INSTRUCTIONS FOR COMPLETING THE EMERGENCY LABOR TIME SHEET

1. Save the Template as a Word document.
2. Complete the top section with Start and End Dates, Name, Employee ID, Job Title, Supervisor, and Type (e.g., exempt).
3. Provide Account number if you know it; if not the Business Office can fill in.
4. Manually enter by row:
   o Date
   o Task Description
   o Location (without physical location, may state phone call, Zoom meeting, etc.)
   o Start and End Time (using AM and PM)
   o Total hours
5. At the bottom TOTAL, under Total Hours column, please hover cursor on the Total Hours (currently 0.00) and right click.
6. Click on Update Field which will calculate the total hours entered for the week.
7. For signatures, if you do not have a printer and scanner, the Template is set up so you can insert a photo of yours and your supervisor's signatures, then save the document and forward the final version to Erin Armato.
8. Start date should be Monday of each week and the end date should be Friday or Sunday depending on if you work over the weekend.

Examples of COVID-related work
o Meetings specifically focused on COVID-related agenda items
o Time spent preparing guidance and/or documentation as it relates to COVID-19
o Time spent cancelling and/or rescheduling events/conferences/travel related to COVID-19
o Time spent in supporting the transition to online learning