Hours Report Instructions – Phone Application

Step 1) Login to TradeSchool. Make sure North Texas Electrical JATC is selected.



Step 2) Click on Work Reports (The month does not matter; you can change it.)

North Texas Jase	Electrical JATC
inside Program Name	Year
0.00% Pay Percentage	\$ Pay Rate
0.00% Grade Average	Total Hours
Grade Average	Total Hours
Work Reports	
February 2025 (Pending)	

Step 3) Change the month (If required)

a) Click on the month in the upper left corner.

K February, 2025	Θ
	Total: 0.00 Hrs
sat 1	
sun 2	
MON 3	
тие 4	

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b) A dialog box will pop up. Click the pencil icon.



c) Change the month to the correct month.

Selected Date February, 2025 Cancel	Save	
Cancel		Done
November December January February March April May	2021 2022 2023 2024 2025 2026 2027 2028 2028	

d) Click "Save." You will only be able to click save if you have changed the month.



e) Any existing hours will be moved to the correct month



f) Now click on the Work Report with the correct month and proceed to step 4.



Step 4) Add hours

a) Click on the day that you would like to add hours too.



b) Select an option. Most work is in commercial or industrial.

M	X Add New Hour Entry	
	Category:	
	Select an option.	H
	Industrial	
	Residential	
	Specialized	
	Other (Material Handling)	_
	Holiday (Hours not Worked)	
	Vacation (Hours not Worked)	
-	On Bench (Hours not Worked)	_
	School (Hours not Worked)	
	Total Hours not Worked	
	Commercial	7-

c) Add hours and click "Save."

Х	X Add New Hour Entry			
Category:	Category:			
Comme	ercial		~	
Mon Fe	eb 03 2025	Hours:	8	
Save				

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Step 5) Submit hours report by the 15th of the month.

a) Once all the hours have been updated click the submit button in the upper right.

< Fe	bruary, 2025	6
sat 1		Total: 40.00 Hrs
sun 2		
3 3	COMMERCIAL 8 HRS	
^{тие} 4	COMMERCIAL 8 HRS	
5	COMMERCIAL 8 HRS	
6	COMMERCIAL 8 HRS	
7 7	COMMERCIAL 8 HRS	
5AT 8		•
sun 9		V

b) Click submit



c) Click submit one more time.

