

# THE PORT AUTHORITY OF NY & NJ

## MONTHLY EMPLOYMENT UTILIZATION REPORT

This form requires Legal Sized paper for printing.

**USER INSTRUCTIONS:**

1. Please read reverse side of this form for detailed instructions.
2. Complete all applicable information, leave shaded boxes blank.
3. If more than 1 page is used, complete all information for "TOTAL THIS MONTH", and "GRAND TOTAL TO DATE" ON LAST PAGE ONLY.
4. All primes note: This form should reflect an aggregate of your work force and all subcontractors.

This form submitted w/Payment Application # 10

List Subcontractors Included in this report if any.

FOR R.E. OFFICE USE ONLY

DATE RECEIVED: / /

Page # 1  
of 2

PROJECT TITLE:  
Job Name for Customer One  
CONTRACT # OR TAA#:  
CPS-Job-Standard Info-Fed Proj  
LOCATION:  
Project Name Porject City, VT 05811

Contractor: Your Company Name  
Address: 2378 Dane Hill Road  
West Charleston, CA 05872  
Phone: (888) 348-2877  
Prepared By: Nancy Smyth, CQA Date: 4/14/2008

REPORTING PERIOD:  
FROM: 1/1/2004  
TO: 1/31/2004  
% Complete: 5%

CONTRACT GOALS  
**Minority**  
Skilled 10  
Laborers 25  
Female **Skilled**  
Laborer 5

Actual  
Start Date  
10/15/2003  
Projected  
Completion Date  
6/30/2004

**WORK HOURS OF EMPLOYEES**

#1 Construction Trade	#2 Classification	#3 TOTAL ALL EMPLOYEES HOURS		#4 SUM OF ALL EMPLOYEES HOURS (Add #3M + #3F)	#5 BLACK		#6 HISPANIC		#7 ASIAN		#8 NATIVE AMERICAN		#9 TOTAL MINORITY HOURS (Add 5 Thru 8)	#10 % MINORITY HOURS (9 DIV 4)	#11 % FEMALE HOURS (3 DIV 4)
		M	F	M	F	M	F	M	F	M	F	M	F		
Supervisors	Journey Worker	6	0	6	0	0	6	0	0	0	0	0	6	100	0
	Apprentice	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>SUB TOTAL</b>	<b>6</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>6</b>	<b>100</b>	<b>0</b>
Foreperson apprentice 80%	Journey Worker	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	Apprentice	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>SUB TOTAL</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Bulldozer Operator	Journey Worker	16	0	16	0	0	16	0	0	0	0	0	16	100	0
	Apprentice	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>SUB TOTAL</b>	<b>16</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>16</b>	<b>100</b>	<b>0</b>
<b>TOTAL THIS MONTH</b>	Journey Worker														
	Apprentice														
	<b>TOTAL SKILLED TRADES</b>														
	<b>LABORERS</b>														
<b>GRAND TOTAL FROM LAST MONTH</b>	SKILLED TRADES														
	LABORERS														
<b>GRAND TOTAL TO DATE</b>	SKILLED TRADES														
	LABORERS														

**NUMBER OF EMPLOYEES**

#12 TOTAL NUMBER OF EMPLOYEES		#13 TOTAL NUMBER OF MINORITY EMPLOYEES	
M	F	M	F
0	0	0	0
0	0	0	0
0	0	0	0
1	0	1	0
0	0	0	0
1	0	1	0
1	0	1	0

FOR R.E. OFFICE USE ONLY

REVIEWED BY: \_\_\_\_\_  
DATE: / /  
ARE GOALS BEING MET? CIRCLE ONE

MINORITY		FEMALE	
YES	NO	YES	NO
YES	NO	YES	NO

COMPANY OFFICIAL'S SIGNATURE AND TITLE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

\* Superintendents' hours should not be included in this form.

NOTE: THE MEUR must be submitted within 5 business days of month end.

# THE PORT AUTHORITY OF NY & NJ

## MONTHLY EMPLOYMENT UTILIZATION REPORT

**USER INSTRUCTIONS:**

1. Please read reverse side of this form for detailed instructions.
2. Complete all applicable information, leave shaded boxes blank.
3. If more than 1 page is used, complete all information for "TOTAL THIS MONTH", and "GRAND TOTAL TO DATE" ON LAST PAGE ONLY.
4. All primes note: This form should reflect an aggregate of your work force and all subcontractors.

This form submitted w/Payment Application # 10

List Subcontractors Included in this report if any.

FOR R.E. OFFICE USE ONLY

Page # 2  
of 2

DATE RECEIVED: / /

REPORTING PERIOD:

FROM: 1/1/2004

TO: 1/31/2004

% Complete: 5%

PROJECT TITLE:  
Job Name for Customer One  
CONTRACT # OR TAA#:  
CPS-Job-Standard Info-Fed Proj  
LOCATION:  
Project Name Porject City, VT 05811

Contractor: Your Company Name  
Address: 2378 Dane Hill Road  
West Charleston, CA 05872  
Phone: (888) 348-2877  
Prepared By: Nancy Smyth, CQA Date: 4/14/2008

CONTRACT GOALS		Actual
<b>Minority</b>		Start Date
Skilled	10	10/15/2003
Laborers	25	Projected
Female <b>Skilled</b>		Completion Date
Laborer	5	6/30/2004

### WORK HOURS OF EMPLOYEES

#1 Construction Trade	#2 Classification	#3 TOTAL ALL EMPLOYEES HOURS		#4 SUM OF ALL EMPLOYEES HOURS	#5 BLACK		#6 HISPANIC		#7 ASIAN		#8 NATIVE AMERICAN		#9 TOTAL MINORITY HOURS	#10 % MINORITY HOURS	#11 % FEMALE HOURS
		M	F	(Add #3M + #3F)	M	F	M	F	M	F	M	F	(Add 5 Thru 8)	(9 DIV 4)	(3 DIV 4)
Truck Drivers	Journey Worker	0	8	8	0	0	0	8	0	0	0	0	8	100	100
	Apprentice	0	0	0	0	0	0	0	0	0	0	0	0	0	0
	<b>SUB TOTAL</b>	0	8	8	0	0	0	8	0	0	0	0	8	100	100
Laborer, Semi-Skilled	Journey Worker	0	8	8	0	0	0	8	0	0	0	0	8	100	100
	Apprentice	0	16	16	0	0	0	16	0	0	0	0	16	100	100
	<b>SUB TOTAL</b>	0	24	24	0	0	0	24	0	0	0	0	24	100	100
<b>TOTAL THIS MONTH</b>	Journey Worker	22	16	38	0	0	22	16	0	0	0	0	38	100	42
	Apprentice	0	16	16	0	0	0	16	0	0	0	0	16	100	100
	<b>TOTAL SKILLED TRADES</b>	22	8	30	0	0	22	8	0	0	0	0	30	100	27
<b>LABORERS</b>	0	24	24	0	0	0	24	0	0	0	0	0	32	133	100
<b>GRAND TOTAL FROM LAST MONTH</b>	SKILLED TRADES	12	12	24	0	0	12	12	0	0	0	0	24	100	50
	LABORERS	0	0	0	0	0	0	0	0	0	0	0	-8	0	0
<b>GRAND TOTAL TO DATE</b>	SKILLED TRADES	34	20	54	0	0	34	20	0	0	0	0	54	100	37
	LABORERS	0	24	24	0	0	0	24	0	0	0	0	24	100	100

NUMBER OF EMPLOYEES			
#12 TOTAL NUMBER OF EMPLOYEES		#13 TOTAL NUMBER OF MINORITY EMPLOYEES	
M	F	M	F
0	1	0	1
0	0	0	0
0	1	0	1
0	2	0	2
2	2	2	2
0	1	0	1
2	1	2	1
0	2	0	2

FOR R.E. OFFICE USE ONLY

REVIEWED BY: \_\_\_\_\_

DATE: \_\_\_\_/\_\_\_\_/\_\_\_\_

ARE GOALS BEING MET? CIRCLE ONE

MINORITY		FEMALE	
YES	NO	YES	NO
YES	NO	YES	NO

COMPANY OFFICIAL'S SIGNATURE AND TITLE: \_\_\_\_\_

DATE SIGNED: \_\_\_\_\_

PA-3647 OBJO REVISED 30-DEC-95

\* Superintendents' hours should not be included in this form.

NOTE: THE MEUR must be submitted within 5 business days of month end.