

Time Unit Leader**Position Log**

Incident Name		Date Prepared	
Name		Contact #	
Shift Start		Shift End	Op Period

Functional Checklist

Organization	Finance/Administration Section
Primary	Payroll Manager
Potential Alternate(s)	Finance Manager Accountant
Supervisor	Finance Section Chief
Overview	<ul style="list-style-type: none"> ● Initiates processes for time keeping and keeps time records of all personnel ● Establishes and maintains a file for employee time reports
Description	The Time Unit is responsible for overseeing the recording of time for all personnel and equipment assigned to an incident.
Responsibilities	<ol style="list-style-type: none"> 1. Ensure that time records are maintained throughout the event or disaster by all personnel by issuing time cards and explaining recording processes. 2. Track, record, and report all on-duty time for personnel working during the event or disaster. 3. Ensure that personnel time records, travel expense claims, and other related forms are prepared and submitted to the compensation and claims unit. 4. Supervise any personnel assigned to the time keeping unit.
Forms and Job Aids	<ul style="list-style-type: none"> ○ Time Cards (for yourself and other EOC staff) ○ EOC badges (from Logistics Section ready box) ○ Travel Reimbursement requests
Checklist - Activation Phase	<ul style="list-style-type: none"> ○ Upon arrival at the EOC check in at the designated check in location. ○ Report to the Finance/Administration Section Chief or other assigned supervisor. ○ Identify yourself as Time Unit Leader (Green Vest). ○ Set up your workstation and review your position responsibilities. ○ Establish and maintain a position log that chronologically describes your actions taken during your shift. ○ Determine your resource needs, such as a computer, phone, plan copies, and other reference documents. ○ Identify and request any on-the-spot training from the EOC Manager or Deputy EOC Manager.

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Checklist - Operational Phase	<ul style="list-style-type: none">○ Establish and maintain position logs and other necessary files.○ Initiate, gather, or update time reports from all personnel, to include volunteers assigned to each shift; ensure that time records are accurate and prepared in compliance with Tribal personnel policy.○ Obtain complete personnel rosters from the Personnel Unit and Resources Unit. Rosters must include all EOC Personnel as well as personnel assigned to the field level.○ Provide instructions for all personnel to ensure that time sheets and travel expense claims are completed properly and signed by each employee prior to submitting them.○ Establish a file for each employee or volunteer within the first operational period; to maintain a fiscal record for as long as the employee is assigned to the response.○ Keep the Finance/Administration Section Chief informed of significant issues affecting the Time Unit.
Checklist - Demobilization Phase	<ul style="list-style-type: none">○ Deactivate your assigned position and close out logs when authorized by the Finance/Administration Chief.○ Complete all required forms, reports, and other documentation.○ Be prepared to provide input to the hot wash and after-action report.○ If another person is relieving you, ensure you provide a detailed briefing and answer all questions before you leave.○ Clean around your work area before you leave.○ Leave your contact information.
Checklist - Recovery Phase	<ul style="list-style-type: none">○ Work with any Morongo ESFs coordinating recovery efforts and through the Recovery Annex to the Emergency Operations Plan.