

Disaster Timesheet for Disaster Related Work Only

Last Name	First Name
Disaster Name	
Pay Period Start Date	02/22/2020
Pay Period End Date	03/06/2020
FEMA Category (If Known)	Category B

Employee #	Exempt <input checked="" type="checkbox"/>	Non Exempt <input type="checkbox"/>	Temp/Contract <input type="checkbox"/>
Job Title			
Department & Division			
Internal Order # (if applicable)			
Office/Site/Station Location and Address			

The pay period begins every other Saturday at the beginning of the day shift. Please record your Disaster work time based on the two weeks in the pay period. If you work more than 18 hours on a Friday, you must fill out 2 Disaster Timesheets with Disaster Start Time beginning Friday and Disaster Stop Time Ending on Saturday with those dates.

Day	Disaster Work Date	Disaster Start Time	Disaster Stop Time	Disaster Hours Worked	Complete/DETAILED DESCRIPTION OF WORK ACTIVITY and WORK/SITE LOCATION & ADDRESS (if work/site address is different from the location above). Include any Houston Works Number, if applicable.
Sat					
Sun					
Mon					
Tue					
Wed					
Thu					
Fri					
Weekly Total				0	In the Disaster Hours Worked Column, do not include Time -off and lunch hours.
Notes					

I certify that the above information is correct and can be validated from payroll records and/or from other documentation that is available for audit.

Employee's Signature	Date	Supervisor's Name & Title	Supervisor's Signature	Date
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After Supervisory approval, please submit to Departmental Disaster Timesheet Coordinator (DTS) for delivery to Finance.

After Departmental DTS Coordinator approval, all original timesheets with original signatures must be delivered or sent via interoffice mail to Finance, 611 Walker, 10th floor for review.