

**Larimer County Daily Time Sheet**

Use for Emergency Situations and FEMA reimbursable work.

Please include specific facility/site/location and any equipment used (County or rented). If only one facility/site/location was used during the work day, then put all the information on Facility/Site/Location #1. If no equipment was used, please write none. Remember work time is still entered electronically on your time card in the payroll system. Turn form into Department Payroll Rep.

Date: \_\_\_\_\_ Department: \_\_\_\_\_

Name: \_\_\_\_\_

**# 1** Facility/Site/Location: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_ Hours Worked: \_\_\_\_\_

Equipment (County unit #) Used: \_\_\_\_\_ Equip Hours Used: \_\_\_\_\_

Description of work completed: \_\_\_\_\_

**# 2** Facility/Site/Location: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_ Hours Worked: \_\_\_\_\_

Equipment (County unit #) Used: \_\_\_\_\_ Equip Hours Used: \_\_\_\_\_

Description of work completed: \_\_\_\_\_

**# 3** Facility/Site/Location: \_\_\_\_\_

Time In: \_\_\_\_\_ Time Out: \_\_\_\_\_ Hours Worked: \_\_\_\_\_

Equipment (County unit #) Used: \_\_\_\_\_ Equip Hours Used: \_\_\_\_\_

Description of work completed: \_\_\_\_\_

**Total Hours Worked** \_\_\_\_\_

Employee's Signature: \_\_\_\_\_

Department Payroll Rep Use Only:			
Regular	<input type="text"/>	Exempt	<input type="text"/>
Temp	<input type="text"/>	Non-Exempt	Emp. ID# <input type="text"/>
		Hourly Rate	Hired for disaster only <input type="text"/>