Stewards Reports Instructions

1. Select the report type by clicking the down arrow to choose from the options on the dropdown menu.

2. Select from dropdown menu to fill in the Name/Description of Project
   a. if you select “other” fill in the box to the right with a description of project

3. Next, select Project Address/Location
   b. if you select “other” fill in the box below with a description of project

4. Fill in the City that the project took place in

5. Select from the dropdown the county in which the project took place

6. Select on the calendar the start date of the project. Scroll through by month by clicking either the left or right arrows in the top corners and then select a date by clicking on the number

7. Next, select the pay period starting and ending dates by selecting from the calendar

8. Select from the dropdown the company in which you are employed

9. Select the General Contractor from the dropdown menu

10. Fill in the duration of the job (ex. 8 hours, 5 days, etc.)

11. Select from the dropdown menu the percent of job completion

12. Contractors Welfare/Pension Paid Up? Select either yes or no

13. Enter the total number of iron workers on the report

14. Select 1st, 2nd, or 3rd shift from the dropdown menu

15. Select what percent the Journeymen Wages on the project were paid at

16. Enter contact phone number best to be reached at

17. Select type of job funding for the job by selecting the circle beside state, federal, or private
18. Under the Foreman section, enter in the Foreman’s first and last names. To add additional fields to enter more names, click “Add Foreman” in the upper right corner.

19. Under the “Work Descriptions” Section, select the type of work from the dropdown. After selecting the type of work, a second dropdown menu will appear. Select additional description details related to the job type.

2. To add additional types of work, click “add work description” in the upper right hand corner and select other types of work from the new drop down menu.

20. Under the “Accidents” section, type into the box a detailed description of the accident and then click on the calendar to the right to select the date that the accident occurred. To add additional accidents, click “add accident” in the upper right hand corner.

21. Under the “Worker” section, fill in all details related to workers on the job and their number of hours for each category. To add additional workers, “click add worker” in the upper right hand corner. The number of Total Hours Paid and Total Hours Work will automatically populate at the bottom of the form.

22. Under “Job Site Photos” click browse to select a file from your computer and upload.

23. Be sure to fill in name and contact information along with any additional notes/details before submitting report.

24. Click “Submit Report” once completed.