



FAST WEEKLY TIME REPORT

CHECK IF COPY NEEDED

To be completed by all emergency volunteers. SEE REVERSE SIDE FOR INSTRUCTIONS

NAME	DEPT.	NORMAL WORKWEEK (M-F, 8-5)	TIME BASE
WORK WEEK DATES	REOC SITE	RECOVERY CENTER(S)	

DAY	DATE	DEPART HOME/ BASE	START SHIFT	LUNCH	END SHIFT	ARRIVE HOME/ BASE	TOTAL HOURS	LEAVE HRS	REG HRS	Straight Time OT	Time & 1/2 OT	COMMENT
SUN												
MON												
TUE												
WED												
THUR												
FRI												
SAT												
TOTAL WEEKLY HOURS												

VOLUNTEER SIGNATURE	DATE	DSB MANAGER APPROVAL	DATE
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WEEKLY TIME REPORT

INSTRUCTIONS:

- The “workweek” begins on Sunday and ends on Saturday. A “*Weekly Time Report*” is completed for the entire week if any time was worked as an emergency volunteer. If you deploy on a Wednesday, you must enter all hours worked for the entire week, both in your regular job and as a VEST member. This applies to all volunteers, including those who cannot be paid premium pay (OT).
- Pay periods cannot be combined on one form. If the pay period ends during a given work week, the form is completed and tallied at the close of business the last day of the pay period. A new form is started on the first day of the new pay period and completed for the remainder of the week.
- For each date, **enter** the time you arrived at the work site under “*START*,” the actual time (if any) spent at lunch and the time you departed the work site (under “*END*”). Include all hours worked that date, whether at your permanent job or as a volunteer. **Use the “*COMMENT*” section to note the time you departed from your regular job to deploy as an emergency volunteer, as well as when you are demobilized from the emergency assignment.**
- At the end of each day, **add up** the total hours from the time you depart to the time you arrive back at your base/home. **Deduct any lunchtime** you have recorded. **Enter** the remainder as the “*TOTAL HRS*” you worked that day.
- **Enter** any “*LEAVE HOURS*” you took during any day. Use the “*COMMENT*” section to note the time and type of leave used.
- Total “*LEAVE HOURS*”(if any) plus Regular Hours worked should equal (=) your regular set schedule. **Enter** the amount under the column marked “=”. **The “*LEAVE HOURS*” plus the “*REGULAR HOURS*” are the hours that will be paid from your permanent position, BY YOUR DEPARTMENT. Those hours must total your regular set work hours (i.e.,5/40, 4/10 or 9/80.)**
- On **Weekdays**, your “*START*” time begins when you leave your home to deploy, or hotel to travel to your assigned site. The “*END*” time is the time you return to your hotel, or home if you have deactivated. The first 30 minutes of *COMMUTE* time is considered the average reasonable commute time for employees and is not compensated. Remaining *COMMUTE* time over 30 minutes will be recorded as “*STRAIGHT OT HOURS*.”
- On **Saturday, Sunday or legal Holidays**, your “*START*” time begins when you leave your home to deploy, or hotel to travel to your assigned site. The “*END*” time is the time you return to your hotel, or home if you have deactivated. All *COMMUTE* hours will be recorded as “*STRAIGHT OT HOURS*.” All hours worked at the job site are recorded as “1 ½ *OT HOURS*.”
- **Sign and date** the “*Weekly Time Report*.” Turn the completed document in to the VEST Coordinator on Sundays, or as instructed. If you will need a copy for your own department, check the box on the upper right of the front of this form. Once signed by the DSSB Manager, a copy of the signed form will be sent to you.