



Weekly Trainee Verification

FHWA-1273; 29 CFR 5.16; 23 CFR 230 App. B, Subpart A

Instructions: Contractors must email the Construction Manager (CM), in advance, to advise when trainee is scheduled to be onsite. The contractor must submit an executed TR3 form for each trainee to the CM with the corresponding weekly payrolls. Upon receipt the CM will verify trainee hours against the submitted weekly payrolls. If approved, CM will sign and return to contractor.

Contact Information

Month _____

Reporting Period From _____ To _____

RI Contract Number _____ Contactor Name _____

Trainee Name _____ Trainee Classification _____

Trainee Schedule

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total Hours

Submitted by _____ **Title** _____

Signature _____ **Date** _____

Construction Manager _____

Signature _____ **Date** _____