

Location

Undertime Work Date

Step 1 - Local Management: Enter Undertime Hours Requested by Shift

	IAM	IBEW	NCFO	IBBB	SMW
Shift 1	0	0	0	0	0
Shift 2	0	0	0	0	0
Shift 3	0	0	0	0	0
Total	0	0	0	0	0

Step 2 - Local Chairmen: List Names and Hours of Employees Filling Requests

Shift 1	IAM			IBEW			NCFO		
	EID	NAME	HOURS (4 OR 8)	EID	NAME	HOURS (4 OR 8)	EID	NAME	HOURS (4 OR 8)
Total			0			0			0

Shift 2	IAM			IBEW			NCFO		
	EID	NAME	HOURS (4 OR 8)	EID	NAME	HOURS (4 OR 8)	EID	NAME	HOURS (4 OR 8)
Total			0			0			0

Shift 3	IAM			IBEW			NCFO		
	EID	NAME	HOURS (4 OR 8)	EID	NAME	HOURS (4 OR 8)	EID	NAME	HOURS (4 OR 8)
Total			0			0			0

Step 3 - When Complete Provide to Local Manager and copy to Timekeeper

Step 4 - Timekeeper Enter in EDCS for Payroll Adjustment

Complete

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Location Fort Worth
 Undertime Work Date 5/1/2020

***SAMPLE FILLED OUT TO ILLUSTRATE COMPLETION**

Step 1 - Local Management: Enter Undertime Hours Requested by Shift

	IAM	IBEW	NCFO	IBBB	SMW
Shift 1	8	16	0	0	0
Shift 2	8	8	16	0	0
Shift 3	16	0	0	0	0
Total	32	24	16	0	0

Step 2 - Local Chairmen: List Names and Hours of Employees Filing Requests

Shift 1	IAM			IBEW			NCFO		
	EID	NAME	HOURS (4 OR 8)	EID	NAME	HOURS (4 OR 8)	EID	NAME	HOURS (4 OR 8)
	0123456	Bob Smith	8	0123457	Sally Smith	8			
				0123458	Joe Smith	8			
Total			8			16			0

Shift 2	IAM			IBEW			NCFO		
	EID	NAME	HOURS (4 OR 8)	EID	NAME	HOURS (4 OR 8)	EID	NAME	HOURS (4 OR 8)
	0123459	Frank Fellow	4	0123461	Larry Lucky	8	0123462	Laura Lucky	8
	0123460	Dan Smith	4				0123463	Lacey Lucky	4
							0123464	Riley Dog	4
Total			8			8			16

Shift 3	IAM			IBEW			NCFO		
	EID	NAME	HOURS (4 OR 8)	EID	NAME	HOURS (4 OR 8)	EID	NAME	HOURS (4 OR 8)
	0123465	Kevin Kool	8						
	0123466	Justin Smith	8						
Total			16			0			0

Step 3 - When Complete Provide to Local Manager and copy to Timekeeper

Step 4 - Timekeeper Enter in EDCS for Payroll Adjustment

Complete

Yes