



December 2019

Apprentice Daily Record

Apprenticeship Training Trust
San Diego Chapter
Fax: 858-513-2373
Email: ojt@abcsd.org

Sheet Metal OJT Work Hours

--- November ---

	28	29	30	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	
Day	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	Totals
Process																																			
A																																			
B																																			
C																																			
Grand Total Hours:																																			

*** If you did not work during the month, you are still required to turn in this sheet with zero (0) hours listed ***

- 1.) Collect all paycheck stubs with a week end date of any day in December (even December 1).
- 2.) List your daily hours in the proper work process(es).
- 3.) Add the hours for each work process and enter it in the 'Totals' column.
- 4.) The 'Grand Total Hours' for the month should equal the number of hours listed on all your paycheck stubs.
- 5.) Attach copies of your paycheck stubs to hours sheet.
- 6.) Print your name, list your employer(s), and sign below.
- 7.) All information must be completed or this record will be returned to you.

**This record is due to
the ABC by
January 25, 2020**

Your Name _____ Current hourly wage \$ _____ Employer(s) _____

I certify that the hours recorded above are correct.

Apprentice Signature _____

Work Process Definitions

- A. Fabrication
- B. Installation
- C. Miscellaneous

PLEASE NOTE

You are required to keep a log of your On-The-Job training hours so the committee may monitor your progress in the Apprenticeship Program. This sheet must be turned in by the 25th of the month following the month in which the hours were worked. Documentation not received by the 25th of the month will generate a committee appearance letter for disciplinary action. Advancements and graduation are dependent upon receipt of hours.