

NAME: MARINE CLERK								
NO. 01234 MONTH JANUARY								
DATE	COMPANY	Job	HOURS WORKED				TOTAL OT	
DAY	SHIP		S.T.	O.T.	MISC.	30%	TOTAL	
1	OFF							
2	OFF							
3	VACATION							
4								
5								
6								
7								
8		OFF						
9		OFF						
10	OFF							
11	YTI T1214	FR		10			10	
12				10			20	
13	PA 124	SC			FREE HRS	11		
14	STRONG					11		
15	FLOP						30	
SUB-TOTAL ACTUAL HOURS WORKED				20		22		

REVIEW HOURS:		1ST REVIEW	HRS.	2ND REVIEW:		HRS.	
DATE	COMPANY	Job	HOURS WORKED				TOTAL OT
DAY	SHIP		S.T.	O.T.	MISC.	30%	TOTAL
16	AFM T1 400	TWR		12			42
17	Fix Tow			12			54
18				12			66
19	EP T1227	SC				11	
20	EMST T1300	CTD		11			77
21				11			88
22	EPT T1233	DS		10			98
23	UNION BUS	B		12			110
24	OFF						
25	OFF						
26	MCA for the 26th 200						
27	EMST T1302	FR		10			210
28	GST	SC		10	Free Hrs		
29	IF S LB234	FR		10			220
30	B BRIDGE	FR		10			230
31	FLOP						240
31	SSA LB243	CTD		10			250
TOTAL ACTUAL HOURS WORKED				150		33	183

* = REDISPATCHED

This example card represents a dayside member - Key qualified

1. From the 3rd through the 7th, the member took vacation (1 week). 40 hours vacation is any 5 to 7 days for 40 hours. Entitled days off may be taken off prior to and after vacation. Vacation hours are not counted in the totals for check-in. Vacation days are equivalent to days worked.
2. The far right column should always be the same as the member's check-in hours including all payroll hours, flop hours, Union business hours, and the taking of MCA hours. It should be displayed as a running total; ie, on the 15th, the member was on 30 hours.
3. On the 13th and 14th, the member volunteered for a 30% job. 30% hours are free hours for Key board members and are not added to the total (Key) hours, ie: the 14th total is still 20.
4. On the 15th, there is a flop. All flops are 10 hours added to the total but not added to actual hours.
5. On the 23rd, the member was paid for Union business. Those hours are added to the running total.
6. On the 24th and 25th, the member took 2 days off during the week, therefore the member will take MCA for the 26th - 200 hours.
7. On the 27th, GST (General Safety Training) was taken. Those hours are not added to the running total, but they are added to the actual total.

NAME **MARINE CLERK**

NO. **12345** MONTH **JANUARY**

DATE	COMPANY	Job	HOURS WORKED				TOTAL OT	
			S.T.	O.T.	MISC.	30%	TOTAL	
1	OFF							
SA								
2	OFF							
SU								
3	VACATION							
MO								
A								
TU	1 WK							
5								
WE	40 HRS							
6								
TH								
7	VACATION							
FR								
8	PA 102	S/C				10	10	
SA	XDYZ	S/C					0	
9	T PAC 136	S/C				10	20	
SU	COMM H	S/C					0	
10	GST	G					20	
M	GENERAL SAFETY	T	10				0	
11	OFF							
TU								
12	OFF							
WE								
13	OFF							
TH								
14	LACT W 8	S					30	
FR	BEIJING	C				10	0	
15							40	
SA	L	L				10	0	
SUB-TOTAL ACTUAL HOURS WORKED			10			40	50	

* = REDISPATCHED

REVIEW HOURS: 1ST REVIEW HRS. 2ND REVIEW HRS.

DATE	COMPANY	Job	HOURS WORKED				TOTAL OT
			S.T.	O.T.	MISC.	30%	TOTAL
16	YTI T1214	F					52
SU	FX YDPLN	FP				12	0
17							64
MO						12	0
18	EMIS T1300	FP				11	75
TU							0
19							86
WE						11	0
20	ETS T1227	F				7	86
TH	NEW JERSEY	R					10
21	EMIS T1302	VP					98
FR	MEXICO	VP				12	22
22							110
SA						12	34
23	OFF						
SU							
24	OFF						
MO							
25	OFF						
TU							
26	OFF	MCA for				180	
WE		the 27th				200	
27	AHM T1400	F					192
TH	MRSK E	S/C				12	200
28	MAT L300	S/C					202
FR						10	200
29	PA 126	D					202
SA						10	210
30							212
SU	FLOP						220
31	175 W 234	S/C					223
MO	BAY BR	S/C				11	220
TOTAL ACTUAL HOURS WORKED						27	143
							170

This example card represents a nightside member - 30% qualified and vessel planner trained

1. The far right column should always be the same as a member's check-in hours including all payroll hours, flop hours, alternate shift conversions, union business, and the taking of MCA. It should be displayed as running totals of 30% over total(key) hours - 100/50 = 100 S/C hours over 50 hours total (key).
2. From the 3rd - 7th, the member took vacation one week (40 hrs). Vacation is any 5 to 7 days for 40 hrs. Entitled days off may be taken off prior to and after vacation. Vacation hours are not counted for check-in. Vacation days are equivalent to days worked.
3. On the 8th and 9th, 30% jobs were taken, (20 hrs) even though there are no key (total hrs). Zero (0) should be listed to indicate how the member checked in.
4. GST (General Safety Training) hours are free, not to be included in the totals to the right. GST should be included in actual hours. Actual hours should reflect member's payroll.
5. On the 20th, this 2nd shift member took a 3rd shift floor runner off their shift; therefore they must carry 10 hours instead of 7 in their right totals column - 86/10 hours.
6. On the 21st and 22nd, this qualified vessel planner took a vessel planner job. Vessel planner hours must be added to all totals VP, 30%, and key (total) - 110/34 on the 22nd.
7. Nightside members may take any 3 days off during the week. From the 23rd to the 26th, this member took 4 days off and they are below the MCA hours (180/200); Consequently, they must take MCA for both 30% hours and total (key) hours for the 27th - 180/200 hours.
8. The member flopped a 30% job; therefore, they add the flop hours to both totals, but not actual hours.