

INCIDENT TIME REPORT

1. Hired At (e.g., ID-BOF)

2. Employee Common Identifier

3. Type of Employment (X One)

Casual Federal Other

4. Hiring Unit Name (e.g., Ranger District)

5. Name (First, Middle, Last)

6. Hiring Unit Phone Number

7. Hiring Unit Fax Number

Column A			Column B			Column C			Column D		
Same as Column			Same as Column			Same as Column			Same as Column		
<input type="checkbox"/> A			<input type="checkbox"/> A			<input type="checkbox"/> B			<input type="checkbox"/> A <input type="checkbox"/> B <input type="checkbox"/> C		
8. Incident Name			8. Incident Name			8. Incident Name			8. Incident Name		
9. Incident Order Number (e.g., ID-BOF-000123)			9. Incident Order Number (e.g., ID-BOF-000123)			9. Incident Order Number (e.g., ID-BOF-000123)			9. Incident Order Number (e.g., ID-BOF-000123)		
10. Fire Code (e.g., B2C5)		11. Resource Request Number (e.g., O-33)	10. Fire Code (e.g., B2C5)		11. Resource Request Number (e.g., O-33)	10. Fire Code (e.g., B2C5)		11. Resource Request Number (e.g., O-33)	10. Fire Code (e.g., B2C5)		11. Resource Request Number (e.g., O-33)
12. Position Code (e.g., FFT2-T)	13. AD Class (e.g., B)	14. AD Rate	12. Position Code (e.g., FFT2-T)	13. AD Class (e.g., B)	14. AD Rate	12. Position Code (e.g., FFT2-T)	13. AD Class (e.g., B)	14. AD Rate	12. Position Code (e.g., FFT2-T)	13. AD Class (e.g., B)	14. AD Rate
		\$			\$			\$			\$
15. Home/Hiring Unit Accounting Code			15. Home/Hiring Unit Accounting Code			15. Home/Hiring Unit Accounting Code			15. Home/Hiring Unit Accounting Code		

Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours	
Year	16. Total Hours				Year	16. Total Hours				Year	16. Total Hours				Year	16. Total Hours				

In the "hours" column, indicate "H" for hazard pay, "E" plus % for environmental differential, "T" for travel

17. Total Hours (all columns):

18. Commissary and Travel

18a. Month	18b. Day	18c. Category (e.g., commissary, meals, lodging, mileage, medical, etc.)	18d. Reimbursement	18e. Deduction	18f. Firecode
		Total	\$	\$	

For Payment Center use only

20. Employee Signature

21. Time Officer Signature

NOTE: The above items are correct and proper for payment from available appropriations.

HAZARD PAY WORKSHEET

NAME: LAST, FIRST MI

EID#: XXXXXX

PAY PERIOD ENDING: _____

NOTE: USE MILITARY TIME (24 HOUR CLOCK) TO RECORD START/STOP TIMES.

DATE	START	STOP	START	STOP	START	STOP	START	STOP	START	STOP	LDP Override/Ref #	ACTIVITY/ COMMENTS	DOF USE ONLY 8 DIGIT FIRE CODE

I CERTIFY THAT ALL TIME AND CHARGES REPORTED FOR THE ABOVE NAMED EMPLOYEE ARE ACCURATE.

EMPLOYEE'S SIGNATURE: _____

DATE: _____

SUPERVISOR'S SIGNATURE: _____

DATE: _____

Using one line for each day of activity, enter start/stop time for each period of activity. Note CC/LC codes if applicable. A description of the activity should be written in the comments section, i.e. working under helicopter, climbing tower, diving, handling explosives.

- Enter Name, Employee ID, and pay period, to correspond with the front of the DNR Time and Attendance Report.
- Date: Enter date of hazardous duty. More than one line may be necessary for a given date.
- UP & DOWN: Enter time hazardous work begins and ends for each occurrence. Use military time.
- Enter on a separate line of the timesheet, from the drop-down Event Code & Description, Hazard (206) and the correct fire #, (LDP). The last column of the worksheet the 8-digit fire code can be entered for DOF use only.

ALASKA DEPARTMENT OF Natural Resources (10)

Time & Attendance Report

Pay Period Ending: January 15, 2017

Employee Name: LAST, FIRST MI

Employee ID: XXXXXX

Status: FULL TIME REGULAR (FR)

Home Department: 10

Home Unit: _____

Bargaining Unit: _____

Alt. Workweek: _____

Overtime Eligible: _____

OT Conversion: _____

Hazard Pay: _____

LOA: _____

Document ID: _____

Certified By: _____

Date: _____

Partial Week Hrs FWD: _____

Collector/Phone: FIRST LAST PHONE

Standard Start / Stop Times Enter as Military Time no Colon EXAMPLE ONLY			REGULAR PAY		LEAVE TAKEN			HOLIDAY			Collector/Phone: FIRST LAST PHONE							HOURS WORKED		
			Sun 1/01	Mon 1/02	Tue 1/03	Wed 1/04	Thu 1/05	Fri 1/06	Sat 1/07	Sun 1/08	Mon 1/09	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Sun 1/15		Mon 1/16	
START	8:00																			
STOP	12:00																			
START	12:30																			
STOP	16:00																			
START	16:00																			
STOP	18:30																			
Total	10:00		0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00
Event Code & Description	DOF USE ONLY & DIGIT FIRE CODE	LDP Override / Ref #	Sun 1/1	Mon 1/2	Tue 1/3	Wed 1/4	Thu 1/5	Fri 1/6	Sat 1/7	Sun 1/8	Mon 1/9	Tue 1/10	Wed 1/11	Thu 1/12	Fri 1/13	Sat 1/14	Sun 1/15	Mon 1/16	TOTAL HOURS	
105 REG HOLIDAY			0:00	7:30	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	7:30	15:00	
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TOTAL			0:00	7:30	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	0:00	7:30	15:00	
959	COMP TIME																		0:00	
108	OUT OF CLASS (LTO)																			

NOTE: 944 FLEX TIME will get entered to a LEAV document based on the Flex tracking Sheets submitted to DOP Payroll. It does not get entered on a Timesheet (TIMEI / TADI) in IRIS HRM.

We certify that the time and hours of work recorded above are true and correct.

Employee Signature: _____ Date: _____

Supervisor Signature: _____ Date: _____

Comments: _____

AIBMH Chapter 2 Time & Attendance Form 3

Final determination of pay type and rate of compensation will be made by the Department of Administration

Revision Date 3.1.2017 3/23/2017