

FAQs

Q: When is the latest that I can submit my time card online and not lose any discipline points?

A: Time cards submitted on the WECA website must be completely entered and attested to by 11:59pm on the 10th of the month to be considered on time. Midnight is too late.



Q: I tried logging in with my Student ID and the last 6 digits of my SSN but I get the message "Account not found. Login failed." What should I do?

A: This indicates that you have already logged in and setup a Password for your account. Click the link in the Forgot Password section on the Login screen to have your Password emailed to you.

QUESTIONS

Contact Sarah Somers at ssomers@goweca.com or 877-444-9322 x110

WECA

3695 Bleckely Street
Rancho Cordova, CA 95655
www.goweca.com

Step by Step Guide: Apprentice Monthly Time Card Entry

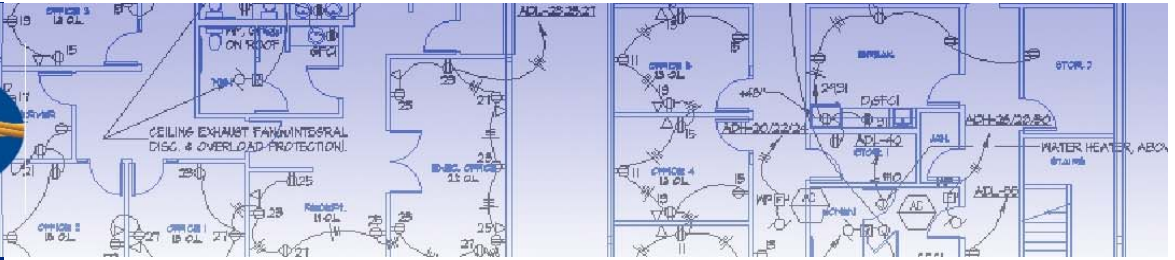
1. Visit www.goweca.com and click Login.
2. Enter your login information on the Login screen. If you haven't previously logged in, enter your Student ID as the Password and the last 6 digits of your Social Security Number as the Password.
3. From the Apprentice Main Menu, click **Enter Monthly Time Cards**.

Here you will see a list of all of your Monthly Time Cards and their statuses (see screen shot below). Note that you will have different options for the Time Card depending on the Time Card Status:

- If you have not entered any time for the month you will see a **Create Time Card** button.
- If some time has been entered but the Time Card has not been submitted, you will have a **Continue Time Card** button.
- If the Time Card has been completed and submitted to WECA you will see a **View Time Card Receipt** button.

Time Card	Due Date	Status	
March, 2011	4/10/2011	New	Create Time Card
February, 2011	3/10/2011	Submitted 3/10/2011	View Time Card Receipt
January, 2011	2/10/2011	Submitted 2/8/2011	View Time Card Receipt
December, 2010	1/10/2011	Submitted 1/9/2011	View Time Card Receipt
November, 2010	12/10/2010	Submitted 12/6/2010	View Time Card Receipt
October, 2010	11/10/2010	Submitted 11/3/2010	View Time Card Receipt
September, 2010	10/10/2010	Submitted 10/4/2010	View Time Card Receipt
August, 2010	9/10/2010	Submitted 9/1/2010	View Time Card Receipt
July, 2010	8/10/2010	Submitted 8/9/2010	View Time Card Receipt

4. To start a new Time Card, click **Create Time Card** for the month you wish to enter time for.



FAQs

Q: Should I still submit a Time Card if the Due Date for the month has passed?

A: Yes! Failure to submit Time Cards will result in penalties. Please see current Rules and Regulations for Penalties of late or missing Time Cards.



Q: I entered 2:30, clicked Save & Update Calculations and my data disappeared. What happened?

A: 2:30 is not a valid format. Please enter 2.5 instead.



Q: I need to make edits to a time card I submitted to WECA, how do I do that?

A: Once a Time Card has been submitted to WECA there is no way to make changes to it through our online interface. For corrections or updates email, fax, mail or hand deliver a paper time card with the edits.

QUESTIONS

Contact Sarah Somers at ssomers@goweca.com or 877-444-9322 x110

WECA

3695 Bleckely Street
Rancho Cordova, CA 95655
www.goweca.com

Step by Step Guide: Apprentice Monthly Time Card Entry

- On the Edit Monthly Time Card screen (shown below), allocate the time you worked each day to the appropriate Work Process. Time should be entered in decimal format. For example, if you worked one and a half hours enter 1.5 not 1:30. To have Totals updated click **Save & Update Calculations**.

Edit Monthly Time Card

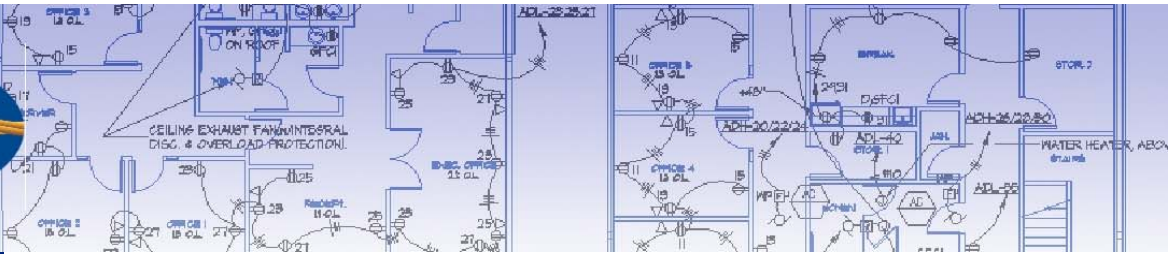
Name: **New Guy**
 Person ID Number: **100054**
 Program: **Commercial**
 Time Card Month: **October, 2009**
 Time Card Started: **Friday, October 09, 2009**

Work Process	1 Thurs	2 Fri	3 Sat	4 Sun	5 Mon	6 Tue	7 Wed	8 Thurs	9 Fri	10 Sat	11 Sun	12 Mon	13 Tue
Planning & Initiating Project													
Planning & Installing Branch Circuits													
Establishing Power Distribution & Panels													
Trim, Finish, & Hookup													
Special Systems													
Start-up, Testing, & Troubleshooting													
Total Daily Hours	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

- If you will have more time to enter later in the month:
 - Click **Save & Update Calculations**.
 - Close your browser window.
 - When you are ready to complete Time Card entry for the month simply login, and from the Monthly Time Cards screen click the **Continue Time Card** button next to the appropriate month.

If you have completed time entry for the month:

- Click **Save & Continue**.



FAQs

Q: I submitted my Time Card but on the Monthly Time Cards screen the month still shows the Create New Time Card button, did my submission go through?

A: Yes, if you got to the Monthly Time Card Submitted screen your submission went through. Try clicking Refresh on your browser and the button should change to **View Time Card Receipt**.



Q: Why am I not able to submit my time when I select "I have not yet completed this Monthly Time Card"?"

A: Time Cards must be complete for the month prior to submission to WECA. If you have more time to enter at a later date you may close your browser after you get to the Review Monthly Time screen. And don't worry, your data will be saved. You can login and continue entering time for the month at a later date.

QUESTIONS

Contact Sarah Somers at ssomers@goweca.com or 877-444-9322 x110

WECA

3695 Bleckely Street
Rancho Cordova, CA 95655
www.goweca.com

Step by Step Guide: Apprentice Monthly Time Card Entry

- 7. On the Review Monthly Time Card screen (shown below), verify that your Total Daily Hours and Total Work Process Hours are correct.

If you have edits to make:

- Click **Edit Time Card** to return to the Edit Monthly Time Card screen.

If everything looks good and you are ready to submit your Time Card to WECA:

- Select one of the following options:
"I certify that the hours submitted on this MTC are true and correct to the best of my knowledge. I further acknowledge proper supervision during this MTC period."
Or
"I have concerns over my supervision and request that WECA contact me."

Review Monthly Time Card

Name: New Guy
Person ID Number: 100054
Program: Commercial
Time Card Month: October, 2009
Time Card Started: Friday, October 09, 2009 2:43 PM

Work Process	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	Total Work Process Hours
	Thurs	Fri	Sat	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	Sun	Mon	Tue	Wed	Thurs	Fri	Sat	
Planning & Initiating Project	8.00	8.00			8.00	8.00																									32.00	
Planning & Installing Branch Circuits							8.00	8.00	8.00			8.00	8.00	8.00	8.00	6.00															24.00	
Establishing Power Distribution & Panels																	2.00														38.00	
Trim, Finish, & Hookup																															30.00	
Special Systems																															28.00	
Start-up, Testing, & Troubleshooting																															28.00	
Total Daily Hours	8.00	8.00			8.00	8.00	8.00	8.00	8.00			8.00	8.00	8.00	8.00	8.00															168	

I have not yet completed this Monthly Time Card
 I certify that the hours submitted on this MTC are true and correct to the best of my knowledge. I further acknowledge that I received proper supervision during this MTC period
 I have concerns over my supervision and request that WECA contact me.

[Edit Time Card](#) [Submit to WECA](#)

- 8. Click **Submit to WECA**.

After your Time Card is submitted you will be taken to the Monthly Time Card Submitted screen where you'll have the option to print your Time Card for reference.

- 9. Click **Close Window** to return to the Monthly Time Cards screen. If you get back to the Monthly Time Cards screen and the month still shows a **Create New Time Card** button, click Refresh on your browser and the button should change to **View Time Card Receipt**.

CONGRATULATIONS, YOU'RE DONE WITH MONTHLY TIME CARD ENTRY!!