FINANCE/ADMINISTRATION SECTION
(TIMEKEEPING UNIT)

RESPONSIBILITIES:

▶ Responsible for maintaining accurate and complete records of staff hours.
▶ Track, record, and report all on-duty time for personnel working during the event or disaster.
▶ Ensure that personnel time records, travel expense claims and other related forms are prepared and submitted to county/District budget and payroll office.

ACTIVATION STAGE:

▶ Follow the Activation/Demobilization Generic checklist.
▶ Check in with Finance/Administration Chief in the EOC for situation/safety briefing.
▶ Put on position identifier such as vest, if available.
▶ Locate and set up workspace.
▶ Check in with the Documentation Clerk to collect records and information, which relate to personnel time keeping.

OPERATIONAL STAGE:

▶ Meet with Finance/Administration Chief in EOC to determine process for tracking regular and overtime of staff.
▶ Ensure that accurate records are kept of all staff members, indicating hours worked.
▶ If district personnel not normally assigned to the site are working, be sure that records of their hours are kept.
▶ Establish and maintain position logs and other necessary files.
▶ Initiate, gather or update time reports from all personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with District policy.
▶ Obtain complete personnel rosters. Rosters must include all personnel.
▶ Provide instructions for all supervisors to ensure that time sheets and travel
expense claims are completed properly and signed by each employee prior to submitting them.

- Establish a log of employees or volunteers within the first operational period to maintain a fiscal record for as long as the employee is assigned to the response.
- Keep the Finance/Administration Section Chief in the EOC informed of significant issues affecting the Time Keeping Unit.

**DEMOBILIZATION STAGE:**

- Follow the Activation/Demobilization Generic checklist.
- Close out all logs.
- Secure all documents and records and submit to the Section Chief.

**EQUIPMENT/SUPPLIES:**

- Clipboard
- District identification badge, clearly visible.
- Forms:
  - Staff Duty log
- Job description
- Paper, pens
- Vest (Employees wear green and volunteers/runners wear orange)