

**Appendix 10. Time Sheet Log**

**TIMESHEET FOR USE DURING DISASTERS**

(to be completed by Supervisor)

Disaster/Event \_\_\_\_\_  
 Employee's Name \_\_\_\_\_  
 Department \_\_\_\_\_  
 Job Title \_\_\_\_\_

Project Code \_\_\_\_\_  
 Shift \_\_\_\_\_  
 Date \_\_\_\_\_

<b>Week 1</b>	<b>Date</b>	<b>Regular Hours</b>	<b>Overtime Hours</b>	<b>Total Hours for Day</b>
Friday				
Saturday				
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Week 1 Total				

<b>Week 2</b>	<b>Date</b>	<b>Regular Hours</b>	<b>Overtime Hours</b>	<b>Total Hours for Day</b>
Friday				
Saturday				
Sunday				
Monday				
Tuesday				
Wednesday				
Thursday				
Week 2 Total				
Bi-Weekly Total				

\_\_\_\_\_  
 Supervisor's Signature

\_\_\_\_\_  
 Payroll Specialist's Signature