SAMPLE

Emergency management worksheet V4 (INT10/24128) 3 May 2010

EMERGENCY MANAGEMENT WORKSHEET

DEPARTMENT: *(tick)* ☐ I&I NSW ☐ H

NAME:

(tick) ☐ SCC ☐ LCC ☐ Operations ☐ Planning ☐ Logistics Other _____

ID No: **SERIAL No:** **LEAVE IN LIEU FOR TRAVEL** *(outside hours worked)* **COST CODE:** **STAFF PAYROLL CENTI**

Day	Date	Time Started *	B'fast (mins)	Lunch (mins)	Dinner (mins)	Time Ceased *	Total Hrs worked (excluding meal breaks)	Less 7hr/8hr (standard hrs)	Excess hrs worked	Time started journey	Time finished journey	** Less normal travel time	Total travel time	Location	Supervisor signature	ST	T1/2	DT
Mon	4/10/2010	8.OO		30	30	19.OO	10	7	3	6.OO	8.OO	30min	90min	LCC Gosford	M Smith			
Tue																		
Wed																		
Thu																		
Fri																		
Sat																		
Sun																		
Mon																		
Tue																		
Wed																		
Thu																		
Fri																		
Sat																		
Sun																		
								TOTAL							TOTAL			

example

Indicate the location you have worked at There could be Multiple response Locations and incidents

Do not forget to insert cost code

Total hours must be entered By officer

Minimum ½ hour After 5 hrs Each meal break

Make sure you identify your travel times at start and end of roster period If no travel indicate with NIL

Only to be filled in by payroll officer

Don't forget signatures

Tick the appropriate box For overtime payment or LIL

To be signed and approved on your last day of duty or when worksh
A copy must be given to the Logistics Manager.
The original is to be forwarded to your Staff Payroll Centre for processing.

Signature: / /

Attendance verified by supervisor
Print: *Signature:* / /

O/T and travel time authorised
Print: *Signature:* / /

**24 hour clock*

*** Time travelled to and from normal work location*

I elect to be reimbursed as follows *(tick)*

☐ _____ hrs payment for directed excess hours *(at overtime rates)*

☐ _____ hrs to be taken as Leave in Lieu for directed excess *(at overtime rates)*

☐ _____ hrs to be taken as Leave in Lieu for travel *(at single rates)*

Prepared by L Stenos 07/10/2010 Version 1
G/EDM/Plant/Myrtle Rust/Logistics /Personnel

Have you filled in your "out of office" leave in ESS?

Form will be returned to officer from payroll if not filled out correctly