

Steward Reporting

2013

Steward Reports

You can load the blank Steward Report spreadsheet onto your desktop by:

1. Downloading it from the Local 798 website.
2. Copying it from the thumb (flash) drive provided.

Download from the Local 798 Website

- Open a web browser to www.local798.org.
- Click on “Stewards Page” on left side of the homepage.
- Scroll to the bottom and click on Steward Pack.
- On the Pop Up Box, Click Save As
- Select “Desktop” on the left side of the pop-up box.
- Click “Save” at the bottom right.
- This will be a Blank Steward Report that you can copy when you create a Job Folder.

16. Voluntary Fund. A collection should be taken up and sent to the Pipeliners Voluntary Fund office on a weekly basis. There should never be any other collection of monies taken up on any job except for the Voluntary Fund.

Voluntary Fund contributions collected each week should be sent in to Local 798 with the Steward's Weekly Voluntary Fund Report.

You can download your Steward Forms below (right click on the link and then click on "save link as" to save the document to your computer. You will need to have Microsoft Excel and Adobe Reader 11 to use the documents below. To get a free download of Adobe Reader [Click Here](#))

ALL FORMS NEED TO BE SENT VIA EMAIL TO reports@local798.org AND YOUR BA

The steward pack file below is the steward report excel spreadsheet alone.

[Steward Pack](#)

The steward pack backup file below is a zipped folder of all steward documents.

[Steward Pack Backup](#)

Click
"Steward
Pack"

Other 798 Links

Click on Image below to goto their site.



About Us

We invested a lot of money into a high-tech training center to create good union craftsman to work on our nation's pipeline infrastructure. We are very conscious of buying American made products, which gives other working Americans a chance to better themselves.

Contact Us

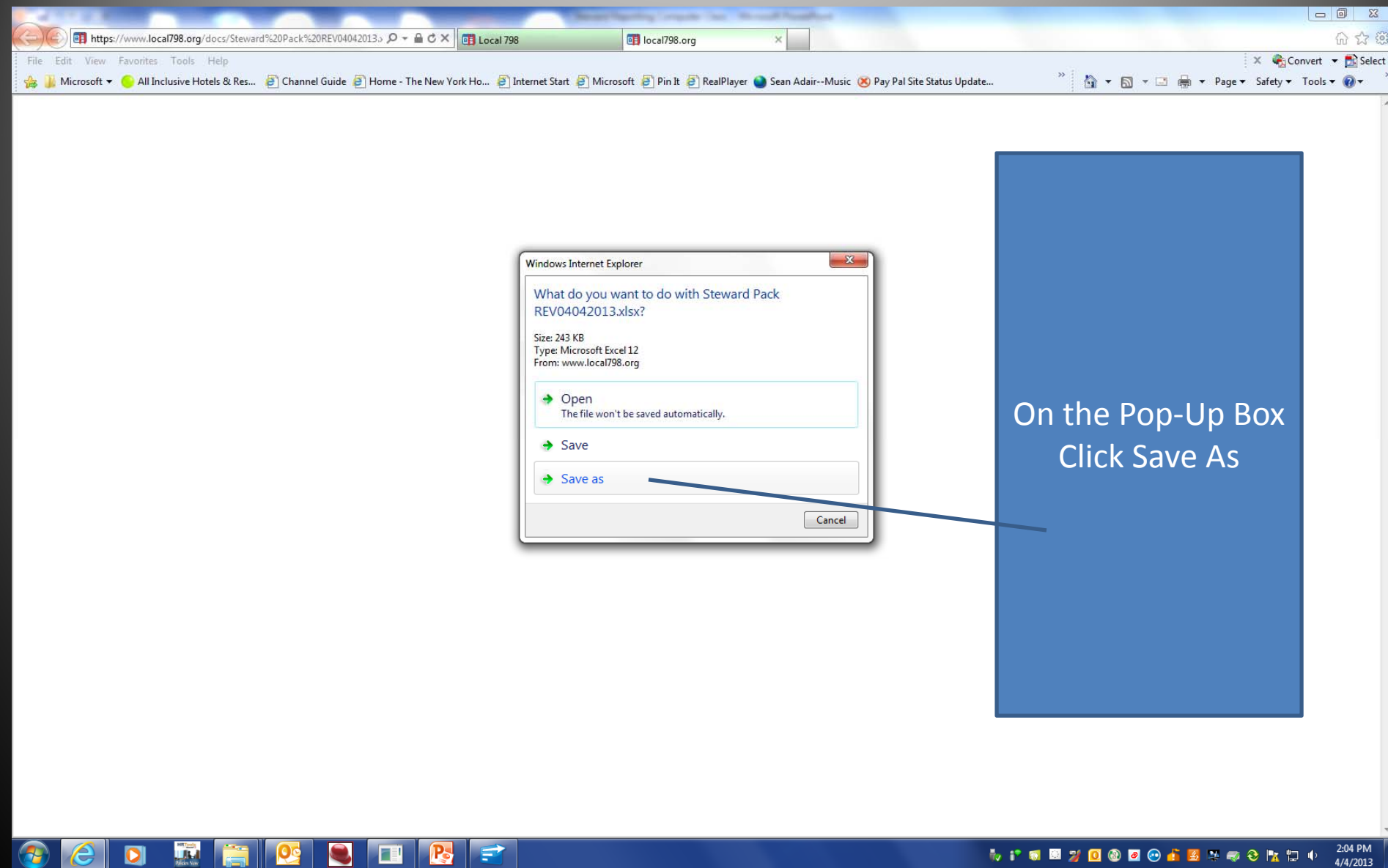
Pipeliners Local Union 798

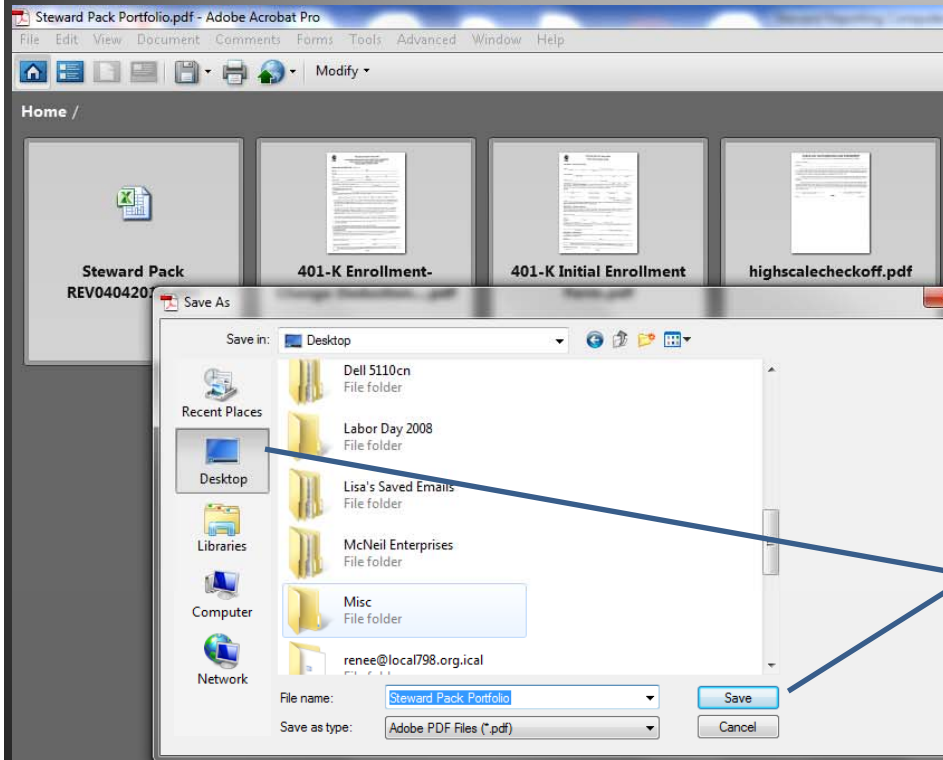
Address: P.O. Box 470798 Tulsa, OK.
74147

Phone: 918-622-1900

FAX: 918-627-9327

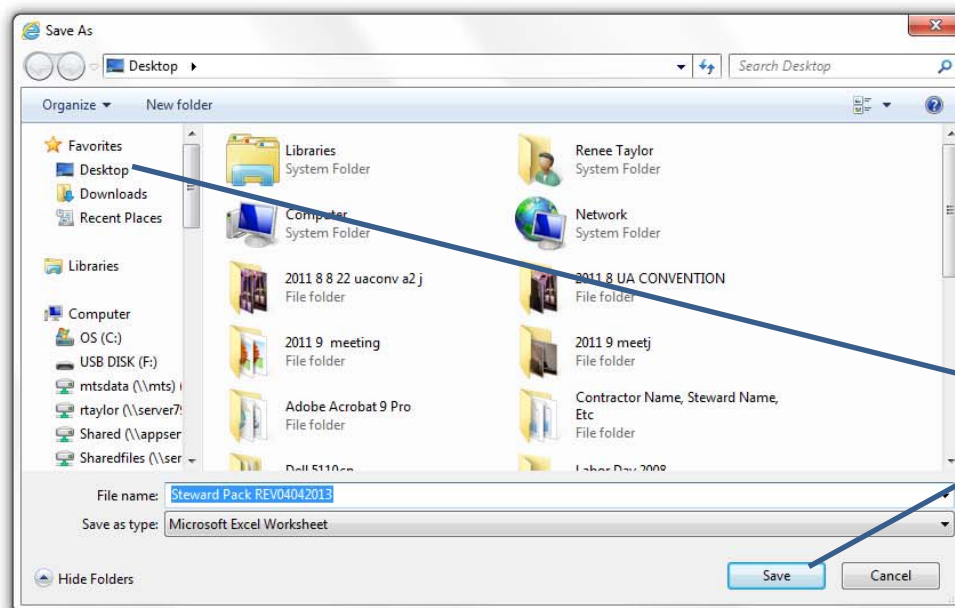
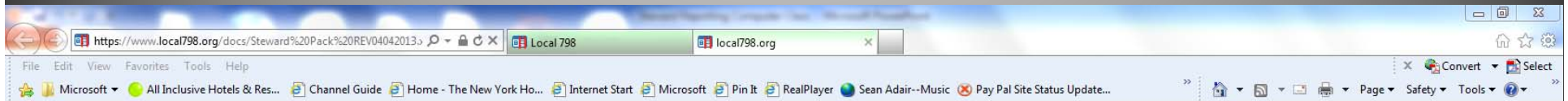
E-mail: info@local798.org





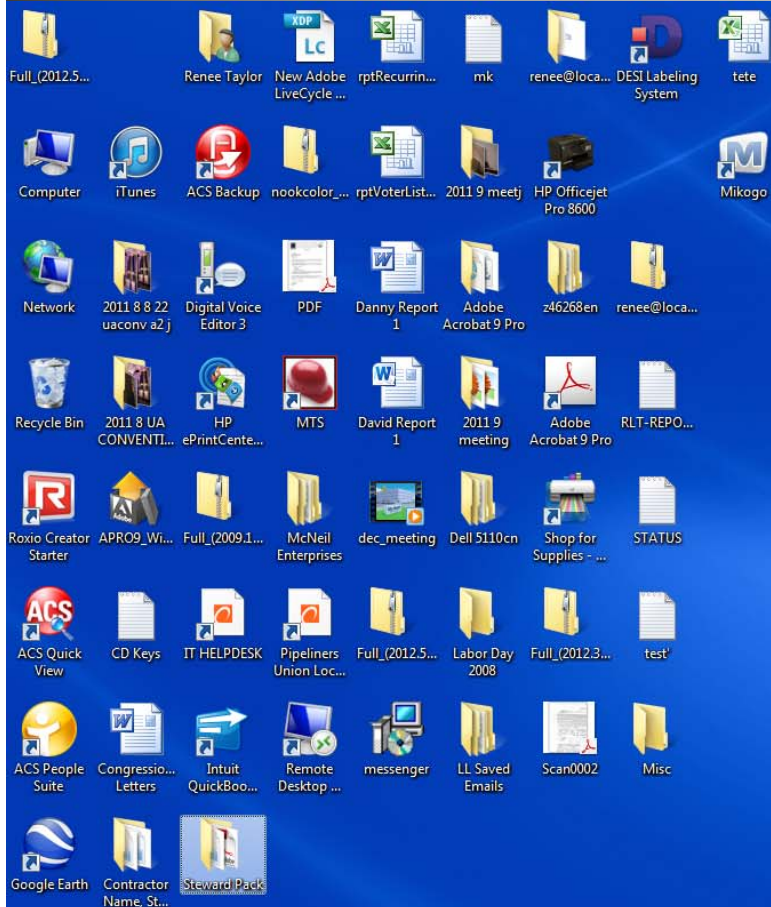
Click "Desktop" on the left.
Click "Save" on the bottom right.
Your Steward Pack has now been
saved to your laptop desktop area.





Click "Desktop" on the left.
Click "Save" at the bottom right.





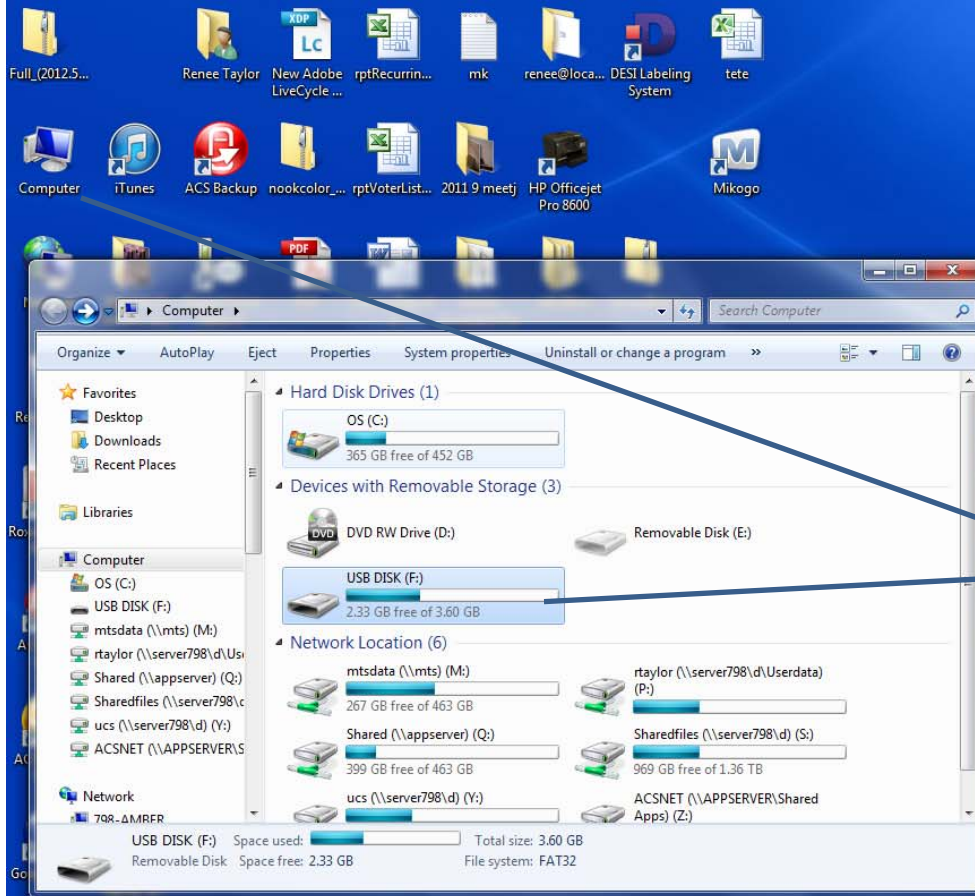
The Blank
Steward Report
is now available
to use and copy
into individual
job folders.

Steward Pack
REV04042013

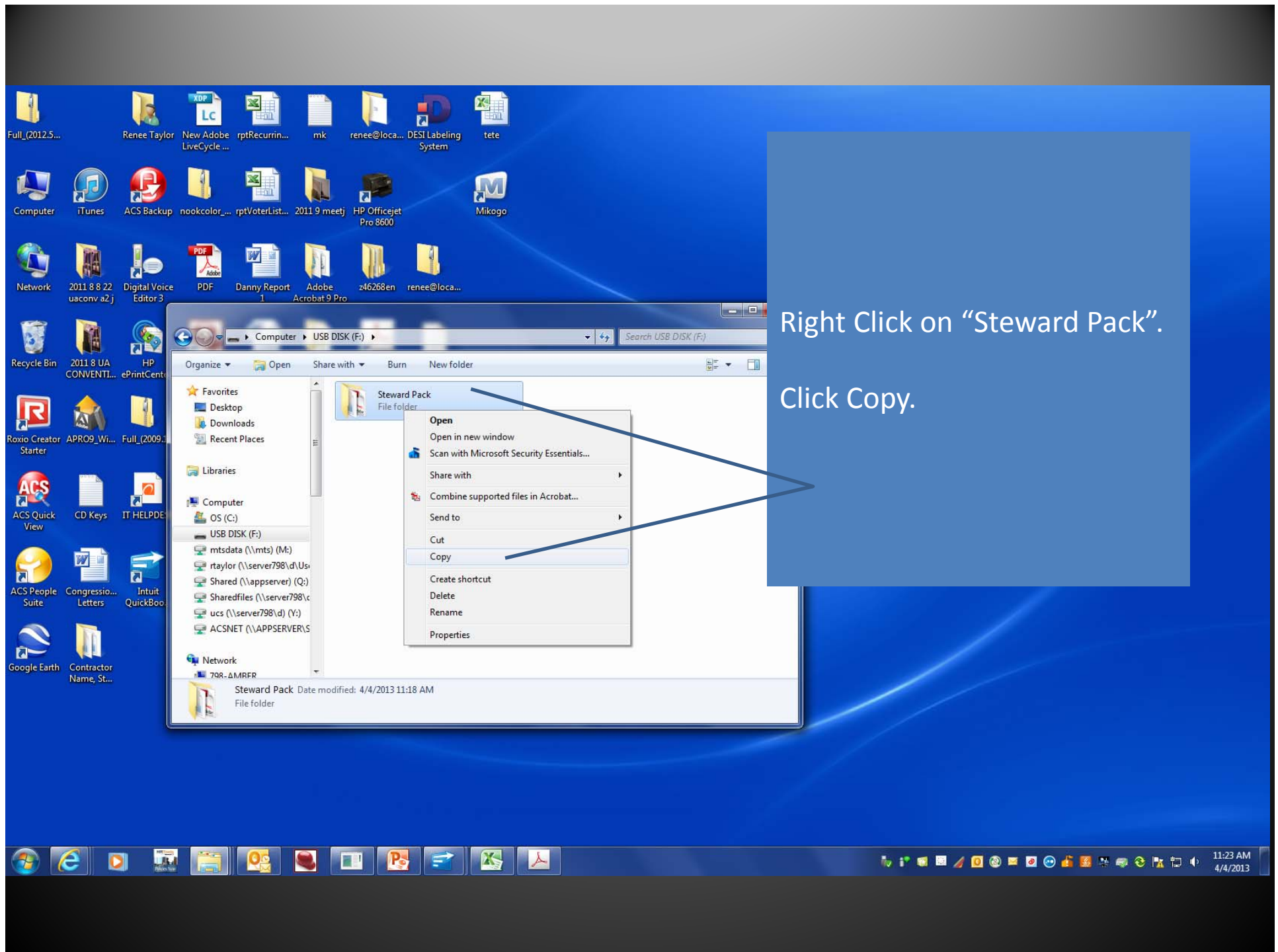


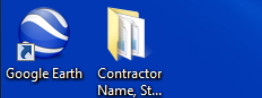
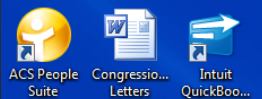
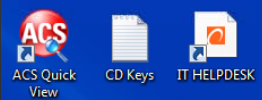
Copy From Thumb(Flash) Drive

- Insert Thumb(Flash) Drive into USB port on your laptop.
- Double-Click on “Computer”.
- Locate and double-click on the Thumb(Flash) Drive.
- Right Click on the Steward Reports document.
- Click copy.
- Right Click on your Desktop area.
- Click Paste.
- This will be a Blank Steward Report that you can copy over when you create a Job Folder.

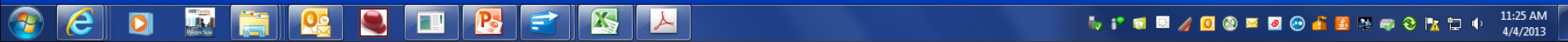
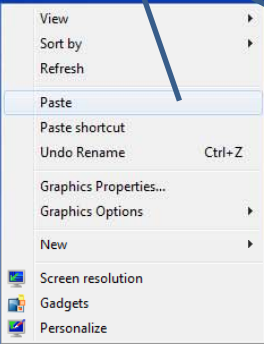
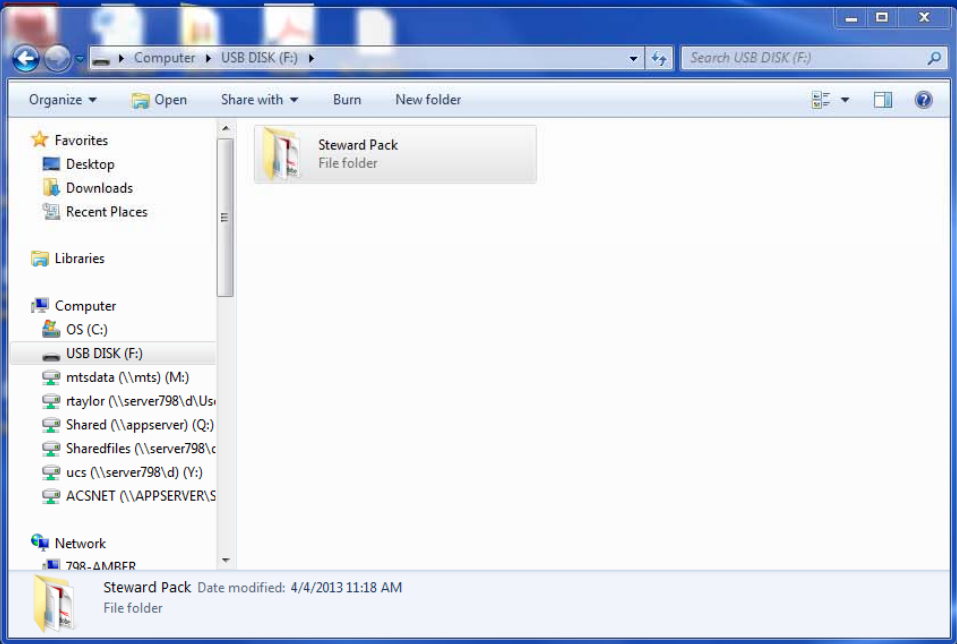


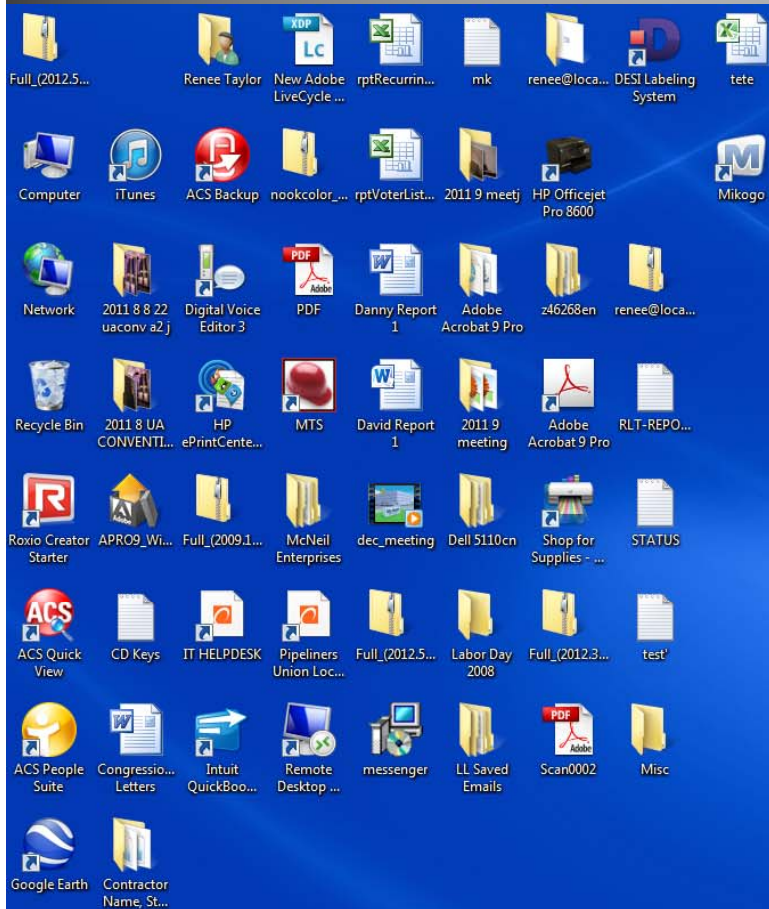
Double-Click on “Computer” on
your Desktop.
Double-Click on the
Thumb(Flash) Drive.





Right Click on your Desktop.
Click Paste.





Your Blank Steward Pack is now available to copy the necessary documents into a Job Folder.

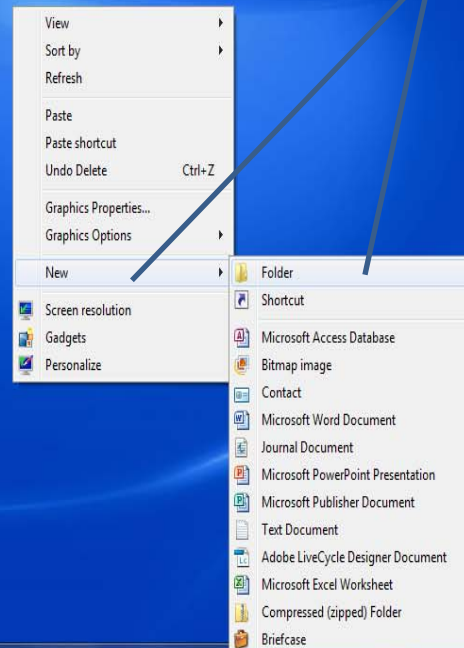


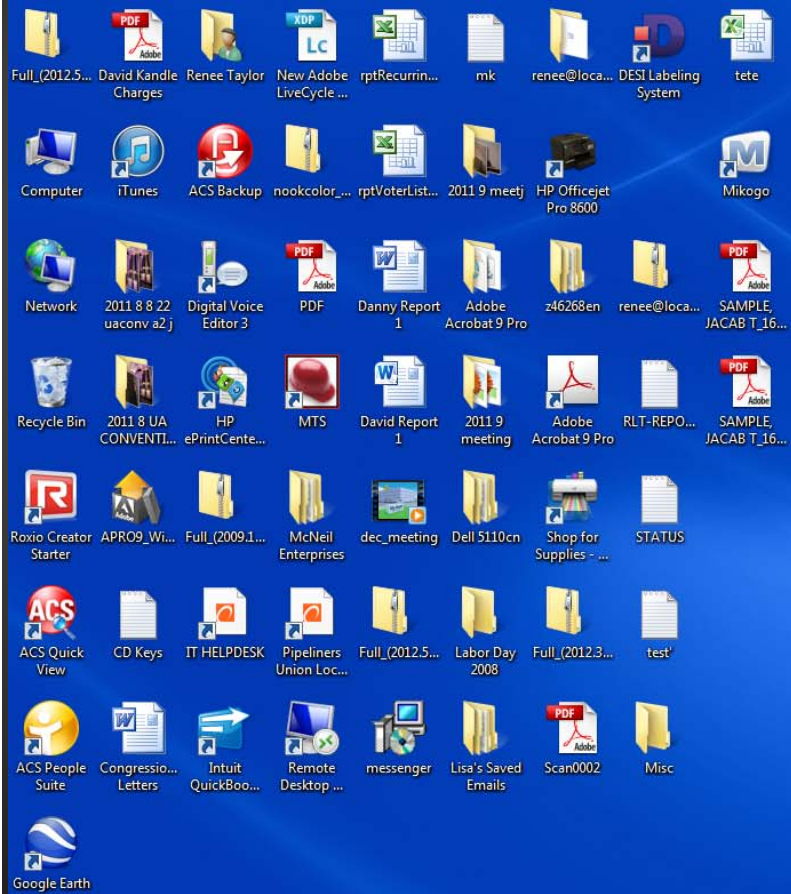
Create a Job Folder

- On your desktop, right click, click on “New”, then “Folder”.
- Rename the Folder. You may include the contractor name, Pre-Job #, Steward Name, or whatever you are comfortable with.
- Double Click the Steward Pack Folder.
- Right Click on the Steward Pack REV04042013 Excel Spreadsheet.
- Click Copy.
- Double Click the Job Folder you created.
- Right Click, then click on paste.
- A copy of the worksheet you created is now found in the job folder you created on your desktop. All Reports related to this job will now be located on this worksheet.
- You can store everything related to this job inside this folder – the pre-job form, your Steward Reports file, and any other documentation you have.
- You will create a new Folder for each different job you Steward.



On your desktop, RIGHT
click, then click on “New”,
then “Folder”.





The new folder has now been created.



Helpful Hint:

On a spreadsheet, the arrows on the bottom left of the screen allow you to scroll to see the different tabs along the bottom.

The arrows and scroll bar on the bottom right of the screen allow you to scroll left and right through the current tab only.

The arrows and scroll bar on the right edge of the screen allow you to scroll vertically up and down through the current tab only.

The screenshot shows a Microsoft Excel spreadsheet with the following content:

STEWARDS REPORT										
PIPELINE INDUSTRY BENEFIT FUND										
P.O. Box 470950										
Tulsa, Oklahoma 74147-0950										
EMPLOYER:										
ADDRESS:										
City State Zip Code:										
Job For Gas Company:										
Steward Name/ Phone #:										
Steward Email Address:										
Local Union Jurisdiction: 798										
Employee Classification										
Steward (W/F) Welder Foreman (W) Welder (JM) Journeyman (H) Help										
IF EMPLOYEE RECEIVES HOURS IN TWO CLASSIFICATIONS										
Total Employees on Report										

SOCIAL SECURITY NUMBER	Classification	NAME	Alphabetical Order	LOCAL UNION#	Enter 0 if no hrs. worked	Enter 0 if no hrs. worked	PAY RATE	GROSS WAGES	3% GROSS	Organizing

The spreadsheet is displayed in a window with the following tabs: Notes on VF Report, Blank Benefit Report (selected), Blank Manpower, Blank Progress & Remarks, and Blank VF Report. The status bar at the bottom shows 'Ready' and the system clock indicates 6:17 PM on 3/21/2013.

File Home Insert Page Layout Formulas Data Review View

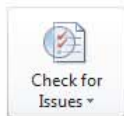
- Save
- Save As
- Open
- Close
- Info
- Recent
- New
- Print
- Save & Send
- Help
- Options
- Exit

Information about

C:\Users\rtaylor\Desktop\Pre J



Permissions
Anyone can



Prepare for sharing
Before sharing this file, you can prepare it for sharing by checking the following options:

- Document
- Hidden
- Content



Versions

There are no previous versions of this file.

Open your Master Job Steward Reports (Excel Spreadsheet).

Click on File, then Save As



Properties

182KB
Add a title
Add a tag
Add a category
Modified Yesterday, 7:34 PM
Created 2/11/2013 8:36 AM
Printed 3/19/2013 12:05 AM

Related People

Author Wade Pilgreen
Add an author
Last Modified By Renee Taylor

Related Documents

Open File Location
[Show All Properties](#)



Pre Job # 1000 Steward Pack [Read-Only] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat QuickBooks

Clipboard Font Alignment Number Conditional Formatting

Normal Calculation

AutoSum Sort & Filter

STEWARDS REPORT
PIPELINE INDUSTRY BENEFIT FUND
P.O. Box 470950
Tulsa, Oklahoma 74147-0950

Email this form to reports@local798.org and your BA

Pay Roll Period: Beginning: 03/04/13
Monday

EMPLOYER: Steward's First Report:
Steward's Second Report:
Steward's Third Report:
Steward's Fourth Report:
Steward's Fifth Report:
Steward's Sixth Report:
Steward's Seventh Report:
Steward's Eighth Report:
Steward's Ninth Report:
Steward's Tenth Report:
Steward's Eleventh Report:
Steward's Twelfth Report:
Steward's Thirteenth Report:
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Steward's Ninety-third Report:
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Steward's Ninety-fifth Report:
Steward's Ninety-sixth Report:
Steward's Ninety-seventh Report:
Steward's Ninety-eighth Report:
Steward's Ninety-ninth Report:
Steward's One Hundredth Report:

City State Zip Co
Job For Gas Comp
Steward Name/ Phon
Steward Email Addr
Local Union Jurisdic
Employee Classificat
Steward (WF) Welder Fo

IF EMPLOYEE RECEIVE
Total Employ

SOCIAL SECURITY NUM

File Name: Copy of Pre Job # 1000 Steward Pack
Save as type: Excel Workbook
Authors: Wade Pilgreen
Tags: Add a tag
Save Thumbnail
Save Cancel

Select "Desktop" on the left side of the Save-As screen, then find the Job Folder you created in the center section, and double-click on it.

Rename the document in the "File Name" Section, and click "Save" at the bottom left.

Now you have a new spreadsheet you can use exclusively for this particular job.

Notes on VF Report Blank Benefit Report Blank Manpower Blank Progress & Remarks Blank VF Report

Ready

1:17 PM 3/27/2013

Each tab on the worksheet represents one of the 4 different types of Steward Reports:

- Benefit (One tab Includes Organizing, the other tab does not)
- Manpower
- Progress
- Voluntary Fund

Benefit Report

Benefit Report Notes

- You must include the Pre-Job Number on the report.
- When entering names, enter last name first. You do not have to enter the names in alphabetical order, the column can later be sorted to do this for you automatically if needed.
- You must always enter a zero in an hours column where you have no hours (if entering JM hours, the HE hours column MUST include a zero (and vice versa), or the row will not calculate correctly.

Manpower Report

Pre Job #1000 Steward Pack [Read-Only] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat QuickBooks

Clipboard Font Alignment Number Styles Cells Editing

D21

	A	B	C	D	E	F	G	H	I	J	K	L	IV	IW	IX	IY
1		LOCAL UNION 798 JOB STEWARD'S MANPOWER REPORT														
2		to reports@local798.org and your BA					STEWARD'S PHONE NO.				PRE-JOB NUMBER					
3		CONTRACTOR			WAREHOUSE LOCATION			STEWARD'S Email Address				WEEK ENDING SUNDAY	3/17/13			
4		OFFICE MANAGER			GAS COMPANY			JOB PHONE				JOB TYPE				
5		STEWARD'S MAILING ADD. Employees on Report	0				New Hires	0	Terminated	0	0	0	WELD METHOD			
6		JOB CLASSIFICATION	NAME	UNION CARD/BOOK or SS NUMBER	MEMBER WHAT LOCAL	MO. & YEAR PAID THRU	DATE EMPLOYED	DATE TERMINATED	WHY TERMINATED	CONTR. HIRED	SENT BY REFERRAL OFFICE	REMARKS				
7																
8																
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33																

Notes on VF Report Blank Benefit Report Blank Manpower Blank Progress & Remarks Blank VF Report

Ready

1:56 PM 3/27/2013

Manpower Report Notes

- Week-ending date must always be a Sunday.
- You must include the Pre-Job Number on the report.
- Any book # or SS# entered twice in Column D will automatically highlight in red to let you know it has been duplicated.
- Stewards Address should be the address where he receives mail for this job, not his home address.
- Reports are due every week, even if the job is shut down for the week.
- A final Manpower report is required showing everyone laid off.
- When someone is terminated, they should be removed from the next week's report.
- If the employee is working in the capacity of spread man, tie-in man, etc. make note of that in the remarks section.
- If a helper is working in the capacity of Journeyman, note this in the remarks section. (Example: 10 hrs. spacing, 12 hrs. stabbing, 5 hrs. line carrier) Note: only spacing and carrying line will be counted in upgrading Helper to JM. Helper should report to you daily of this work being done.

Progress Report & Remarks

Pre Job #1000 Steward Pack [Read-Only] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat QuickBooks

Calibri 11 A A Wrap Text General \$ % + - .00 .00 Conditional Formatting Format as Table Normal Bad Good Neutral Calculation Check Cell Explanatory ... Hyperlink Insert Delete Format AutoSum Fill Clear Sort & Find & Filter Select

A76 fx

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	WEEKLY PROGRESS REPORT										WEEK ENDING: 3/3/2013					
2	Email this form to reports@local798.org and your BA										PRE JOB #:		6888			
3											RECEIVED:					
4	CONTRACTOR:										TOTAL REPAIR RATE:					
5	LOCATION:										TYPE OF JOB:					
6	MILES AND PIPE SIZE:										WALL THICKNESS:					
7	JOB STEWARD:										WELD-METHOD:					
8	STEWARD EMAIL ADD										PHONE NUMBER:					
9	RIDING TIME FROM WAREHOUSE TO JOB SITE					(Name of Gas Company)					El Paso					
10		Mon	0	Tues	0	Wed	0	Thurs	0	Fri	0	Sat	0	Sun	0	
11	STEWARD-NON-WELDING TIME:															
12		Mon		Tues		Wed		Thurs		Fri		Sat		Sun		
13	DAILY NO. OF WELDERS															
14		(Back End)	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
15		(Hot Passes)	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
16		(Stringer Beads)	Mon		Tues		Wed		Thurs		Fri		Sat		Sun	
17	DAILY NO. OF JOINTS BY PIPE GANG:															
18		Mon	0	Tues	0	Wed	0	Thurs	0	Fri	0	Sat	0	Sun		
19	DAILY NO. OF WELDS:															
20		Mon	0	Tues	0	Wed	0	Thurs	0	Fri	0	Sat	0	Sun		
21	DAILY NO. OF ACTUAL															

Notes on VF Report Blank Benefit Report Blank Manpower Blank Progress & Remarks Blank VF Report

Ready 100% 2:00 PM 3/27/2013

Voluntary Fund Report

Pre Job #1000 Steward Pack [Read-Only] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat QuickBooks

Paste Cut Copy Format Painter Clipboard Font Alignment Number Conditional Formatting Format as Table Styles Cells Editing

Arial 11 Text Normal Bad Good Neutral Calculation Check Cell Explanatory... Hyperlink

D19

	A	B	C	D	E	F	IW	IX	IY	IZ	JA	JB	SS	ST	SU
1		Email this form to your BA and Reports@local798.org			For Office Use Only										
2		Mail To: Pipeliners Voluntary Fund			Date Received										
3		P.O. Box 470798 TULSA, OKLAHOMA 74147-0798			Date Deposited										
4		CONTRACTOR:			Pre-Job Number:										
5		GAS COMPANY:			WEEKLY REPORT ENDING SUNDAY:		3/3/13								
6		STEWARD PHONE #:			JOB LOCATION:										
7		STEWARD EMAIL:			UNION STEWARD:										
8		# OF PEOPLE ON JOB:			# OF CONTRIBUTORS:										
9		CONTRIBUTORS ON SHEET			WEEKLY TOTAL										
10		0			\$ -										
11	NAMES OF CONTRIBUTORS (Receipt Order)														
12		First Name	Last Name	Book or SS#	RECEIPT #	AMOUNT CONTRIBUTED									
13															
14															
15															
16															
17															
18															
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39															
40															

Notes on VF Report Blank Benefit Report Blank Manpower Blank Progress & Remarks Blank VF Report

Ready 100% 2:02 PM 3/27/2013

Voluntary Fund Report Notes

- Include the full name of the member – not just nicknames.
- If a Non-Local 798 person contributes, note their Local #, or if an operator, laborer, inspector, etc. We must have at least the last 4 digits of the SS# if they are not willing to give their full SS#.
- Double check that book numbers are correct – incorrect book numbers could result in the donation being credited to the wrong person.
- The total of the receipts should ALWAYS match the total of the report, which should also ALWAYS match the total amount of money you are sending.
- Reports DO NOT have to list contributors in alphabetical order, NOR do they have to list contributors in receipt order. The worksheet can be sorted automatically to do either.
- IF you VOID a receipt, you must submit all three copies of that receipt with your report.
- Do NOT use the PIBF pre-paid envelopes to submit your Voluntary Fund Donations – they do not come to the Union Hall.

This ONE spreadsheet will be used for the whole job!!

- Each week ending, you will copy each type of report to a new tab for that week, naming the tab for the type of report and new week-ending date.
- Right Click on the Benefit Report Tab.
- Select “Move or Copy.”
- Click the “Create a Copy” box at the bottom left.
- Scroll down and click on “Move to End”.
- Right Click on the newly created tab, and select “Rename”.
- Type the name of the report (type of report with week-ending).
- Remember, if you are copying from last week’s report, all the names/Book #’s or SS#’s and other information will copy over as well. You will need to adjust (add/subtract names) as necessary.

Pre Job # 1000 Steward Pack [Read-Only] - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat QuickBooks

Clipboard Font Alignment Number Styles Cells Editing

A23

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	STEWARD'S REPORT		Email this form to reports@local798.org		and your BA		Contractors No:							
2	PIPELINE INDUSTRY BENEFIT FUND						Pre-Job Number:							
3	P.O. Box 470950		Pay Roll Period: Beginning:		03/04/13		Week Ending:		03/10/13					
4	Tulsa, Oklahoma 74147-0950		Monday				Sunday							
5	EMPLOYER:				Steward's First Report:		FIELD OFFICE:							
6	ADDRESS:				Steward's Final Report:		TELEPHONE:							
7	City State Zip Code:				Check From Home Office:									
8	Job For Gas Company:				Field Office:									
9	Steward Name/ Phone #:				Steward Temporary Address:									
10	Steward Email Address:													
11	Local Union Jurisdiction:		798											
12	Employee Classification		Steward (WF) Welder Foreman (W) Welder (JM) Journeyman (H) Helpers (GH) Graded Helpers											
13	IF EMPLOYEE RECEIVES HOURS IN TWO CLASSIFICATIONS ENTER THEM TWICE													
14	Total Employees on Report		1											
15	SOCIAL SECURITY NUMBER		Classification		NAME Alphabetical Order									
22	1234-55-5679		He		Doe, John									
23														
24														
25														
26														
27														
28														
29														
30														
31														
32														
33														

Right Click on the tab you want to copy. Left Click on "Move or Copy."

Insert...
Delete
Rename
Move or Copy...
View Code
Protect Sheet...
Tab Color
Hide
Unhide...
Select All Sheets

Notes on VF Report Blank Benefit Report Blank Manpower Blank Progress & Remarks Blank VF Report

Ready

3:50 PM 3/27/2013

Pre Job # 1000 Steward Pack [Read-Only] - Microsoft Excel

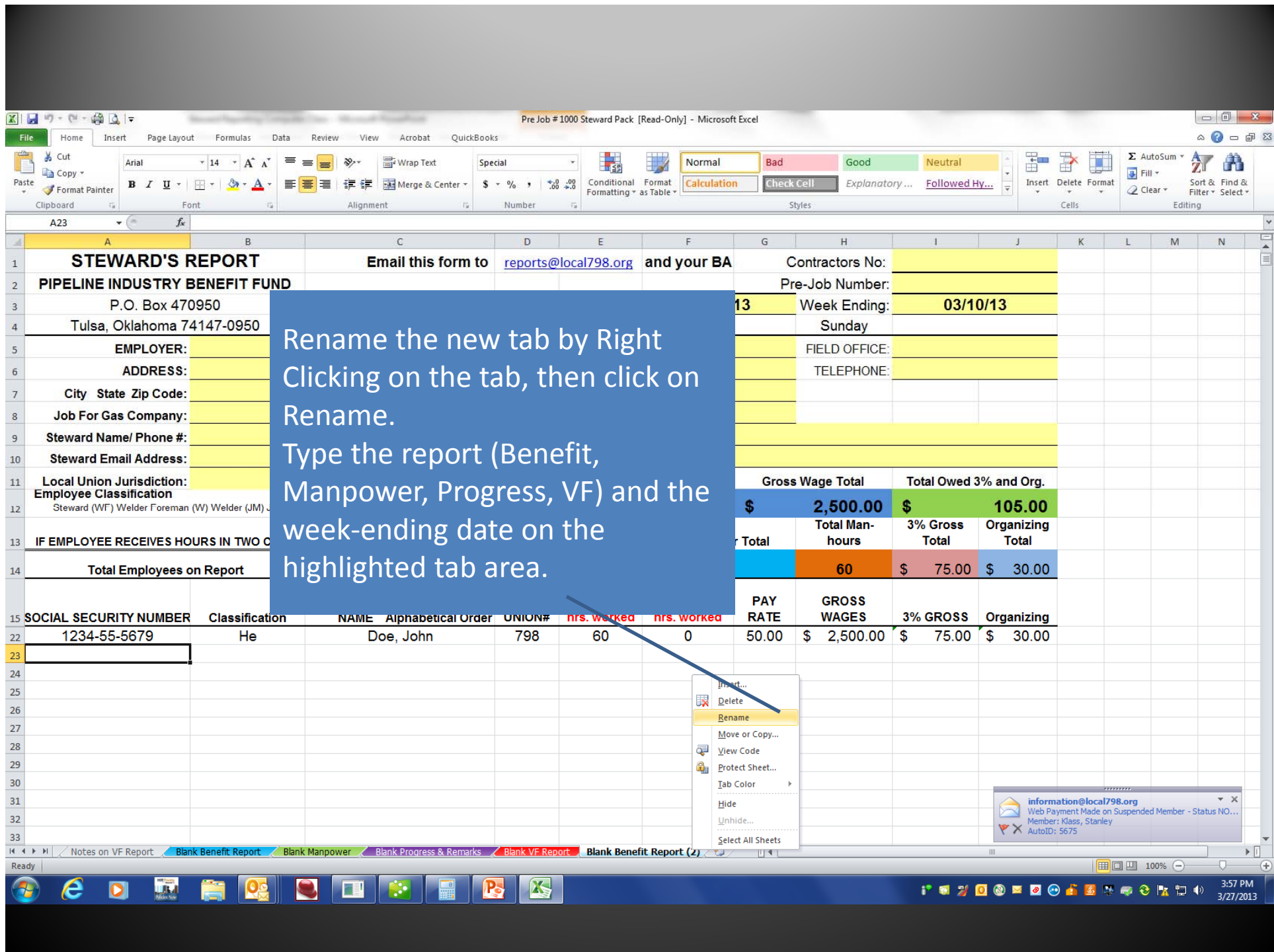
Click on the "Create a Copy" box at the bottom left of the pop-up screen.

Scroll down and click on "Move to End" in the center of the pop-up screen.

Click OK.

A duplicate tab has been created for this report to the right of all other tabs. Scroll to the right using your bottom left arrows or scroll bar.

The screenshot shows the Microsoft Excel interface with the 'Move or Copy' dialog box open. The dialog box has a 'To book:' dropdown set to 'Pre Job # 1000 Steward Pack.xlsx'. Under 'Before sheet:', there is a list of sheets: 'Notes on Mp Report', 'Notes on Benefit Report', 'Notes on VF Report', 'Blank Benefit Report', 'Blank Manpower', 'Blank Progress & Remarks', 'Blank VF Report', and '(move to end)'. The '(move to end)' option is highlighted. At the bottom of the dialog box, the 'Create a copy' checkbox is checked. The 'OK' and 'Cancel' buttons are at the bottom right. The background spreadsheet is titled 'STEWARD'S REPORT' and contains various fields for employee information and report details. The taskbar at the bottom shows the Windows Start button and several application icons, including Internet Explorer, VLC, and Excel. The system clock in the bottom right corner shows 3:52 PM on 3/27/2013.



	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	STEWARD'S REPORT		Email this form to	reports@local798.org		and your BA		Contractors No:						
2	PIPELINE INDUSTRY BENEFIT FUND							Pre-Job Number:						
3	P.O. Box 470950		Pay Roll Period: Beginning:		03/04/13		Week Ending:		03/10/13					
4	Tulsa, Oklahoma 74147-0950		Monday				Sunday							
5	EMPLOYER:				Steward's First Report:		FIELD OFFICE:							
6	ADDRESS:				Steward's Final Report:		TELEPHONE:							
7	City State Zip Code:													
8	Job For Gas Company:													
9	Steward Name/ Phone #:													
10	Steward Email Address:													
11	Local Union Jurisdiction:		798											
12	Employee Classification		(S)											
13	Steward (WF) Welder Foreman (W) Welder (JM) Journeyman (H) Helpers (GH) Graded Helpers													
13	IF EMPLOYEE RECEIVES HOURS IN TWO CLASSIFICATIONS ENTER THEM TWICE		JM											
14	Total Employees on Report		1											
15	SOCIAL SECURITY NUMBER	Classification	NAME	Alphabetical Order	LOCAL UNION									
22	1234-55-5679	He	Doe, John		798									
23														
24														
25														
26														
27														
28														
29														
30														
31														
32														
33														

Notes on VF Report Blank Benefit Report Blank Manpower Blank Progress & Remarks Blank VF Report Benefit 4-14-13

You now have a new tab for the report and week-ending you are working on. Repeat this process for each of the reports you must complete every week.

Next week, you will repeat this same process, and each week thereafter until the job is complete.

Pre Job #1000 Steward Pack - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat QuickBooks

Clipboard Font Alignment Number Conditional Formatting Styles Cells Editing

A2 Mail To: Pipeliners Voluntary Fund

	A	B	C	D	E
1		Email this form to your BA and Reports@local798.org			
2		Mail To: Pipeliners Voluntary Fund			Date Rec
3		P.O. Box 470798 TULSA, OKLAHOMA 74147-0798			Date Dep
4		CONTRACTOR:		Pre-Job Num	
5		GAS COMPANY:		WEEKLY REPORT ENDING SUN	
6		STEWARD PHONE #:		JOB LOCA	
7		STEWARD EMAIL ADDRESS :		UNION STEW	
8		# OF PEOPLE ON JOB:		# OF CONTRIBUTORS:	
9		CONTRIBUTORS ON SHEET			
10		0			
11		NAMES OF CONTRIBUTORS (Receipt Order)			
12		First Name	Last Name	Book or SS#	RECEIP
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					

Blank VF Report Benefit Report 4-14-13 Benefit Report No.org 4-14-13 Manpower 4-14-13 Progress 4-14-13 VF 4-14-13

Ready 153% 10:11 AM 4/2/2013

You have now created new tabs for the reports necessary for the new week-ending.

Note the color coding of the tabs, which has carried over in the copying process. This will allow you to easily spot the type of report you might be looking for later.

Blue – Benefit

Copper – Benefit w/o organizing

Green – Manpower

Purple – Progress

Red - Voluntary Fund

Password Protection

- Your documents have already been password protected. This helps ensure that Social Security Numbers are protected while on your device, and when emailing to the office. You will be prompted to enter the password every time you open a Steward Report.

Email Your Reports

- Once you have completed the weekly Steward Reports and have saved your document, you should email the spreadsheet to:
Reports@local798.org.

Copy of Pre Job # 1000 Steward Pack (2) - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Acrobat QuickBooks

Clipboard Font Alignment Number Styles Cells Editing

Normal Bad Good Neutral Calculation Check Cell Explanatory... Hyperlink

AutoSum Fill Clear Sort & Find & Filter Select

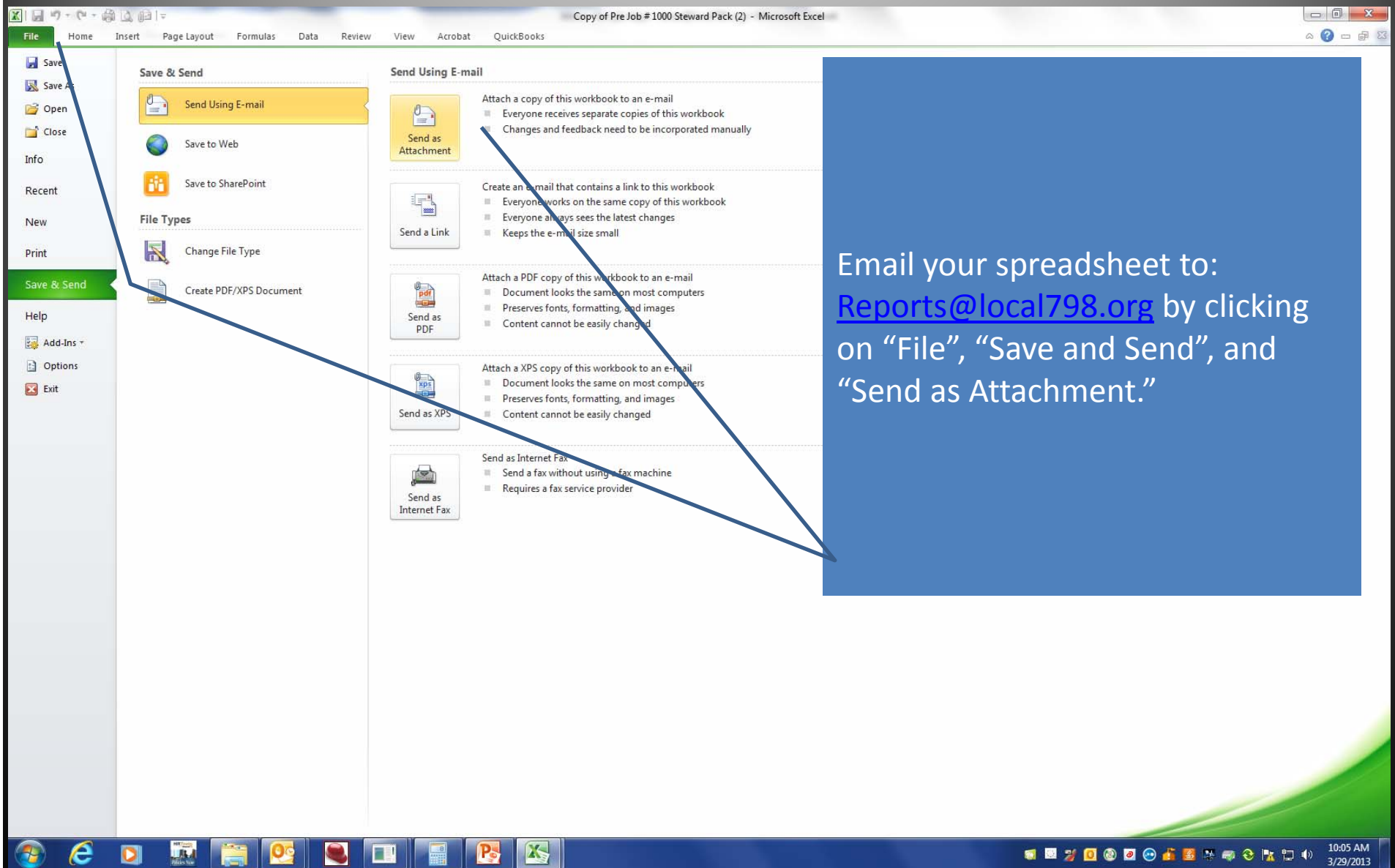
D10 fx

	A	B	C	D	E	F	IW	IX	IY	IZ	JA	JB	SS	ST	SU
1			Email this form to your BA and Reports@local798.org			For Office Use Only									
2			Mail To: Pipeliners Voluntary Fund			Date Received									
3			P.O. Box 470798 TULSA, OKLAHOMA 74147-0798			Date Deposited									
4			CONTRACTOR:			Pre-Job Number:									
5			GAS COMPANY:			WEEKLY REPORT ENDING SUNDAY:	3/3/13								
6			STEWARD PHONE #:			JOB LOCATION:									
7			STEWARD EMAIL:			UNION STEWARD:									
8			# OF PEOPLE ON JOB:			# OF CONTRIBUTORS:									
9			CONTRIBUTORS ON SHEET			WEEKLY TOTAL									
10			0			\$ -									
11			NAMES OF CONTRIBUTORS (Receipt Order)												
12			First Name	Last Name	Book or SS#	RECEIPT #	AMOUNT CONTRIBUTED								
13															
14															
15															
16															
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41															

Notes on VF Report Blank Benefit Report Blank Manpower Blank Progress & Remarks Blank VF Report

Ready 100% 10:04 AM 3/29/2013

Email your spreadsheet to Reports@local798.org by clicking on the "Email Icon" on your toolbar, or (see next screen)....



Corrected Reports

- If you find that you have an error on a report, duplicate that report tab, adding an “R” (which denotes it as a revision) to the tab name. Make the correction in the worksheet and resend the spreadsheet to: Reports@local798.org with a note in the email message about the correction.

To correct a report, right click on the report tab that needs to be corrected.

Select "Move or Copy."

Click the "Create a Copy" box at the bottom left.

Scroll down and click on the tab name where you want the corrected report to appear before.

Right Click on the newly created tab, and select "Rename".

Change the (2) to (R) for "revised".

Make your corrections within the report as necessary.

Email to: Reports@local798.org, with a note about the correction in the email message.

The screenshot shows an Excel spreadsheet with the following data:

	A	B	C
7	City State Zip Code:		
8	Job For Gas Company:		
9	Steward Name/ Phone #:		
10	Steward Email Address:		
11	Local Union Jurisdiction:	798	
12	Employee Classification		(S)
	Steward (WF) Welder Foreman (W) Welder (JM) Journeyman (H) Helpers (GH) Graded Helpers		
13	IF EMPLOYEE RECEIVES HOURS IN TWO CLASSIFICATIONS ENTER THEM TWICE		
14	Total Employees on Report	0	
15	SOCIAL SECURITY NUMBER	Classification	NAME Alphabetical Order
22			
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40			

The Excel interface shows the following tabs: Blank Manpower, Blank Progress & Remarks, Blank VF Report, Benefit 4-14-13, Benefit 4-14-13 (R), Manpower 4-14-13, Progress 4-14-13. A blue arrow points from the 'Create a Copy' instruction to the 'Benefit 4-14-13 (R)' tab.

Travelocity
WE MISS YOU! Get out there now, and save an Extra 1...
<http://clk.e.travelocity.com/?qs=1f342e2a90acd97b4c9a>

10:30 AM
3/29/2013

Excel Video Links

These links will provide additional information on using Excel

- <http://www.bing.com/videos/search?q=excel+tutorials+for+beginners+2010&view=detail&mid=AF3D4D47C1C4BC8F05C2AF3D4D47C1C4BC8F05C2&first=0&FORM=VPPFVR>
- <http://www.bing.com/videos/search?q=excel+tutorials+for+beginners+2010&view=detail&mid=363DEA0200FEB53B9D70363DEA0200FEB53B9D70&first=161&FORM=NVPPFVR>
- <http://www.bing.com/videos/search?q=excel+introduction+tutorials+2010&view=detail&mid=3229EF76B54C6975BA553229EF76B54C6975BA55&first=0&FORM=NVPPFVR>
- <http://www.youtube.com/user/robertbobm?v=NGGmcaV8T2E>
- https://www.youtube.com/watch?v=gglXj_NFcMc