TO: MSCA Members

FROM: MCA-Omaha

RE: Reporting MSCA Hours (Reminder of Process)

Your **MSCA hours are service hours** and MCAA hours are construction hours.

Please use the attached form to report your 2018 MSCA hours (service hours) to MCA-Omaha at *michele.mcaomaha@gmail.com* or *fax to 402.592.3975* each month when you submit your hours to the Benefits Office and/or BeneSys. You have been given one sheet with your company name and MCAA/MSCA ID Number on it.

**Fill in the date, pay period starting and ending dates, and the number of service hours worked. Multiply the service hours by $.08 for your total dues that will be sent to MSCA.**

(Do NOT send a check, it will be taken out of what you already send.)

This form is just a way for us to break out your national dues to MCAA and MSCA in a fair and accountable manor.

Please give us a call if you have any questions.

Michele Hoffman

MCA-Omaha Associate Executive

michele.mcaomaha@gmail.com

402.592.333



**2018 MSCA Monthly Hours Report**

Company Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MCAA/ MSCA ID #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Current Date:\_\_\_\_\_\_\_\_\_\_/\_\_\_\_\_\_\_\_\_\_ 2018

Pay Period Pay Period

Starting Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to Ending Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**MSCA Service Hours Worked (#)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

(Still include these hours in your total hours report to the Benefits Office/ BeneSys, but this is for MCA-Omaha to separate out a % of your national dues to MSCA.)

 **X $.08 Dues Payable Per Hour**

 **Total: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Please submit this form to MCA-Omaha at **michele.mcaomaha@gmail.com** or fax to **402.592.3975** when you normally submit your hours report to the Benefits Office and/or BeneSys each month.

Michele Hoffman – Associate Executive

Phone: 402.592.3330 Fax: 402.592.3975 Email: michele.mcaomaha@gmail.com