

Directions for Larimer County Daily Time Sheet

Use for Emergency Situations and FEMA reimbursable work.

If an emergency situation has happened, please make copies of the *Daily Time Sheet* to hand out to your department's employees and supervisors. We will also have copies available if an EOC Center is set up. Make sure to give the employee a copy of the *Larimer County Key Words* card with the *Daily Time Sheet*. These sheets have *Key Words* to help the employees with descriptions of the type of work completed.

Each *Daily Time Sheet* has space to fill up to 3 different locations, facilities, or sites. Collect these *Daily Time Sheets* from the employees each pay period. The Payroll Rep's responsibility will be to fill in the bottom of the *Daily Time Sheet*. The information is needed to help with Disaster Reporting requirements. It is recommended that you verify the employee's hours on the *Daily Time Sheet* are corresponding to the electronic time card's reported hours.

Once the information has all been filled out, make a copy to keep for your department's Fiscal person. The original *Daily Time Sheet* needs to be sent to Finance by the Friday after the pay period end date.

Remember Administration Time can also be turned in for any emergency or disaster situation. Please track your own time spent gathering this information and turn into Finance also. If you need your Exempt employees switched to a different look during this time, please reach out to Payroll Team.

If you have questions on the time card tracking, call the EOC Payroll Team.

Amy O'Donnell @ 970-498-5991

Brenda Haarmann @ 970-498-5982

Jessica Villasenor @ 970-498-5984

Tommie Anne Ruble @ 970-498-5985

If you have questions on what needs to be reported to Finance, please call

Stacie Hougard @ 970-498-5947.