

Time Reporting Instructions for Emergency Work

To time report using the “Overtime Reporting For Disasters” form, do the following:

1. Enter the employee name and employee number
2. Enter the cost center name and cost center number
3. Enter the estimated overtime hours that will be worked for the period identified
 - Per District policy, overtime must be pre-approved
 - Actual overtime worked must also be approved on the bottom half of the form
4. Enter the reason for the overtime
5. Employee must sign and date the form
6. Supervisor must sign/approve and date the form
7. Enter the month for which time is being reported
8. Employee enters the number of hours and/or minutes of overtime worked under the appropriate day of the month. Every 6 minutes equals 0.1 (one tenth of an hour). For example 30 minutes equals 0.5 hrs. (one half hour).
 - **For examples of types of work of various categories, review the descriptions on the “Time Reporting Program Codes for Disasters – Emergency Work Only” document**
 - Maintenance and Operations Only program codes
 - i. Only M&O workers are to fill in the section of the form designated “Maintenance & Operations ONLY”
 - ii. Fill in the hours worked on the line that corresponds to the type of work done
 1. 13048 – Debris Removal – M&O
 2. 13049 – Emergency Protective Measures – M&O
 3. 13051 – Other Emergency Work – M&O
 - Other Departments program codes
 - i. All other departments use the section of the form designated “Other Departments – School Police, Nursing Services, Food Services, etc.”
 - ii. Fill in the hours worked on the line that corresponds to the type of work done
 1. 13054 – Debris Removal – Other
 2. 13055 – Emergency Protective Measures – Other
 3. 13056 – Other Emergence Work – Other
9. Employee signs and dates the form at the designated place at the bottom of the page prior to turning it in to their supervisor for review/approval
10. Supervisor reviews then signs/approves and dates the form at the designated place at the bottom of the form before forwarding to the time reporter
11. Time reporter inputs the hours worked into the District’s time reporting system using the fund and functional area listed on the form
12. Time reporter files the form. This form and other documentation must be kept on file for a minimum of 3 years after the completion of the project.