

**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 # <b>54321</b>	LIST SUBCONTRACTORS INCLUDED IN THIS REPORT (IF ANY)	FOR R.E. OFFICE USE ONLY	PAGE
		REVIEWED BY: _____	1 of 1
	1 Subcontractor 1	DATE RECEIVED: / /	
Project Title: <b>Stable Work 2904</b>	Prime Contractor's Name: <b>Points North (CPW Sample Reports)</b>	<b>Reporting Period</b>	<b>Contract Goals</b>
Contract # or TAA #: <b>01234</b>	Address: <b>371 Canal Park Drive</b>	From: <b>7/1/2012</b>	MINORITY
Location: <b>33 South Street, New York, NY 10001</b>	Phone: <b>555-555-5555</b>	To: <b>7/31/2012</b>	Skilled <b>3</b>
	Prepared By: <b>John Doe</b>	% of Completion <b>50</b>	Laborer <b>3</b>
	Date <b>9/4/2012</b>		FEMALE <b>3</b>
			Skilled/Labor <b>3</b>
			Actual Start Date <b>3/1/2012</b>
			Projected Completion Date <b>1/1/2013</b>

**WORK HOURS OF EMPLOYEES**

# 1 Construction Trade	# 2 Classification	# 3 Total All Employee Hours		# 4 Sum of All Employee Hours	# 5 Black		# 6 Hispanic		# 7 Asian		# 8 Native American		# 9 Total Minority Hours	# 10 % Minority Hours	# 11 % Female Hours	# 12 Total Number of Employees		# 13 Total Number of Minority Employees	
		M	F	(Add 3M + 3F)	M	F	M	F	M	F	M	F	(Add 5 thru 8)	(#9 DIV #4)	(#3F DIV #4)	M	F	M	F
Electrician	JOURNEY WORKER	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0
	APPRENTICE	0	40.00	40.00	0	40.00	0	0	0	0	0	0	40.00			0	1	0	1
	SUBTOTAL	0	40.00	40.00	0	40.00	0	0	0	0	0	0	40.00	100.00 %	100.00 %	0	1	0	1
Laborer	JOURNEY WORKER	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0
	APPRENTICE	44.00	0	44.00	0	0	0	0	20.00	0	0	0	20.00			2	0	1	0
	SUBTOTAL	44.00	0	44.00	0	0	0	0	20.00	0	0	0	20.00	45.45 %	0.00 %	2	0	1	0
Operator	JOURNEY WORKER	40.00	0	40.00	0	0	0	0	0	0	0	0	0			1	0	0	0
	APPRENTICE	0	0	0	0	0	0	0	0	0	0	0	0			0	0	0	0
	SUBTOTAL	40.00	0	40.00	0	0	0	0	0	0	0	0	0	0.00 %	0.00 %	1	0	0	0
<b>TOTAL THIS MONTH</b>	TOTAL JOURNEY WORKER	40.00	0	40.00	0	0	0	0	0	0	0	0	0			1	0	0	0
	TOTAL APPRENTICE	44.00	40.00	84.00	0	40.00	0	0	20.00	0	0	0	60.00			2	1	1	1
	TOTAL SKILLED TRADES	84.00	40.00	124.00	0	40.00	0	0	20.00	0	0	0	60.00	48.39 %	32.26 %	3	1	1	1
	LABORERS	44.00	0	44.00	0	0	0	0	20.00	0	0	0	20.00	0.00 %	0.00 %	2	0	1	0
<b>GRAND TOTAL FROM LAST MONTH</b>	SKILLED TRADES	8.00	0	8.00	0	0	0	0	8.00	0	0	0	8.00	100.00 %	0.00 %	For R.E. Office Use Only			
	LABORERS	8.00	0	8.00	0	0	0	0	8.00	0	0	0	8.00	0.00 %	0.00 %	Reviewed By: _____ Date: _____			
<b>GRAND TOTAL TO DATE</b>	SKILLED TRADES	368.00	65.00	433.00	0	65.00	0	0	150.00	0	0	0	215.00	49.65 %	15.01 %	Are Goals Being Met? Circle One			
	LABORERS	224.00	0	224.00	0	0	0	0	150.00	0	0	0	150.00	0.00 %	0.00 %	Minority Female Yes No Yes No			

COMPANY OFFICIAL'S SIGNATURE AND TITLE: \_\_\_\_\_ VP \_\_\_\_\_ DATE SIGNED: 9/4/2012

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

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

## FILING MONTHLY EMPLOYMENT UTILIZATION REPORT

### INSTRUCTIONS

The **Monthly Employment Utilization Report (MEUR)** is completed by each subject contractor and **signed by an Official of the company**. The report is to be submitted by the **5<sup>th</sup> day** of each month during the term of the contract, and it shall include the total work hours for each employee classification in each trade for the monthly reporting period. The prime contractor is responsible for submitting a MEUR, which aggregates its own workforce and its subcontractor's workforce. A MEUR is required each month until the contract is complete.

### DEFINITIONS: Minority

**BLACK** persons having origins in any of the Black African racial groups not of Hispanic origin;

**HISPANIC** persons of Puerto Rican, Mexican, Dominican, Cuban, Central, or South American culture or origin, regardless of race; (Please note: Hispanic does not include Portuguese, a person of Portuguese, Brazilian or other Portuguese culture or origin.

**ASIAN and PACIFIC** islander persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent or the Pacific Islands; and

**AMERICAN INDIAN or ALASKAN** native persons having origins in any of the original peoples of North America and maintaining identifiable tribal affiliations through membership and participation or community identification.

### Reporting Period

From the First to the End of each Month. Example: 1/1/1994 until 1/31/1994

### Percentage of Job Completed

Percent of project work completed by the contractor or subcontractors as of the end of the reporting period.

### Work Hours of Employment

The number of hours worked by employees in the designated classification for each construction trade; the totals for the current month; and the totals to date.

### COLUMN ENTRIES:

- |                           |  |
|---------------------------|--|
| 1. Construction Trade     | List only those construction crafts utilized for this contract.  |
| 2. Classification         | The status of the worker in the trade (Journey Worker, Apprentice, Laborer,) Please note: Only working foreman's hours should be included. Superintendents' hours should not be included.  |
| 3. Total All Employees    | The total number of male hours and the total number of female hours worked by employees in each classification.  |
| 4. Sum Hours              | Add columns #3 Male hours and #3 Female hours  |
| 5.– 8. Specified Minority | The total number of male hours and the total number of female hours worked by each specified group of minority employees (Black, Hispanic, Asian, Native American) in each classification. |
| 9. Total Minority Hours   | The total number of male hours and the total number of female hours worked by minority employees in each classification (add columns #5 thru #8).  |
| 10. % Minority Hours      | The percentage of total minority work-hours of all work-hours in each classification (column #9 divided by column #4).   |
| 11. % Female Hours        | The percentage of female work-hours of all work hour-hours in each classification (column #3 Female divided by column #4)  |
| 12. Total # Employees     | Total number of male and female employees on the payroll working in each classification during the reporting period.   |
| 13. Total # Minorities    | Total number of male and female minority employees on the payroll working in each classification during the reporting period.  |