#### **Disaster Duty Time Sheet**



### Items to Remember When Completing Disaster Duty Time Sheet

- Entries must be correct & legible.
- Use INK ONLY preferably black or blue – NO pencil.
- No "white out" changes draw one line through incorrect item, write in correct information, and initial change.

## Hours to be Recorded on Disaster Duty Time Sheet

Record ALL days that include any type or amount of disaster work.

Record ALL hours - this includes:

- ✓ Leave taken
- ✓ Office hours worked (regular & overtime)
  ✓ Disaster hours worked (regular & overtime)
  ✓ Disaster travel all time (no deductions now)

**NOTE:** This is completely different from previous events.

# What does Disaster Duty hours worked include?

Disaster Duty hours include:

- Working at an assigned emergency location and/or on assigned disaster operations tasks.
- Traveling to and from the assigned emergency location
- On a meal break when not allowed to leave the emergency/disaster site
- On a respite or sleep break that meets the criteria outlined in Policy No. 4-10

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ALL ENTRIES MUST BE COMPLETED THOROUGHLY, LEGIBLY AND IN INK - DO NOT USE PENCIL												
Disaster Event Name:				Chock all		DSNAP Other (specify):						
Employee Name:						Personnel Number:		Regular Job Title:				
		S.O. BUREAU / SECTION FIELD REG		GION / PARISH Regular C Center Nu			Regular FLSA Status:		Exempt			
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#### **Disaster Duty Time Sheet Fields:**

<u>Disaster Event Name</u>

Examples: TS Karen or Hurricane Sam

• <u>Check all Applicable: Shelter, DSNAP, Other</u>

"Shelter" or "DSNAP" also includes work that does NOT occur at a disaster site, but is directly related to Shelter or DSNAP. Example: Making calls from home related to the set up of DSNAP sites.

"Other" includes all other disaster work not related to Shelter or DSNAP such as at EOC locations, evacuation sites, transportation centers, etc.

- Employee Name
- Personnel Number
- Regular Job Title
- Regular Office Location
- <u>Regular Cost Center Number</u> found on your LEO Time Statement
- <u>Regular FLSA Status</u> Check Exempt <u>or</u> Non-Exempt (found on your LEO Time Statement)
- <u>Regular Office Work Schedule</u> example: 4-10 hour days Monday-Thursday, off Friday
- <u>Pay Period Dates</u> begin & end date of 2 week period

- <u>Day of Week</u> M, T, W,TH, F, SA or SU
- <u>Date</u> Month and day
- <u>Leave Taken</u> amount of hours on quarter-hour basis and leave code
- <u>Regular Office Duties Worked</u> amount of hours on quarter-hour basis spent that day performing regular office duties
- <u>Total Leave & Regular Office Duties</u> total amount of hours on quarter-hour basis of the two previous columns

- Disaster Site Name / Location
- <u>Disaster Travel / Duty Began</u> on the quarter-hour basis & check a.m. or p.m. Example: 6:45 a.m.
- <u>Disaster Duty / Travel Ended</u> on the quarterhour basis & check a.m. or p.m.
- <u>Total Disaster Hours</u> total amount of hours based on time span indicated in previous two columns.
- Next 3 columns are for Time Admin Use ONLY!

#### **Quarter-hour Increment Chart**

Actual Time Worked or Leave Taken in Minutes Past the Hour	Quarter-Hour Increment to Enter & Record
0 – 7	0
8 – 22	0.25
23 – 37	0.50
38 – 52	0.75
53 - 60	1.00

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Employee Name: Sue Person					Personnel Number:	5555	Regular Job Title: Child Welfare Spec. 2				
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On Thursday, 10/31/13, Sue arrived at work at 10:15 a.m. having taken 2.25 hours of annual leave. At 1:00 p.m., she is assigned to perform disaster duty at the LSU Field House shelter location. Sue leaves the office at 1:30 p.m., travels to the shelter, performs work, and then travels home getting there at 7:00 p.m. FYI -Sue's regular work schedule is 5-8 hour days Monday through Friday.

#### **Complete 1<sup>st</sup> Time Line as follows:**

- Day of Week: TH
- Date: 10/31
- Leave Taken: 2.25 LA
- Regular Office Duties Worked: 2.75 (10:15 a.m. 1:30 p.m. = 3.25 hours minus 0.5 for regular office lunch break)
- Total Leave & Regular Office Duties: 5.0
- Disaster Site Name / Location: LSU Field House Shelter / Baton Rouge
- Disaster Travel / Duty Began: 1:30 p.m.
- Disaster Duty / Travel Ended: 7:00 p.m.
- Total Disaster Hours: 5.5

When Sue left the Shelter on Thursday evening she was told to report back to her regular office on Friday to perform regular office duties. On Friday, 11/1 Sue worked 8:00 a.m. to 4:30 p.m. in her regular office performing regular office duties.

\*No entry is made on the Disaster Time Sheet for 11/1 since NO disaster work hours occurred on this day.\*



Sue was also told to report back to the shelter on Saturday, 11/2, to work the night shift from 7:00 p.m. until Sunday at 7:00 am.

On Saturday Sue left her house at 6:30 pm, arrived at the shelter, worked through the night until Sunday morning at 7:00 a.m., and traveled home arriving at 7:30 a.m.



#### **Complete 2<sup>nd</sup> Time Line as follows:**

- Day of Week: SA
- Date: 11/2
- Leave Taken: 0.0
- Regular Office Duties Worked: 0.0
- Total Leave & Regular Office Duties: 0.0
- Disaster Site Name/Location: LSU Field House Shelter / Baton Rouge
- Disaster Travel / Duty Began: 6:30 p.m. (when travel to site began)
- Disaster Duty / Travel Ended: 12:00 a.m. (midnight)
- Total Disaster Hours: 5.5

#### **Complete 3<sup>rd</sup> Time Line as follows:**

- Day of Week: SU
- Date: 11/3
- Leave Taken: 0.0
- Regular Office Duties Worked: 0.0
- Total Leave & Regular Office Duties: 0.0
- Disaster Site Name/Location: LSU Field House Shelter / Baton Rouge
- Disaster Travel / Duty Began: 12:01 a.m.
- Disaster Duty / Travel Ended: 7:30 a.m. (when disaster travel ended)
- Total Disaster Hours: 7.5

On Monday, 11/4, a state holiday was observed (just pretend!). Sue was scheduled to work at the shelter at 8:00 a.m. She left her home at 8:15 a.m. (she overslept because her electricity was out) and arrived at the site at 8:30 a.m. She worked until 1:45 p.m. and drove home getting there at 2:10 p.m.

#### **Complete 4<sup>th</sup> Time Line as follows:**

- Day of Week: M
- Date: 11/4
- Leave Taken: 8.0 LH (since this is a state holiday)
- Regular Office Duties Worked: 0.0
- Total Leave & Regular Office Duties: 8.0
- Disaster Site Name/Location: LSU Field House Shelter / Baton Rouge
- Disaster Travel / Duty Began: 8:15 a.m.
- Disaster Duty / Travel Ended: 2:15 p.m. (do not put 2:10 p.m. since must be on quarter-hour basis)
- Total Disaster Hours: 6.0

On Tuesday, 11/5, although the shelter had closed Sue was assigned to assist with dismantling the location starting at 8:00 a.m. She left her home at 7:15 a.m., worked at the site until 2:00 p.m., and was told by the site manager that she could go home for the day. She arrived back home at 2:25 p.m.

#### **Complete 5<sup>th</sup> Time Line as follows:**

- Day of Week: T
- Date: 11/5
- Leave Taken: 0.0
- Regular Office Duties Worked: 0.0
- Total Leave & Regular Office Duties: 0.0
- Disaster Site Name/Location: LSU Field House Shelter / Baton Rouge
- Disaster Travel / Duty Began: 7:15 a.m.
- Disaster Duty / Travel Ended: 2:30 p.m. (do not put 2:25 p.m. since must be on quarter-hour basis)
- Total Disaster Hours: 7.25 (FYI since less than 8.0 hours worked on a regular work day, then Time Administrator will also code 0.75 LSAG.)

## **Questions about Time Entries:**

- Refer to Policy No.4-10 & the job aide entitled "Time Entry Instructions and Frequently Asked Questions Related to Payroll for Emergency Operations".
- Employees contact your assigned Time Administrator.
- Time Administrators contact your assigned Field HR Liaison or State Office HR Payroll contact.



# In Closing - Reminders:

- Each day begins at 12:01 AM and ends at 12:00 midnight
- 12 midnight = 12:00 AM and 12 noon = 12:00 PM
- Times and Hours are recorded on quarter-hour basis and in quarter-hour increments
- Regular versus overtime hours depend on an employee's regular work schedule (5 - 8 hour days Monday -Friday, 4 - 10 hour days Tuesday - Friday, etc.)
- Normal hours worked by an employee (such as 8:00 AM to 4:30 PM) may "FLEX" during disaster situations.