

**PORT OF SEATTLE
NEW EMPLOYEE REPORT**

MC-03#####

Project Name:

General/Prime Contractor:

This report must be submitted ***the DAY BEFORE*** construction begins and **updated whenever there is a change in crew makeup**. Send completed form to and direct all questions to the General Contractor.

<p>Date Submitted: Choose Date Work Start Date: Choose Date Work Completion Date: Choose Date</p> <p>Prime/General Contractor: Enter Prime/General Contractor</p> <p>Subcontractor: <input type="checkbox"/> <input type="checkbox"/>Tier 1: Subcontractor Name <input type="checkbox"/>Tier 2: Subcontractor Name <input type="checkbox"/>Tier 3: Subcontractor Name <input type="checkbox"/>Tier 4: Subcontractor Name</p>	<p>Company Name: Enter Company Name Here</p> <p>Name and Title: Enter Name and Title Here</p> <p>Business Address: Enter Business Address Here</p> <p>Telephone Number: Enter Number Here Choose a Type</p>
<input type="checkbox"/> Check Box if there is a change in workforce crew. For new worker(s): add name(s) to list; workers no longer on jobsite: cross name(s) off list, using single line [strikethrough].	

Please use formats illustrated in the shaded SAMPLE LINES BELOW

Last 4 SSN	Name Last, First	On-Job-Site Start Date(s)	Trade	Classification	Core/Union	Local
5555	Doe, John	4/25/2020	Glazier	Journey Worker	Core	188
1254	Doe, Jane	5/31/2015	Laborer	Apprentice	Union	440
Enter Here	Enter Name Here	Choose Date	Enter Here	Enter Here	Choose Here	Enter Here
Enter Here	Enter Name Here	Choose Date	Enter Here	Enter Here	Choose Here	Enter Here
Enter Here	Enter Name Here	Choose Date	Enter Here	Enter Here	Choose Here	Enter Here
Enter Here	Enter Name Here	Choose Date	Enter Here	Enter Here	Choose Here	Enter Here
Enter Here	Enter Name Here	Choose Date	Enter Here	Enter Here	Choose Here	Enter Here
Choose Here	Enter Name Here	Choose Date	Enter Here	Enter Here	Choose Here	Enter Here
Enter Here	Enter Name Here	Choose Date	Enter Here	Enter Here	Choose Here	Enter Here
Enter Here	Enter Name Here	Choose Date	Enter Here	Enter Here	Choose Here	Enter Here
Enter Here	Enter Name Here	Choose Date	Enter Here	Enter Here	Choose Here	Enter Here