

Monthly Timesheet Category Descriptions

Categories		Description
Transmission	Load and Unload	Handling & Hauling/ spotting Material
	Erection / Framing	Building and framing poles and towers
	Dig & Set Poles	Includes installation of anchors
	Install Insulators	Assembling, hanging, replacing insulators
	Stringing	All work included for installation of wire including, hauling and setting up wire pull
	Sag / Deadend / Clip	All work included in this operation
Distribution	Dig & Set Poles	Includes installation of anchors
	Frame Poles	Building and framing poles
	Install Wire	All work included for installation of wire including, hauling and setting up wire pull
	Install Equipment	Installation of any type of distribution equipment
	Transfer Primary	All work included in this operation
	Secondary Work	All work included in this operation
	URD	All work included in this operation
Other		
	Substation - Erection	Building and installing structures including buses
	Substation - Equipment	Installation of any type of substation equipment
	Highway Lighting	All work included in this operation
	Railroad	All work included in this operation
	Storm - Travel / Staging	All work included in this operation
	Inclement & Show up	Used for normal workday, when weather is a factor
	Climbing Hot	Used when climbing and doing energized work
	Aerial Work Hot	Used when doing Aerial energized work
	Ground Hot	Used when breaking M.A.D. from the ground
	Rubber Gloves	Used when working in rubber gloves and the work is energized
	Hot Sticks	When using insulated tools rather than rubber gloving
	Climbing Cold	Used when climbing and doing de energized work
	Aerial Work Cold	Used when doing Aerial de energized work
	Ground Cold	Used for all hours not involving any aerial,climbing, or energized work

Name:		Month:	Year:	Home Local#:	Working in Local #:																																
Contractor:		Length of time on job:																																			
Length of time on crew:		CPR Certification Expiration:																																			
1st Aid Certification Expiration:		Bucket Rescue Certification Expiration:																																			
Day of the Month		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	ST				
Transmission	Load and Unload																																				
	Erection / Framing																																				
	Dig & Set Poles																																				
	Stringing																																				
	Sag/Deadend/Clip																																				
Transmission Subtotal																																					
Distribution	Dig & Set Poles		4																															4			
	Frame Poles		4	3																														7			
	Install Wire			3																														3			
	Install Equipment	8		3																														11			
	Transfer Primary		2																															2			
	Secondary Work				1	6																												7			
	URD																																				
Distribution Subtotal		8	10	10		6																												34			
Other	Substation - Erection																																				
	Substation - Equipment																																				
	Highway Lighting																																				
	Railroad																																				
	Storm - Travel / Staging					10																												10			
	Inclement & Show up				2																													2			
Other Subtotal					2	10																												12			
Total Hours Worked		8	10	10	2	16																												46			
Of the total hot hours worked, how many were spent in the following three categories?																																					
Climbing Hot																																					
Aerial Work Hot																																					
Ground Hot																																					
Of the total hot hours worked, how many were spent using the tools in the following two categories? (should equal total hot)																																					
Rubber Gloves																																					
Hot Sticks																																					
Of the total hours worked, how many were spent in the following three categories?																																					
Climbing Cold																																					
Aerial Work Cold																																					
Ground Cold																																					

Example:

Jim worked on Distribution on the 1st of the month, he worked 8 hours installing transformers - "install equipment" On the 2nd of the month, he set poles for 4 hours, framed poles for 4 hours and transferred primary for 2 hours. On the 3rd of the month, he framed poles, installed a transformer = 3 and triplex wire = 3, and did some secondary work = 3. On the 4th of the month, he had a 2 hour show up due to inclement weather. On the 5th of the month, he came in for storm, traveled a few hours out and did some de-energized service - "secondary work" = 6 storm/travel/stage = 10.

As you can see, all of the hours are subtotaled into the **distribution subtotal** and the **other subtotal**. Then, the hours are added together in the **total hours worked column** at the bottom and subtotaled all the way to the right. Please note, any area that is shaded requires subtotals.

Day of the Month		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	ST
Transmission	Load and Unload																																
	Erection / Framing																																
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Distribution	Dig & Set Poles			4																													4
	Frame Poles			4	3																												7
	Install Wire				3																												3
	Install Equipment			8	3																												11
	Transfer Primary			2																													2
	Secondary Work				1	6																											7
Distribution Subtotal		8	10	10		6																											34
Other	Substation - Erection																																
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Climbing Hot																																	
Aerial Work Hot		8	6	10																													24
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Of the total hot hours worked, how many were spent using the tools in the following two categories? (should equal total hot)																																	
Rubber Gloves		8	6	10																													24
Hot Sticks																																	
Of the total hours worked, how many were spent in the following three categories?																																	
Climbing Cold						3																											3
Aerial Work Cold						3																											3
Ground Cold		4		2	10																												16

The section below **Total Hours Worked** is hot/cold section. Let's look at the hot section first, on the 1st Jim installed transformers all day in the bucket working energized lines, in his gloves and sleeves. So that would be 8 hours **Aerial work hot**. On the 2nd he set poles/framed/ transferred primary so he had 6 hours **Aerial work hot**, and 4 hours **ground cold**. The 3rd he was in the bucket all day so he had 10 hours **Aerial work hot**. The 4th he had a 2 hour show up so that is **ground cold**. Then on the 5th he traveled and did some de-energized services on storm, he worked out of the bucket and climbed a pole doing these services. So, he claimed **10 ground cold, 3 Aerial cold and 3 climbing cold**. Make sure you subtotal your hours on the right in the shaded area.

Then of the total **hot** hours you need to determine weather you were in your rubber gloves or if you were hot sticking. As you can see Jim did not do any hot sticking so all of his hot time was in rubber gloves. Again, adding subtotals to the right, **keep in mind your hot hours have been accounted for in this area so you do not add them to your subtotals going up and down**. Only add the HOT/COLD hours to equal your **Total hours worked**.

To summarize, Jim had 24 aerial work hot hours, 3 climbing cold hours, 3 aerial work cold hours 16 ground cold which total the total hours worked = 46.

Note: Make sure all columns and sub-totals are added correctly or the time sheet will be returned to you for correction

Note: Holidays and practical training classes do not need to be accounted for on these time sheets as these are for on the job training.

Note: Climbing hours are claimed when you are climbing a pole or steel. Climbing is climbing.

Note: Aerial is when you are aerial. Example would be, a bucket, crane, or JLG.