

Filling out the new monthly Time Sheet.

Heading

This is the first part of the time sheet that you fill out once a new month has started. The areas to complete are as follows(highlighted in yellow above):

Last, first, middle initial - self-explanatory

Month, Year - this would be the month and year being claimed for the sheet

Member of Local - YOUR Local

Working in Local - the local where your current job assignment is

Contractor – what contractor or company you are working for

Length of time on Job – how long you have been with the current contractor/company

Length of time on Crew - how long you have been with current the Foreman/Lineman

1st Aid/CPR/Pole Top/Bucket Rescue Certification expiration – the date they expire

If any of the information in this section is not completed, the time sheet will be returned to you and treated as not received.



Body Grid/ Experience

This is where you enter your hours for the month

Day of the month – all of the days of the month are listed down the sheet on the top row up to 31.

Your hours must be categorized as experience: transmission, distribution or other. After choosing the category that fits best, you must then enter the hours in one of the subcategories listed below. For example, your work experience on the 1st was distribution and you installed wire that day for 2 hours.

In Summary, whatever experience you have worked on for the day, choose the appropriate section and make sure the total is reflected in the subtotal column.

Categories Description

	0	•
		Handling & Hauling/ spotting Material
_	Erection / Framing	Building and framing poles and towers
Transmission	Dig & Set Poles	Includes installation of anchors
mis	Install Insulators	Assembling, hanging, replacing insulators
ans	0	All work included for installation of wire including, hauling and setting up wire pull
ЦС Ц	Sag / Deadend / Clip	All work included in this operation
	_	Includes installation of anchors
	Frame Poles	Building and framing poles
_		All work included for installation of wire including, hauling and setting up wire pull
Itio		Installation of any type of distribution equipment
ribu	•	All work included in this operation
Distribution	Secondary Work	All work included in this operation
	URD	All work included in this operation
		Building and installing structures including buses
		Installation of any type of substation equipment
Other		All work included in this operation
ŏ		All work included in this operation
		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
					Load and Unload																															
				c	Erection / Framing																															
#				Transmission	Dig & Set Poles																															
Local				mi	Stringing																															
<u>_</u>				ans	Sag/Deadend/Clip																															
ng Bu			ion	F.																																
Working			irat																																	
ĕ∣			Exp		Transmission Subtotal																															
		ü	no		Dig & Set Poles		4																													
	ä	rati	ati		Frame Poles		4																													
	crew:	xpi	tific	ou	Install Wire			3																												
	ou	ш с	Ceri	out	Install Equipment	8		3																												
#		atio	ue (Distribution	Transfer Primary		2																													
calt	ftin	fice	esci	Dis	Secondary Work			1		6																										
2	hot	erti	t R		URD																															
Home Local#:	Length of time	CPR Certification Expiration:	Bucket Rescue Certification Expiration:																																	
울	Le	9	Bu		Distribution Subtotal	8	10	10		6																										
					Substation - Erection																															
					Substation - Equipment																															
				Other	Highway Lighting																															
				ð	Railroad																															
					Storm - Travel / Staging					10																										
					Inclement & Show up				2																											
			ü		Other Subtotal					10																										
			atic		Total Hours Worked			10																												
			pir			0)f th	e to	tal h	ot h	our	s w	orke	d, h	ow	mai	ny w	ere	spe	nt i	n th	e fo	llow	ing	thre	e c	ateg	orie	s?	_				_	_	
		ü	пE		Climbing Hot																															
		atio	tion		Aerial Work Hot																															
		pir	fica		Ground Hot																															
	on job:	Ĕ	erti		Of the	e to	otal	hot	hou	rs w	ork	ed, I	how	ma	ny v	vere	e sp	ent	usin	g th	ie to	ols	in th	ne fo	ollov	ving	tw	o ca	teg	orie	s? (:	shou	ld ec	ุ ual t	otal	hot
	onj	tior	ů S S		Rubber Gloves																															
	ne	ica	cui		Hot Sticks																															
ï	ftir	iti	Re				0	f the	e to	tal h	our	s w	orke	d, h	ow	mai	ny w	ere	spe	nt i	n th	e fo	llow	ing	thre	ee ca	ateg	orie	s?							
ğ	Length of time	1 [#] Aid Certification Expiration:	Pole Top Rescue Certification Expiration:		Climbing Cold																															
Contractor:	ngt	Aid	le T		Aerial Work Cold																															
<u>S</u>	e	¥.	Po		Ground Cold																															

Example:

Jim worked on Distribution on the 1st of the month, he worked 8 hours installing transformers - "install equipment" On the 2nd of the month, he set poles for 4 hours, framed poles for 4 hours and transferred primary for 2 hours. On the 3rd of the month, he framed poles, installed a transformer = 3 and triplex wire = 3, and did some secondary work = 3. On the 4th of the month, he had a 2 hour show up due to inclement weather. On the 5th of the month, he came in for storm, traveled a few hours out and did some de-energized service - "secondary work" = 6 storm/travel/stage = 10.

As you can see, all of the hours are subtotaled into the **distribution subtotal** and the **other subtotal**. Then, the hours are added together in the **total hours worked column** at the bottom and subtotaled all the way to the right. Please note, any area that is shaded requires subtotals.

	T I				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
					Load and Unload																																
				E	Erection / Framing																																
#				Transmission	Dig & Set Poles																																
Local				smi	Stringing																																
. <u>.</u>			÷	ans	Sag/Deadend/Clip																																
ⁿ g			tior	F																																	
Working			Bucket Rescue Certification Expiration:																																		
3		l	Exp		Transmission Subtotal																																
		<u>io</u>	uo		Dig & Set Poles		4																														4
	ž	rat	cati		Frame Poles		4																														7
	crew:	idx	tifi	ion	Install Wire			3																												\square	
	5	E S	Cer	but	Install Equipment	8		3																												\square	1
±.	ne	atic	an	Distribution	Transfer Primary		2																														2
cal	ftir	ific	esc	Di	Secondary Work			1		6																										\square	7
2	h o	er	et R		URD												<u> </u>		-									L_	<u> </u>	L_	<u> </u>					\square	
Home Local#:	Length of time	CPR Certification Expiration:	lcke			_																														\square	
Ť	Le	5	B	_	Distribution Subtotal	8	10	10		6																											34
					Substation - Erection																																
					Substation - Equipment																								<u> </u>	<u> </u>	<u> </u>					\square	
				Other	Highway Lighting																									L_						\square	
				Ó	Railroad										<u> </u>	<u> </u>	<u> </u>	<u> </u>	-		-	<u> </u>			\square		\square										
					Storm - Travel / Staging					10					<u> </u>	<u> </u>	-	<u> </u>	-		-		<u> </u>	-	<u> </u>	<u> </u>			\square		\square	10					
					Inclement & Show up	_			2																												2
			ü		Other Subtotal					10															_												12
			ati		Total Hours Worked				2																											4	46
			xpir			0	f the	e to	tal h	ot h	our	s w	orke	ed, h	low	ma	ny w	/ere	e spe	ent i	n th	e fo	llow	ring	thre	e c	ateg	gorie	es?	_	_			_	_	_	_
		Ë	nE		Climbing Hot																																
		atic	tio		Aerial Work Hot	8	6	10																													24
		pir	fica		Ground Hot																																
	on job:	l 🛱	erti		Of the	_	_		_	rs w	ork	ed, I	how	ma	iny v	ver	e sp	ent	usin	g th	ne to	ols	in th	ne fo	ollo	wing	g tw	o ca	teg	orie	s? (:	shou	ld ec	lual t	total	_	_
	5	tio	e C		Rubber Gloves	8	6	10																													24
	me	fica	scu		Hot Sticks																																
or:	Length of time	1 [#] Aid Certification Expiration:	Pole Top Rescue Certification Expiration:			_	0	f the	e tot	_	our	s w	orke	d, h	ow	ma	ny w	/ere	e spe	nt i	n th	e fo	llow	ring	thre	e c	ateg	gorie	es?				_	_	_		_
act	h o	0 p	Top		Climbing Cold					3																											3
Contractor:	ngt	Ai	ele.		Aerial Work Cold					3																											3
18	P 9	۳,	Po		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.** 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.

<u>Note</u>: 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.

<u>Note</u>: Climbing hours are claimed when you are climbing a pole or steel. Climbing is climbing.

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