

Emergency Management Time Sheet

Date: _____

Jurisdiction: Polk County Aragon Cedartown Rockmart

Department: _____

Position Type: Volunteer Part Time Full Time

Employee Name: _____
(Last) (First) (MI)

Regular Time: _____ Disaster Related Overtime: _____

Total Hours Worked: _____

Vehicle #: _____

Beginning Milage: _____ Ending Milage: _____

Beginning Engine Hours: _____ Ending Engine Hours: _____

Type of Vehicle: _____

Duties Performed:

This document should be used to track personnel hours, and vehicle usage. For personnel hours please have employees record the amount of regular hours and/or overtime hours worked during the emergency event.

Each employee should complete this form each day of work. Should this event meet the FEMA threshold the above information will be required.

This is only for incident cost documentation – please remind all to continue to complete their normal time sheet recording process.

Once complete hit submit and follow instructions or fill out form and submit to ema@polkga.org or turn it in to the EOC.