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.
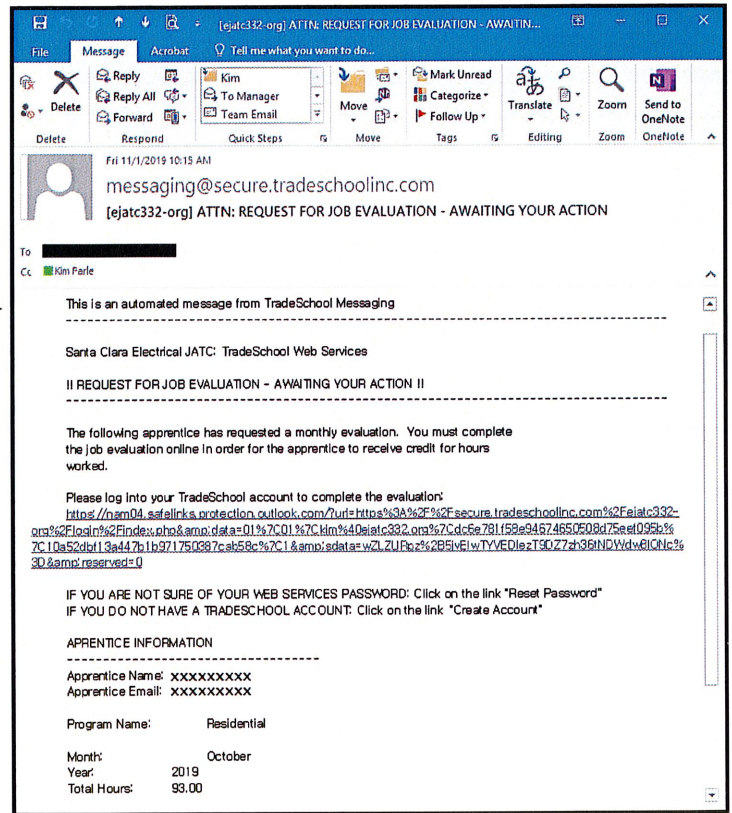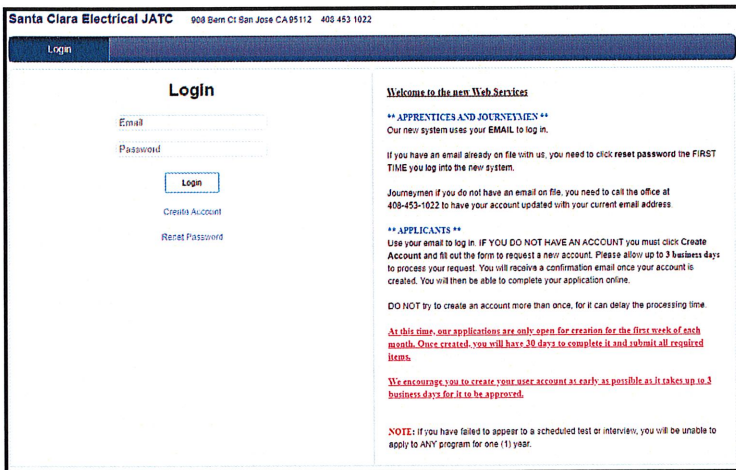This will be replacing the blue book.

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.

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

3. Review their submitted 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.

Rejection

If you do not agree with the Work Hours submitted enter a message to the apprentice specifying the reason for the rejection.

Reject

QUESTIONS???

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