SAMPLE (UNOFFICIAL) TIME SHEET FOR DECLARED EMERGENCY ADDITIONAL PAY**

HURRICANE IRMA

Pre-Storm Preparations: Effective after employee's work schedule on Date: 09/06/17, until Date: 09/06/17, Time: 6:30 PM

Declared Emergency Period: Effective starting Date: 9/6/17 , Time: 6:30 PM through Date: 9/17/17, Time: 11:59 PM

School/Department Name:_____ **4-Digit Org #:**_____

*DO NOT SEND THIS FORM FOR APPROVAL. FOR DATA COLLECTION AT SITE USE ONLY.

Enter all data directly into the Payroll Database for this storm under:

Pre/Post Event: EMPLOYEES FOR STORM PREP OR STORM RECOVERY.

Print forms directly from the database for administrative and Cabinet Member approval and signatures.

Date Worked	PN#	Employee Name	Position Title	Start Time	End Time	*Emergency Related Essential Tasks Performed	EMP INIT

UNOFFICIAL FORM

Keep this form at your site. Do not send this form to Risk Management.

Please follow District payroll procedures implemented for this event.

***DO NOT SUBMIT THIS FORM FOR APPROVAL. ENTER ALL PAYROLL DIRECTLY INTO THE DATABASE. PRINT FORMS FROM THE DATABASE FOR APPROVAL AND SIGNATURES.