

Monthly Work Process Form
Carpentry



PRINT FULL NAME

Name: _____
Level _____

Month-Year: _____

Work Processes	Total Hours	Pay Week	Pay Week	Pay Week	Pay Week	Pay Week	Monthly Total
		End Date	End Date	End Date	End Date	End Date	
		1	2	3	4	5	
Framing - Steel & Wood	800						
Roofs	800						
Exterior Mill Work	1000						
Interior Wall Coverings	500						
Floors	500						
Interior Finish	1000						
Stairs - Wood & Concrete	400						
Residential, Commercial & Industrial Foundations & Forms	1500						
Other (Walkways, scaffolding, temp sheds, repairs & add., concrete forms, safety)	1500						
Total Hours Per Week							

Keep Copy for Your Records. Maintain All Co. Pay Check Stubs In Case Verification is necessary. THE APPRENTICE IS REQUIRED TO SUBMIT THESE SHEETS BY THE 10TH DAY AFTER THE MONTH THE HOURS WERE EARNED AS REQUIRED BY THE DEPT. OF LABOR APPRENTICESHIP STANDARDS.

Previous Month's Grand Total _____

Grand Total Apprenticeship Hours _____

Supervisor's Initials: S _____ S _____ S _____ S _____ S _____
 S = Satisfactory
 U = Unsatisfactory U _____ U _____ U _____ U _____ U _____

Comments: _____
 (continue on back if necessary)

This certifies that the above named apprentice received on-the-job training and work experience in accordance with, but not limited to, the schedule listed above. PLEASE NOTE: OJT experience need not be in the order listed, nor must the hours be continuous. Work process sheet total verified against Company OJT report, if available.

I have reviewed this report **ALL TOTALS ARE COMPLETED** and I hereby verify the above statement of work is correct.

Supervisor's Printed Name: _____

Supervisor's Signature _____ Date: _____

Apprentice's Signature _____ Date: _____