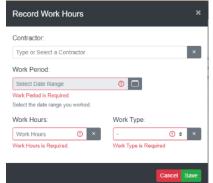# MEMBER PORTAL
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Time Card

Within Carpenters.org and the UBC Mobile app, active members may input their On-The-Job Training work hours. The ability to use the online timecard must first be enabled by their local Training Center. Each Training Fund defines certain criteria for logging time and editing previously submitted hours.

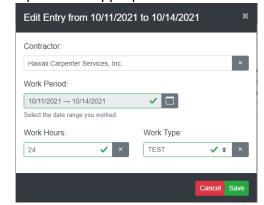## Logging Work Hours

Steps to Submit a Work Entry

Step 1 Access Carpenters.org
Step 2 Select Members (Located on the upper right side)
Step 3 Click Member Portal and **Click Here**
Step 4 Select `Time Card`
Step 5 Click on `⊕ Add Work Hours`
Step 6 Input required fields (marked in red)

Step 7 Click Save.

Steps to Modify a Work Entry

Step 1 Access Carpenters.org
Step 2 Select Members (Located on the upper right side)
Step 3 Click Member Portal and **Click Here**
Step 4 Select `Time Card`
Step 5 Click 🖉 next to the entry to change.
Step 6 Update the appropriate fields

Step 7 Click Save.

Contractor – You may begin typing a Contractor name or search for one within the dropdown menu. Your frequently used Contractors will appear at the top of your search. Should the Contractor not be listed, you may select Other. Contact your local Training Center to add the Contractor.

Work Period – The calendar selection is limited to the criteria defined by the Training Fund. There are 3 conditions for entering and editing work hours:

1. # of Days per time entry
2. Time entries may be entered up to # of days in the past
3. Time entries can be modified up to # days from creation

Work Hours – This is the number of hours worked during the timeframe selected in Work Period.

Work Type – This is the type of work associated to the hours worked. Should the work type not be listed among the options in this field, contact your local Training Center.

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Frequently Asked Questions

Why do I not see the Time Card option on my menu?
The Time Card option has not been enabled. Contact your Local Training Center.

What are all the time entries listed? I did not enter them.
These are existing work hours previously entered by your Local Training Center.

Why can't I select the From Date from the calendar? It is grayed out.
Your Local Training Center has defined certain criteria for inputting time. You may be selecting a date too far in the past. Contact your Local Training Center to enter your work hours on your behalf.

Why can't I select the To Date from the calendar? It is grayed out.
You may be attempting to select a date in the future. The system forbids you to enter work hours that have not taken place yet. Alternatively, you may be attempting to enter work hours for a duration that exceeds the limit defined by your Local Training Center.

Where are the edit and delete buttons?
Each work entry can be modified or deleted for a limited time. If the buttons are not visible, contact your Local Training Center to make changes to previous entries.

Can I see all of my OJT Work Hours to date?
Yes! From the Submit Work Hours screen under Time Card, you can filter the lines displayed by Contractor, Year, or Work Type. You may then scroll through the pages to view all entries. Alternatively, you can run a Report to show all hours by clicking on the Reports tab and download your preferred format.