

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 1 of the National Maintenance Agreement. Therefore, all work hours performed (**including ‘zero’**) need to be filed at **[www.NMAPC.org](http://www.NMAPC.org)** on a quarterly basis.

### How to Report Work Hours:

1. Visit **[www.NMAPC.org](http://www.NMAPC.org)**;
2. Click **“Report Work Hours,”** located in the second yellow navigation row;
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 Hours Reporting dashboard;

### To Report Work Hours Performed:

- Click the blue **“Report Work Hours”** button next to the active Site Extension Request (SER) for which you would like to report hours;
- In the next screen choose a reporting period (quarter or month and year);
- Then report hours next to each craft by putting in the total number of hours that each craft worked (you can only report for crafts that approved the SER);
  - Click the blue **“File Hours”** button located at the bottom of the page;
  - At the bottom only select **“Project Completed”** *if* all work at that site is completed, this will move it from the “Active” to the “Completed” section.
- If you do not see a site/project that you need to report hours for, then you need to file a SER, which when approved, will then give you a place to report hours.

### To Report Zero Hours (Reporting Zero is only necessary for **Active** projects):

- Click the blue **“Report Zero Hours”** button located next to the active SER on the work hours page that you need to report Zero hours under;
- In the window choose a reporting period and project status and click “submit.”

For more information, please visit the **NMA I.Q. – eLearning Resource Center**.  
(<http://www.nmai.org/workhoursreporting/>)