

UBC Time Card for Apprentices:

Using the Member Portal to Log On-the-Job Training Hours

Within Carpenters.org or on the UBC Mobile App, you can now input your On-The-Job Training work hours. The ability to use the online time card must first be enabled by your local Training Center.

There are two ways to access Time Card: the UBC Mobile App or through Carpenters.org.

To download the UBC Mobile App, search for "UBC Mobile" in the App Store or Google Play Store. Once you've created your account just click on Time Card



Once you have selected Time Card :





Helpful Hints:

Contractor – Type in the name of your contractor to find them or search in the dropdown list. Frequently used Contractors will appear at the top of a search. If you don't see your contractor listed, select Other. Contact your Local Training Center to have the contractor added.

Work Period – The work period is defined by your training center. If you have any issues, please contact your Local Training Center.

Work Hours – This is the number of hours worked during the timeframe selected in Work Period.

Work Type – This is the type of work associated to the hours worked. If the correct work type is not listed among the options in this field, contact your Local Training Center.

Frequently Asked Questions:

Why do I not see the Time Card option on my menu? The Time Card option has not been enabled. Contact your Local Training Center.

What are all the time entries listed? I did not enter them.

These are existing work hours previously entered by your Local Training Center.

Why can't I select the From Date from the calendar? It is grayed out.

Your Local Training Center has defined certain criteria for inputting time. You may be selecting a date too far in the past. Contact your Local Training Center to enter your work hours on your behalf.

Why can't I select the To Date from the calendar? It is grayed out.

You may be attempting to select a date in the future. The system forbids you to enter work hours that have not taken place yet. Alternatively, you may be attempting to enter work hours for a duration that exceeds the limit defined by your Local Training Center.

Where are the edit and delete buttons?

Each work entry can be modified or deleted for a limited time. If the buttons are not visible, contact your Local Training Center to make changes to previous entries.

Can I see all of my OJT Work Hours to date?

Yes! From the Submit Work Hours screen under Time Card, you can filter the lines displayed by Contractor, Year, or Work Type. You may then scroll through the pages to view all entries. Alternatively, you can run a Report to show all hours by clicking on the Reports tab and download your preferred format.

Who should I contact if I have trouble submitting my time card?

Contact your Local Training Center or raise a ticket through support.carpenters.org, and choose the carpenters.org section on the portal.