

Monthly Timesheet Category Descriptions

Categories		Description
Transmission	Load and Unload	Handling & Hauling/ spotting Material
	Erection / Framing	Building and framing poles and towers
	Dig & Set Poles	Includes installation of anchors
	Install Insulators	Assembling, hanging, replacing insulators
	Stringing	All work included for installation of wire including, hauling and setting up wire pull
	Sag / Deadend / Clip	All work included in this operation
Distribution	Dig & Set Poles	Includes installation of anchors
	Frame Poles	Building and framing poles
	Install Wire	All work included for installation of wire including, hauling and setting up wire pull
	Install Equipment	Installation of any type of distribution equipment
	Transfer Primary	All work included in this operation
	Secondary Work	All work included in this operation
	URD	All work included in this operation
Other		
	Substation - Erection	Building and installing structures including buses
	Substation - Equipment	Installation of any type of substation equipment
	Highway Lighting	All work included in this operation
	Railroad	All work included in this operation
	Storm - Travel / Staging	All work included in this operation
	Inclement & Show up	Used for normal workday, when weather is a factor
	Climbing Hot	Used when climbing and doing energized work
	Aerial Work Hot	Used when doing Aerial energized work
	Ground Hot	Used when breaking M.A.D. from the ground
	Rubber Gloves	Used when working in rubber gloves and the work is energized
	Hot Sticks	When using insulated tools rather than rubber gloving
	Climbing Cold	Used when climbing and doing de energized work
	Aerial Work Cold	Used when doing Aerial de energized work
	Ground Cold	Used for all hours not involving any aerial,climbing, or energized work

Day of the Month		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	ST
Transmission	Load and Unload																																
	Erection / Framing																																
	Dig & Set Poles																																
	Stringing																																
	Sag/Deadend/Clip																																
Transmission Subtotal																																	
Distribution	Dig & Set Poles			4																													4
	Frame Poles			4	3																												7
	Install Wire				3																												3
	Install Equipment			8	3																												11
	Transfer Primary				2																												2
	Secondary Work					1	6																										7
	URD																																
Distribution Subtotal		8	10	10		6																											34
Other	Substation - Erection																																
	Substation - Equipment																																
	Highway Lighting																																
	Railroad																																
	Storm - Travel / Staging					10																											10
Inclement & Show up					2																												2
Other Subtotal						2	10																										12
Total Hours Worked		8	10	10	2	16																											46
Of the total hot hours worked, how many were spent in the following three categories?																																	
Climbing Hot																																	
Aerial Work Hot		8	6	10																													24
Ground Hot																																	
Of the total hot hours worked, how many were spent using the tools in the following two categories? (should equal total hot)																																	
Rubber Gloves		8	6	10																													24
Hot Sticks																																	
Of the total hours worked, how many were spent in the following three categories?																																	
Climbing Cold						3																											3
Aerial Work Cold						3																											3
Ground Cold		4		2	10																												16

The section below **Total Hours Worked** is hot/cold section. Let's look at the hot section first, on the 1st Jim installed transformers all day in the bucket working energized lines, in his gloves and sleeves. So that would be 8 hours **Aerial work hot**. On the 2nd he set poles/framed/ transferred primary so he had 6 hours **Aerial work hot**, and 4 hours **ground cold**. The 3rd he was in the bucket all day so he had 10 hours **Aerial work hot**. The 4th he had a 2 hour show up so that is **ground cold**. Then on the 5th he traveled and did some de-energized services on storm, he worked out of the bucket and climbed a pole doing these services. So, he claimed **10 ground cold, 3 Aerial cold and 3 climbing cold**. Make sure you subtotal your hours on the right in the shaded area.

Then of the total **hot** hours you need to determine weather you were in your rubber gloves or if you were hot sticking. As you can see Jim did not do any hot sticking so all of his hot time was in rubber gloves. Again, adding subtotals to the right, **keep in mind your hot hours have been accounted for in this area so you do not add them to your subtotals going up and down**. Only add the HOT/COLD hours to equal your **Total hours worked**.

To summarize, Jim had 24 aerial work hot hours, 3 climbing cold hours, 3 aerial work cold hours 16 ground cold which total the total hours worked = 46.

Note: Make sure all columns and sub-totals are added correctly or the time sheet will be returned to you for correction

Note: Holidays and practical training classes do not need to be accounted for on these time sheets as these are for on the job training.

Note: Climbing hours are claimed when you are climbing a pole or steel. Climbing is climbing.

Note: Aerial is when you are aerial. Example would be, a bucket, crane, or JLG.