

# PHCC-GSA PLUMBING APPRENTICESHIP AND TRAINING PROGRAM

DAILY TIME CARD (DAS-103)



PRINT FULL NAME \_\_\_\_\_

MONTH \_\_\_\_\_

YEAR \_\_\_\_\_

WORK PROCESSES	OJT Hours	CALENDAR DATES																															Monthly Totals	
		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		
1. Design and Layout of Systems	450																																	
2. Drain, Waste and Vent Piping Install & Testing	1800																																	
3. Finish, Fixtures, and Faucets, Install	800																																	
4. Gas Piping, Install & Testing	900																																	
5. Hot and Cold Water Piping, Install & Testing	1800																																	
6. Water Heaters and Vents, Install	300																																	
7. Operation and Care of Tools	450																																	
8. Strapping, Backing, and Hangers	300																																	
9. Welding and Brazing	400																																	
<b>TOTAL PROGRAM OJT HOURS</b>	<b>7200</b>																																	
<b>RELATED INSTRUCTION TRAINING</b>	<b>800</b>																																	

**OUT OF WORK STUDENTS** must submit a time card every month with '0' hours.

**OJT = ON-THE-JOB TRAINING HOURS**

COMPANY NAME \_\_\_\_\_

ON-THE-JOB SUPERVISOR SIGNATURE \_\_\_\_\_

STUDENT SIGNATURE \_\_\_\_\_

## TIME CARDS ARE DUE BY 1st OF THE MONTH

**TIME CARDS ARE LATE AFTER THE 2nd OF THE MONTH & WILL RESULT IN DISCIPLINARY ACTION AFTER THE 10th**

ADDRESS CHANGE / UPDATE CONTACT INFORMATION:

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**FOR OFFICE USE ONLY:**

DATE RECEIVED: \_\_\_\_\_

DATE ENETERED: \_\_\_\_\_

REV. 1/18

**E-MAIL:** [timecard@phccgsa.org](mailto:timecard@phccgsa.org) • **FAX:** (916) 640-0905 • **MAIL:** 1820 Tribute Road, Suite A, Sacramento, CA 95815

INSTRUCTIONS AND AN EXAMPLE FOR COMPLETING TIMECARDS IS LISTED ON THE BACKSIDE OF THIS FORM

Month/Year: July/2017

Print Your Name: Christopher Plumber (Full name as spelled on ID)

WORK PROCESSES	OJT HOURS	CALENDAR DATES																															TOTAL Monthly OJT		
		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			
1. Design and Layout of Systems	450		7	3	x	x			8			x	x			8			x	x			8			x	x			8					42
2. Drain, Waste and Vent Piping Install & Testing	1800			5	x	x	2					x	x	2					x	x	2					x	x	2							13
3. Finish, Fixtures, and Faucets, Install	800	2			x	x	2			8		x	x	2		8			x	x	2		8			x	x	2			8			42	
4. Gas Piping, Install & Testing	900				x	x	2					x	x	2					x	x	2					x	x	2							8
5. Hot and Cold Water Piping, Install & Testing	1800	6			x	x	2	8			8	x	x	2	8			8	x	x	2	8			8	x	x	2	8			8		8	78
6. Operation and Care of Tools	450		1		x	x						x	x						x	x						x	x								1
7. Strapping, Backing, and Hangers	300				x	x						x	x						x	x						x	x								
8. Water Heaters and Vents, Install	300				x	x						x	x						x	x						x	x								
9. Welding and Brazing	400				x	x						x	x						x	x						x	x								
TOTAL PROGRAM OJT HOURS	7200	8	8	8			8	8	8	8	8			8	8	8	8	8			8	8	8	8	8	8			8	8	8	8	8	8	184
RELATED INSTRUCTION TRAINING	800																																		

**INSTRUCTIONS:**

1) List the number of hours worked in each work process category for each calendar date worked. 2) Add up each column to get the total number of hours worked for that calendar date located at the bottom of column. **Example:** You worked two (2) hours in category C and six (6) hours in category E, you would add those two categories together and your total would be eight (8). 3) Add up each work process in column (A, B, C, D, etc) to get the total number of hours worked for that work process in the "Total Program OJT Hours" column.

For the calendar date you attend class, (Related Instructional Training) list the number of hours in class in the row titled "Related Instruction Training". Add all figures across to get the total for the right column titled, "OJT Monthly Totals" and for the rows titled, "Total Program OJT Hours" and Related Instruction Training" located at the bottom.

**REMEMBER** to write your full name, the month and year CLEARLY at the top left hand side of this form. No credit can be given if your information is not there or is not legible. Your employer must sign your time card before credit can be given. If you are unable to obtain your employers signature prior to the 1st of the month, please turn in your time card to avoid being delinquent and PHCC will get approval from your employer. You will need to sign where it says, "Student Signature".

**NOTE:** Please maintain a copy of this form for your use. Blank copies are available for pick up from the PHCC office located at 1820 Tribute Rd. Suite A, Sacramento, CA 95815. **Time cards are due by the 1st of the month for the previous month.**