



**SCHEDULE F  
WORKFORCE REPORTING**

**An individual form must be completed for each contractor. Certified payroll reports to support all hours worked must be submitted with this form. If contractor has no COIN hours, enter 0 at line A.**

Reporting period: \_\_\_\_\_ Report number: \_\_\_\_\_  
 Prime contractor: \_\_\_\_\_ MPS project: \_\_\_\_\_  
 MPS project location: \_\_\_\_\_  
 Contact person (for this report): \_\_\_\_\_  
 Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ E-mail: \_\_\_\_\_  
 Contractor name for hours being reported on this form: \_\_\_\_\_

ELIGIBLE COIN EMPLOYEE(S)	ADDRESS	ZIP	R	G	TRADE	CLASS	RATE	COIN HRS FOR PERIOD
<b>(A) TOTAL COIN WORKFORCE HOURS - IF NONE, ENTER 0</b>								
<b>(B) NON-ELIGIBLE (NOT COIN) WORKFORCE HOURS</b>								
<b>(C) TOTAL CONTRACTOR WORKFORCE HOURS (A + B)</b>								

Participation percentage (A divided by C expressed as a percentage)... \_\_\_\_\_ %

NOTE: Employees must be COIN certified by WRTP/Big Step in order to have their hours counted toward requirement.

KEY: R = RACE: 1 = Native American 2 = Black 3 = Asian 4 = Hispanic 5 = White 6 = Other

Trade: 1 = Helper, 2 = Clerical, 3 = Skill Trade, 4 = Management or Supervisory, 5 = Technical or Professional

Class: 1 = Helper, 2 = Pre-Apprentice, 3 = Apprentice, 4 = Journeyperson, 5 = Master, 6 = Other, 7 = Not Categorized

G = GENDER: 1 = Male, 2 = Female

Rate: Normal hourly pay rate without benefits or overtime in dollars per hour.