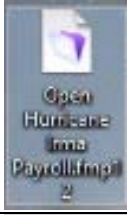
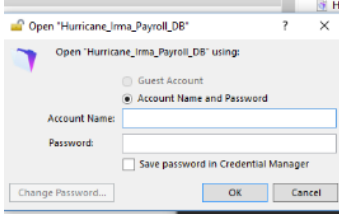


Hurricane Special Pay



Click the file to open the program.



At the next screen, Enter your LOCATION NUMBER in BOTH the Account Name AND the password field.

Then click OK.

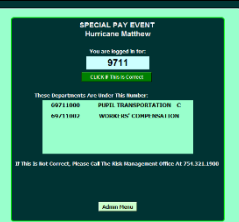


AT FIRST LOG IN: Enter a NEW PASSWORD.

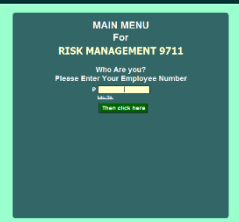
Keep a record of the password for future access to the file.



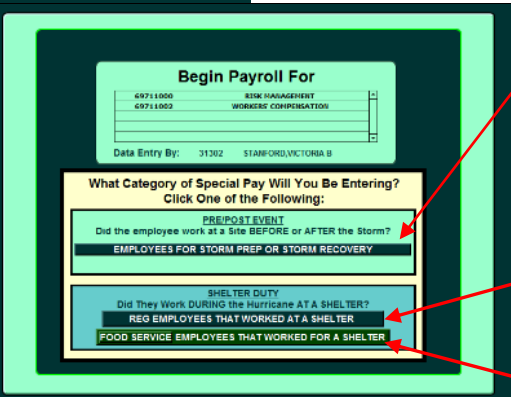
← On the next screen, click this button to begin entering time.



Confirm your location. If this is incorrect, close the file and log in again. If it persists, call Risk Management at 754.321.1900



Enter your Personnel Number. Click to proceed to the next step.



For employees who worked for STORM PREPARATION or STORM RECOVERY, click this button.

*For employees who worked at a Shelter DURING THE STORM, click one of these appropriate buttons.

*Click for employees that were **NOT** Food and Nutrition Services Personnel.

*Click here for employees who are Food and Nutrition

Hurricane Special Pay

Hurricane Matthew Beginning 10/05/2016, Through 10/09/2016

PRE-POST Declared Emergency REG EMPLOYEES Compensation Form SCHOOL/DISTRICT SITES

Location No: **D711** RISK MANAGEMENT

TIME CATEGORY: YOU HAVE CHOSEN TO ENTER EMPLOYEES THAT DID NOT WORK AT A SHELTER

DIRECTIONS: COMPLETE RECORDS *must* contain: 'Date worked' 'Personnel No.' 'Start Time' 'End Time' 'Task Performed'

Entering Time: Hour and Minute Format must be entered, followed by either AM or PM.
Example: Starts 7:00 AM End 2:00 PM
Total hours worked are automatically calculated.
Hours are calculated on a 24 hours basis. Times spanning two different days cannot be entered.
Example: Start 7:00 PM End 12:30 AM
Proper time entry would be 7:00 PM to 11:59 PM
Enter new record for next date 12:00 AM to 12:30 AM
DO NOT ENTER MILITARY TIME. The program will not accept it.

| Date Worked | Per. No. | Employee Name | Position Name/Org Unit | Start Time | End Time | Total Hrs. | Emergency Related Essential Tasks Performed | Record Status | Lunch Taken | Comment | Timesheet |
|-------------|----------|---------------------|--------------------------------|------------|----------|------------|---|---------------|--------------------------|---------|-----------|
| 10/08/16 | 31300 | STANFORD,VICTORIA B | MANAGER, EMERGENCY MANAGEMENT. | 12:00 AM | 3:30 PM | 16:30:00 | Emergency Response and | OK | <input type="checkbox"/> | | PRE,POS |

Enter Date Worked, Personnel No., Start Time, End time and Task Performed. Once all information has been entered, the Record Status Indicator will change to **OK**. Read CAREFULLY and follow all prompts as they appear.

Click **Enter another Employee Time** at the bottom left of the screen to enter additional employee time.

Once all entries have been completed, click **PRINT LAYOUT** to print the timesheets.

School / Department Administrator: **ENTER ADMIN PERS. NO.** At the Print Layout, enter your administrators Personnel Number.

Then click **PRINT** to confirm your administrator's name, and title. When prompted, choose the correct printer to print your documents.

IF YOU HAVE ANY QUESTIONS, PLEASE CALL THE RISK MANAGEMENT OFFICE AT 754.321.1900.