Florida Gulf Coast University Timetracking for Emergency Assignments

Name:		**Home Department:**	
UIN:		**Position Title/Volunteer:**	
		Position Worked During Emergency:	

Explanation of Specific Duties Performed During Emergency Closure

Date	Time in	Time out	Total Hours	Shift (1st, 2nd, or 3rd)	Explanation of Specific Duties Performed	Location	*Choose Category: A, B1, or B2
						Warehouse	
							"

Add Additional Sheet if Necessary

***A-Debris Removal, B1-Shelter Operations, B2-Non-Shelter Operations**

This form is to be used to track work assigned and completed for campus emergencies **by A& P employees and volunteers. SP and OPS will use this to track time when Workday is unavailable.**

The purpose of this form is to report emergency work for FEMA and other emergency reporting and reimbursement processes.

Upon return to normal University operations, return completed forms to your supervisor.

Supervisors, upon review and signature verifying accuracy - send forms to Willie Baca in the Office of Environmental Health and Safety, Risk Management.

NOTE: SP and OPS employees will also complete their normal timesheet process in Workday for purposes of actual payment.

Employee's Signature Date

Supervisor's Signature Date