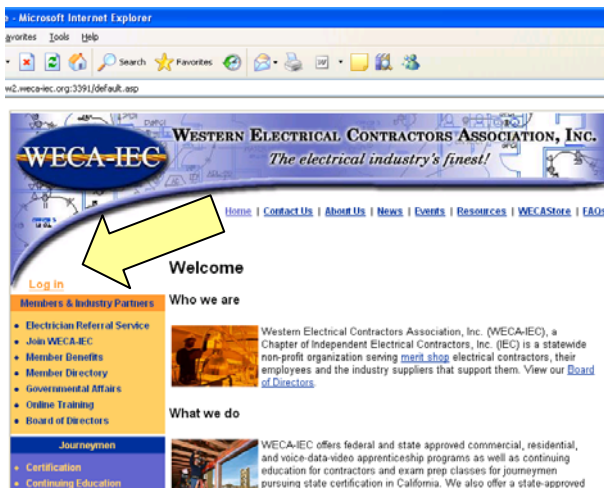




ONLINE ENTRY INSTRUCTIONS

Step 1: If needed, call WECA at (916) 453-0112 or toll free at (877) 444-9322 to receive your “User Name” and “Password”. Where extensions are noted in the instructions, please disregard. When calling for assistance simply ask for help with your Apprentice Monthly Hours Report.

Step 2: Go to www.goweca.org and click “Log In” and enter the “User Name” and “Password” provided to you by WECA.



Step 3: Click on “Enter MIR Hours” under Billing/Accounting and choose the current MIR Month





Step 4: Confirm and/or change hours “to” date (1) and enter MIR hours and Excess Pension for each apprentice.

Monthly Hours Worksheet

Contractor Name: Dick Emard Electric
 Hours: 02/19/2006 to 03/18/2006

Apprentice Monthly Hours

OJT Hours	OJT Hours Through	Class Year	RE	Program	WECA Apprentice ID Number	Apprentice's Last Name	Apprentice's First Name	Public Work Hours	Private Work Hours	Total Hours Worked	ATC Contribution	H & W Contribution	Pension Contribution	Excess Pension Dollars
6334.5	2/18/2006	4	SAC	Commercial	23491	Bonham	Derek	0.00	0.00	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1617.5	2/18/2006	2	SAC	Commercial	25089	Burr	Mark	0.00	0.00	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
3331.5	2/18/2006	2	SAC	Commercial	24450	Campos	Isaiah	0.00	0.00	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
2562.5	2/18/2006	2	SAC	Commercial	24884	Jaime II	Richard	0.00	0.00	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

a. To add an apprentice who is not on the list or to split an apprentice’s pension contribution between two levels: Enter the apprentice’s “Class Year”, “ID#”, MIR Hours” and “Excess Pension” in a blank line.

3260.25	2/18/2006	1	SAC	Commercial	25588	Savchenko	Mikhail	0.00	0.00	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
8120	2/18/2006	5	SAC	Commercial	22211	Thorp	Brandon	0.00	0.00	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
1141	2/18/2006	1	SAC	Commercial	100417	Tingzon	John	0.00	0.00	0.00	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
											\$	\$	\$	\$
											\$	\$	\$	\$
											\$	\$	\$	\$
											\$	\$	\$	\$
Totals								0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

I acknowledge that our company is in compliance with Section 208 Private Wage rates. [back to top](#)

Step 4: Click “I acknowledge” then “Save & Update Calculations”. WECA-IEC will calculate your contributions and generate totals for you to confirm. (If you do not have any Public Work Hours, continue to Step 6) .

											\$	\$	\$	\$
Totals								0	0	0	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

I acknowledge that our company is in compliance with Section 208 Private Wage rates. [back to top](#)

Journeyman Monthly Hours

Total Hours: 0
 Total Contributions: \$0

Journeyman Monthly Hours Spreadsheet to Upload
 (Only select file when you are ready to Submit to WECA)

I acknowledge that these contributions are in accordance with prevailing wage law and that WECA will not be responsible for verifying these amounts.

Instructions

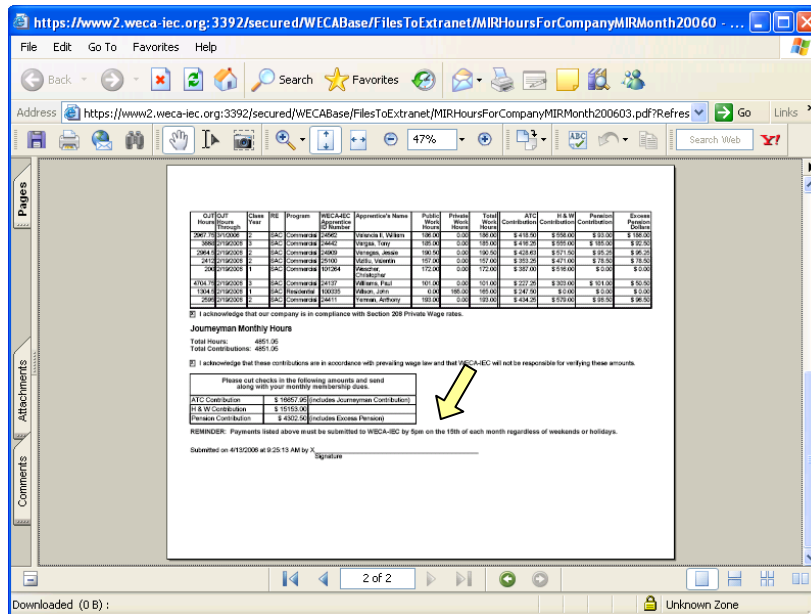
IMPORTANT: Payment must be submitted to WECA by 5pm on the 15th of each month regardless of weekends or holidays.

- After entering your Apprentice and Journeyman data above, click **Save & Update Calculations** to see updated Totals and Contribution Amounts. This will also save your work in progress so that you may log out and come back later to complete MIR entry. (Journeyman documents will not be saved until submission.)
- After successful submission of data to WECA, a final MIR Apprentice Journeyman Hours Worksheet Report will be available to view and print. Please print this document for your records and include a copy with your payment.
- Questions: Contact Accounting at (916) 453-0112 ext 29, or toll free 1-800-444-9322.

[Save & Update Calculations](#) [Submit to WECA](#) [Print](#) [Exit](#)



Step 8: Print and sign .pdf report (Must have Adobe Acrobat Reader)



Step 9: Review prior month's "Discrepancy Letters" if any.



Step 9: If mailing in your payment, allow time for mail delivery. Payments & reports must be received the earlier of the 15th of each month, or the business day preceding when the 15th falls on a weekend or holiday. Significant late fees are assessed for arrival of payment after the due date. If you call, I can process an ACH (debit) or a credit card payment as an alternative to a paper check. Mailing Address:

WECA
 3695 Bleckely Street
 Rancho Cordova, CA 95655

If you have any questions or concerns regarding this feature, please feel free to call Leanne Sipes at (916) 453-0112 ext. 129.