

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 2020 MSCA hours (service hours) to MCA-Omaha at mhoffman@mca-omaha.org 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 on your behalf. (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
mhoffman@mca-omaha.org
402.592.333



2020 MSCA Monthly Hours Report

Company Name: _____

MCAA/ MSCA ID #: _____

Current Date: _____/_____/_____ 2020

Pay Period Starting Date: _____ to Pay Period Ending Date: _____

MSCA Service Hours Worked (#) _____

Still include these hours in your total hours report to the Benefits Office/ BeneSys. This is only for MCA-Omaha to separate out a % of your national dues to MSCA for service hours worked.

X \$.08 Dues Payable Per Hour

Total: \$ _____

Please submit this form to MCA-Omaha at **mhoffman@mca-omaha.org** when you normally submit your hours report to the Benefits Office and/or BeneSys each month.

Michele Hoffman – Associate Executive
Phone: 402.592.3330 Email: mhoffman@mca-omaha.org