

e-Time Card Instructions

To Fill out an electronic Time Card and email to the JATC:

- 1.) This application has been written for Adobe Reader XI. It will work on a PC, an Apple computer, or on a mobile phone that has the Adobe Reader application installed.
- 2.) Do not run the application in the browser. Download the blank document to your desktop first.
- 3.) The time card application will not work unless you install Adobe Reader XI or higher.
- 4.) Download the most current version of Adobe Reader at <http://get.adobe.com/reader/>
- 5.) Also, download the most current version of Java software at <https://java.com/en/download/index.jsp>
- 6.) Next, go to the Statewide Limited Energy JATC web site at www.statewidelea.org
- 7.) Click on Forms in the left-hand menu.
- 8.) In the list of Student & IBEW Member Forms, right-click on: Limited_Energy_Time_Card_version_2 and download the file to your computer by clicking Save Target As.
- 9.) Or you can click on the application in the browser and then save the blank document to your desktop.
- 10.) Do not run the application in the browser. Instead, download it and run it from your desktop in Adobe Reader.
- 11.) Edit the document using Adobe Reader XI or higher. You will be able to save the document when you click on File, Save As in the menu, or on the save icon in the browser toolbar.
- 12.) Edit the saved document on your desktop by using the Adobe Reader.
- 13.) Fill in the data fields.
- 14.) The form will calculate the columns and rows automatically.
- 15.) If you are currently employed, be sure to fill out the name of the Journey Installer supervisor.
- 16.) Go to File, Save As, in the menu, and save the edited file.
- 17.) Attach the saved PDF time card file to an email with the subject line reading "Time Card". Also include your full name in the body of the email.
- 18.) Email the saved time card PDF file to timecard@statewidelea.org
- 19.) When we receive the timecard, you will get a return email confirmation.
- 20.) Be sure to add timecard@statewidelea.org to your contact list so that the return email does not end up in your junk mail filter.