Switches, Fuses (O)', 'Motors / Motor Control (P)', 'Special Systems / Direct Process Control (Q)', 'Energy Management / PV Systems (R)', 'Intercom / Signal / Nurse Call Systems (S)', 'Fire Alarm Systems (T)', 'Start-up / Trouble Shooting / Tuning (U)', and 'CREDIT HOURS'. The 'Daily Total' row shows 8 hours for each day from Sunday to Saturday, totaling 160 hours.

4. Approve (submit) or reject hours and evaluation.

*Please try to submit these in a timely manner. The reported hours and evaluations not only qualify our apprentices for their pay increases, but help our staff track their progress.

The screenshot shows the 'Rejection' form. It contains a text area for entering a message to the apprentice specifying the reason for the rejection. Below the text area is a 'Reject' button, which is circled in red.

QUESTIONS???

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