

To: All NMA Signatory Contractors

From: Stephen R. Lindauer
Impartial Secretary/Chief Executive Officer

Subject: **Reporting work hours under the National Maintenance Agreements**

NMA signatory contractors are obligated to report work hours under the terms of Article XXVI Section I of the National Maintenance Agreement. Therefore, all work hours performed (**including ‘zero’**) need to be filed at **www.NMAPC.org** on a quarter basis.

Reporting Procedure:

1. Visit **www.NMAPC.org**;
2. Click “**Site Extension Requests**,” located at the left side of the screen;
3. The next screen will require you to login;
 - Enter your username and password;
 - Contact 703.841.9707 if you need this information;
4. The next screen will be the Work Hour Reporting Menu;

To Report Hours Performed...

- Click “**Report Work Hours By Site Extension Request**,” located under Report Work Hours for Open Items;
- The next screen will be the List of Open Site Extension Requests;
 - Click on the relevant **Site Extension Request number**;
- The next screen is the Work Hours Reporting Form;
 - Complete the form;
 - Click “**Submit Work Hours**,” located at the bottom of the form;
 - Only select the “**Project Completed**” box *if* all work at the site is complete.

To Report Zero Hours Worked...

- Click “**Report No Work Hours for a Quarter/Month By Site Extension Request**,” located under Report Zero/No Work Hours for an Open Item;
- The next screen is the Work Hours Reporting Form;
 - Complete the form;
 - Click “**Continue**,” located at the bottom of the form;
- The next screen confirms that you intend to report Zero Work Hours;
 - Click “**Submit No Hours**,” located near the top of the form.