

WORK HOURS ONLINE INSTRUCTIONS

Disclaimer: If you have any issues creating an account, logging in or issues with the website, please visit the Frequently Asked Questions (FAQ) of the Accounts page at: <https://www.snoejatc.net/hours-faq> or you can fill in the support form that can be found at: <https://www.snoejatc.net/accounts> or email: support@snoett.net.

CREATING YOUR NEW ACCOUNT

1. Open your favorite web browser (for iPhone users, DO NOT use Safari).
2. Navigate to: www.snoejatc.net.
3. Click on the [Accounts](#) tab at the top of the webpage.
4. Scroll down until you see the [Create Account](#) blue bar/button and click.
5. Enter all the information requested:
 - A. Email address
 - I. You can use any email address you have access to (make sure it is the one that you gave to the Apprenticeship Office staff).
 - B. Create a password
 - II. Rules: At least 8 characters long to include a minimum of 1 uppercase letter, 1 lowercase letter AND 1 number.
 - C. Confirm password by retyping.
 - D. Enter your member information which must match exactly what the Apprenticeship Office has on file:
 - I. First Name
 - II. Last Name
 - III. Member ID
 - a) Applicant Number
 - i) If you have not yet received your IUOE Registration Number.
 - b) IUOE Registration Number
 - i) If this does not work and you have your IUOE Registration Number, we might not have received the information so please use your Application Number.
 - IV. Phone Number
 - a) Any 10-digit phone number we have on file for you.
 - E. Click on [Setup New Account](#).

LOGGING INTO YOUR ACCOUNT & ADDING WORK HOURS

1. Open your favorite web browser (for iPhone users, DO NOT use Safari).
2. Navigate to: www.snoejatc.net.
3. Click on the [Accounts](#) tab at the top of the webpage.
4. Scroll down until you see the [Login for the Online Hours](#) blue bar/button and click.
 - A. **We DO NOT have an App to download so this is the page you should save to the home screen of your cell phone for quick access.**
5. Enter all the requested information:
 - A. Email address
 - B. Member ID
 - C. Password
6. Your information screen will appear – no action required.

7. Click on the [Work Hours](#) tab and then click on [Work Hours Entry](#) at the bottom of the list.
8. Click the box next to [Accept](#).
9. Entering Hours
 - A. Input the [Work Date](#)
 - I. You can either type in the date or click in the [Work Date](#) box and select the date from the pop-up calendar.
 - B. Select the [Work Type](#)
 - I. This drop down menu will have the job descriptions available for your particular classification (i.e. Equipment Operator, Heavy Duty Repairman, Surveyor, etc.)
 - II. Scroll through the entire list of jobs and make your selection.
 - III. If you feel there is a job or machine that is not on that list, choose the "Miscellaneous" code.
 - C. Input the hours worked for that [Work Type](#).
 - D. You can leave the Contractor Name blank because the Apprenticeship Office staff will enter the contractor's name when a copy of your Dispatch card is received.
 - E. Click the ADD button.
 - F. Before you Logout, double-check your entry for errors.
 - I. You can make corrections by either using the EDIT button **or** DELETE button.
 - a) To EDIT, click on the EDIT button, make your correction, then click on the UPDATE button.
 - b) Using the DELETE button will allow you to start a new entry without having to edit and update.
10. All of the hours that you have personally put in the system will be viewable on the screen for only ten (10) days.
 - A. You can view ALL of your hours by selecting either [Work Hours Summary](#) or [Work Hours Detail](#) in the list of selections under the [Work Hours](#) tab.
11. You DO NOT need to track the days that you aren't working. You DO NOT need to make a "Zero Hours for the Month" entry for any reason other than when you are on a Deferment (Leave of Absence), Suspension or are on the Out-of-Work list.
 - A. If you have not worked for an **entire month**, create your work hours entry by selecting the last day of the month for the [Work Date](#), selecting "Zero Hours for the Month" for the [Work Type](#), enter zero (0) for the [Hours](#), then click ADD.

Per the *Apprenticeship Rules*, the deadline to enter online monthly work hours is the 5th day of the following month. For example, all January hours are due by February 5th to be considered timely. Even though the *Apprentice Tracking System (ATS)* allows you to enter your hours either daily, weekly or monthly, **we highly recommend that you enter your hours daily** because **it will** affect your step upgrades (wage increases).

I hereby acknowledge receipt of a copy of this document and I agree to assume responsibility for submitting my work hours online in a timely manner.

Signature _____

Print Name _____

Date _____