Work Hours Online Instructions

Disclaimer: If you have any issues creating an account, logging in, or issues with the website, please visit the Frequently Asked Questions (FAQ) website at http://www.oett.net/hours-faq or you can fill in the support form that can be found at http://www.oett.net/accounts , or email support@oett.net.

Creating Your New Account

1. Open your favorite web browser
2. Navigate to www.oett.net
3. Click on the Accounts tab at the top of the web page
4. Scroll down until you see the Sign-up link. Click
5. The Website will ask you to fill in specific information
   a. Email Address
      i. You can use any email address you have access to
   b. Create a Password
      i. Rules: One Uppercase, One Lowercase, One Number, at least 8 characters' long
   c. Repeat Password
   d. The Next Few Questions must match exactly to what we have on file
   e. First Name
   f. Last Name
   g. Member ID
      i. Applicant #
         1. If you have not received your Registration #
      ii. Registration #
         1. If this does not work and you have your Reg # we might not have received it from the international yet. Please use your Application #.
   h. Phone Number
      i. Any 10-digit phone number we have on file for you
   i. Click on Setup New Account Button

Logging Into Your Account

1. Open your favorite web browser
2. Navigate to www.oett.net
3. There are two ways to get to the login page from our website
   a. Click on the Sign in Link at the top right hand side of our website.
   b. Click on the Accounts tab at the top of the web page

        c.   Scroll down until you see the [LOGIN](#) link

4. Fill out the Three Questions
    a. Email
    b. Member ID
    c. Password

Adding Work Hours

Disclaimer: Here are a couple of rules in regards to inputting your hours.

I. Hours for the previous month entered after 11:59 pm on the 5th of the Month will not be accepted.
    a. i.e. August 6th – No hours for July will be allowed

II. You are allowed to Edit your hours for only 10 days after the initial entry as long as it does not conflict with rule number 1.
    a. i.e. You enter hours for August 1st. You have until August 10th to modify those hours if you make a mistake
    b. If you enter hours on August 5th for July 1st you will have until 11:59 pm to correct those hours if you make a mistake

III. You are allowed only one entry for a particular task each day.
    a. If you worked for 2 hours on August 1st on a Dozer in the morning and then another 8 hours on August 1st later that night on a dozer, please combine all hours for a job task into one record.

1. The fifth tab over is called "Work_Hours"
2. Hover over the tab and select "Work Hours Entry"
3. Inputting Hours
    a. Input the Date
        i. You can either type in the date
        ii. Or click on the date field and a calendar will pop up and allow you to select.
    b. Select the Work Type
        i. This drop down will have the job descriptions available for your particular classification.
        ii. Please scroll through the entire list of jobs. Some have roughly the same description but use different machines.
        iii. If you feel there is a job or machine that is not on that list, choose miscellaneous and please let us know by filling out the support ticket.

      c.   Input the hours worked for that Work Type

      d.   Select the contractor you worked for

           i.   If you do not see your contractor, leave blank

          ii.   If you see multiple contractors with the same name and don't see the street address, select the first one.

                 1.   I.e. Granite (187), Granite (187-01) Just use Granite

      e.   Click on the ADD Button

4. All of the hours that you have personally put in the system you can see below for only ten days.

      a.   You can always view all of your hours using the "Work Hours Summary" and "Work Hours Detail" tabs.

5. We provide an edit button should you have entered something incorrectly.

6. If you would like to DELETE an entry, please just input 0 hours while editing.

7. You do NOT need to track days you do not work. You DON'T need to make a 0-hour entry for any reason, except…

8. If you are on Deferment, suspension, or out of work you still need to create a record for the entire month. Please select the last day of the month, select "Zero Hours for the Month" in the job type. Enter 0 hours and do not put in a contractor.