



How to calculate when your step raise is due

The correct way to determine when your step raise should go into effect is to use the number of hours on the advancement letter from the JATC and add the hours that you work after the month listed to that number of hours.

Example:

If you are currently at Period 2 and your advancement letter states that you had 1,740 hours as of the September Report, you should start tracking all hours you work October 1 on.

If you determine that you have worked 160 hours in October, you add 160 to 1,740 = 1,900.

You now know that you need to work an additional 100 hours to reach the 2,000 hours to advance to the next rate.

By tracking your hours in this way, you will be able to determine exactly when your raise should go into effect.

Important:

The pay rate on your online apprentice portal shows the pay rate you have been approved for, even if you have not reached the hours to advance yet. This does not reflect the day it will go into effect since the JATC does not get daily hour reports from contractors.

Do not guess the number of hours you worked; for accuracy reference your pay stubs.

Reaching Periods 9 & 10 have additional requirements (taking the licensure exam and successfully completing Year 4 of the apprenticeship).