

Emergency Operations Center (EOC) Skillset: Time Keeping Unit

Task Category:

Time Keeping Unit Activation Phase Checklist

Time Keeping Unit Operational Phase Checklist

Time Keeping Unit Demobilization Phase Checklist

Task Categories: Complete Unit SEOC Activation Phase Checklist

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
1. Complete the tasks outlined in Activation Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Task Categories: Complete Unit SEOC Operational Phase Checklist

2. Establish and maintain an Activity Log (ICS 214) and other necessary files.	C, E, F, I, T, A		
3. Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift. Ensure time records are accurate and prepared in compliance with policy and requirements of each agency/organization involved in response effort.	C, E, F, I, T, A		
4. Ensure personnel time records, travel expense claims, and other related forms are prepared and submitted to State Auditor's Office.	C, E, F, I, T, A		
5. Obtain complete personnel rosters from the Logistics Coordination Section Personnel Unit and On-scene Incident Command. Rosters must include all SEOC personnel and personnel assigned to field operations.	C, E, F, I, T, A		
6. Provide instructions to all supervisors to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.	C, E, F, I, T, A		
7. Establish a file for each employee and volunteer during their first operational period to maintain fiscal records associated with the employee or volunteer's time keeping and other associated claims.	C, E, F, I, T, A		
8. Track overtime expenditures in a separate log.	C, E, F, I, T, A		

Tasks	Code	Evaluation Record #	Evaluator Initials and Date
9. Submit daily totals for personnel and equipment time reports to the Cost Unit. Coordinate format with Cost Unit.	C, E, F, I, T, A		
10. Prepare and maintain Time Keeping Reports to document daily and cumulative personnel and equipment time reports, along with associated expenses (e.g., travel expenses), for distribution at the direction of the Finance/Admin Coordination Section Chief.	C, E, F, I, T, A		
11. As directed by Finance/Admin Coordination Section Chief, present information on daily and cumulative personnel and equipment time reports, along with associated expenses (e.g., travel expenses).	C, E, F, I, T, A		
12. Track personnel and equipment hours against anticipated burn-rate. Make updates to anticipated burn-rates as necessary.	C, E, F, I, T, A		
13. Keep the Finance/Admin Coordination Section Chief informed of significant issues affecting the Time Keeping Unit.	C, E, F, I, T, A		
14. Complete the Shift Change tasks outlined in the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		

Task Categories: Complete Unit SEOC Demobilization Phase Checklist

15. Provide copies of all related, completed time records to agencies/organizations demobilizing from the incident.	C, E, F, I, T, A		
16. Complete tasks outlined in the Demobilization Phase of the SEOC General Responsibilities Checklist.	C, E, F, I, T, A		