

Job Aid for Time Report Form

Please email the completed form to DNR-NoMichigan-IceStorm-Docs@michigan.gov.

Save your documents in the following format: **DocType_DIV_Name_Date**.

Use the document name as the **SUBJECT** section of the email.

We appreciate your patience as we navigate through the document collection process. Please reach out to any of the Document Unit if there are any questions.

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TIME REPORT – One per Pay Period

1. See highlighted fields that need to be completed
2. Incident name – DNR Ice Storm Response
3. Employee Name – First & Last Name
4. Classification – your job title
5. Pay Period
 - a. From – start of pay period
 - b. To – end of pay period
6. Date – date during pay period that Ice Storm Response hours were worked
7. Total Regular Time – total of REG1 Hours for that particular day
8. Total OT Time (if applicable) – total of OVT hours for that particular day
9. Total Comp Earned (if applicable) – total of Comp earned if taken in lieu of overtime
10. Lunch – indicate if lunch was taken
11. Location(s) Worked – list task, location, county where work occurred that day (i.e., felling trees, ABC State Park, Mackinaw County)
 - a. Working on getting a list of FEMA reimbursable tasks that fall under each category submitted from MSP to better assist with what information to provide.
12. Sign / Date - This does not need to be certified signature

Notes:

- Administrative personnel who fill out a time report should list if they attended ice storm meetings, worked on documentation, etc.
- Accounting personnel who are paying bills coded to the ice storm or performing other regular admin tasks would not likely be coding time under the Ice Storm and would not need Time Reports filled out.

Table 11. Emergency Work Labor Eligibility

Labor Classification	Type of Employee Hours	Eligible Overtime?	Eligible Straight-Time?
Budgeted Employee Hours (Debris Removal)	Permanent employee	Yes	Yes
Budgeted Employee Hours (Debris Removal)	Part-time or seasonal employee working during normal hours or season of employment	Yes	Yes
Budgeted Employee Hours (Emergency Protective Measures)	Permanent employee	Yes	No
Budgeted Employee Hours (Emergency Protective Measures)	Part-time or seasonal employee working during normal hours or season of employment	Yes	No
Unbudgeted Employee Hours (Debris & Emergency Protective Measures)	Reassigned employee funded from external source	Yes	Yes
Unbudgeted Employee Hours (Debris & Emergency Protective Measures)	Essential employee called back from furlough	Yes	Yes
Unbudgeted Employee Hours (Debris & Emergency Protective Measures)	Temporary employee hired to perform eligible work	Yes	Yes
Unbudgeted Employee Hours (Debris & Emergency Protective Measures)	Part-time or seasonal employee working outside normal hours or season of employment	Yes	Yes

REASSIGNED EMPLOYEES

- Costs for employees reassigned to perform work that is not part of the employee's normal job functions are eligible.
 - a. For example, a police officer may clear debris which FEMA provides PA funding based on the reassigned employee's normal pay rate, not the pay level appropriate to the work, because the applicant's incurred cost is the employee's normal pay rate.

