

Personnel with Equipment Worksheet Instructions

Purpose:

The Finance Daily Report is to help with tracking the cost of personnel and equipment used during a planned or unplanned incident. The worksheet is a multiple tabbed Excel Spreadsheet. There is a Summary-Input tab; Personnel tab; Equipment tab; and FEMA Equipment Rates tab. You will use only these tabs to enter data: Summary-Input tab, the Personnel tab and Equipment Rates tab.

Pre-use Steps:

Organize your personnel information by date worked, employee name and location. Ensure that for each employee you have their name, department, hourly rate, exempt status, date/times worked, location, any equipment used (who owns that equipment) and type of work completed.

The FEMA Equipment Rates tab is informational only and for use in identifying the FEMA Equipment code for any equipment personnel may have used. If there is a piece of equipment that cannot be categorized, please contact your Regional Disaster Finance Coordinator for assistance.

***** Before using the Summary-Input Tab, you need to complete all the prior steps first (Steps 1 through 9) *****

Step 1: Open up the file and immediately click File, Save As and rename the sheet to something beneficial to the Finance Section and in a location anyone in the Finance Section can access. (Ex. HiddenPines_DailyFinance_10192015_Sheet1)

Step 2: Rename the box "Incident Name" to the name of the incident you are tracking costs for. (Ex. Hidden Pines Fire, Jan 2015 Ice Storm, etc.)

Step 3: Complete Box 19 for who is completing the form.

Step 4: In Box 3 (Date) Enter the date the information is related to **NOT** the date the worksheet is completed. (Ex. If this is for personnel who worked on 10/15/2015 – that is the date entered in Box 3)

Step 5: In Box 1 select from the drop down Yes/No for the information to be included in this worksheet

Step 6: In Box 2 – enter the text for each location where personnel checked in. This is done by double clicking (or F2) into the cell and entering the text after the appropriate letter. (Ex. A) EOC, B) Parks Dept.)

Step 7: Go to the Personnel tab and enter all the names in alphabetical order of the employees who worked the incident in column A, their regularly assigned department in Column B, choose their exempt status from the drop down in Column C and enter their straight time rate in Column D. Column E will automatically calculate based on their exempt status and rate of pay. When entering names, please include an employee with the name of "None", this will be necessary for the rows on the worksheet that

you don't use. There is enough rows for up to 150 names and if you need to include more rows here is how:

Before entering any information in Row 152, click on the number 152 and hold the mouse down and drag it down to select multiple rows. When you have selected enough additional rows, right click and select insert.

Go to Cell C151 and copy the cell (Ctrl-C). Highlight the cells in Column C for the new rows and paste (Ctrl-V) the information into those cells.

Go to Cell E151 and copy the cell (Ctrl-C). Highlight the cells in Column E for the new rows and paste (Ctrl-V) the information into those cells.

If you need to add a name later, you can insert a row and enter the information needed.

Find the row where you need to enter the information, select the row below it, right click and hit insert. A new blank row will appear for you to enter information. * Remember to copy the formulas as well by using the Go to Cell steps above.

Step 8: Go to the Equipment tab and enter all the names in alphabetical order of the equipment utilized by personnel in Column A. When entering names, please include a piece of equipment with the name of "None", this will be necessary for the rows on the worksheet that you don't use. There is enough rows for up to 149 pieces of equipment and if you need to include more rows here is how:

Before entering any information in Row 150, click on the number 150 and hold the mouse down and drag it down to select multiple rows. When you have selected enough additional rows, right click and select insert.

Go to Cell C149 and copy the cell (Ctrl-C). Highlight the cells in Column C for the new rows and paste (Ctrl-V) the information into those cells.

If you need to add a piece of equipment later, you can insert a row and enter the information needed.

Find the row where you need to enter the information, select the row below it, right click and hit insert. A new blank row will appear for you to enter information. * Remember to copy the formulas as well by using the Go to Cell steps above.

Step 9: For each piece of equipment, you will need to determine the FEMA equipment code if you haven't already done so. The Tab "FEMA Equipment Rates" has the list of FEMA equipment and their code, type, description and rates. For each piece of equipment, choose the appropriate FEMA four-digit code from the drop down in Column B. Column C and Column D will auto populate with the appropriate unit and rate information.

Step 10: Begin to input information onto the Summary –Input tab. Starting on Row 11 – this is the information you will input to complete each row.

Box 4 – Check In Location: Choose the appropriate location from the drop down menu

Box 5 – Personnel: Choose the employee name from the drop down menu

Box 6 – Check In Time: Enter Check In time as a military number with the hour converted to decimals. (Ex. 8:00 AM is 8.00 and 1:30 PM is 13.50).

Box 7 – Check Out Time: Enter Check Out time as a military number with the hour converted to decimals. (Ex. 8:00 AM is 8.00 and 1:30 PM is 13.50).

Box 8 – Equipment Used: Choose the piece of equipment used from the drop down menu

Box 9 – Assignments: Enter as specific as possible description of the work the personnel was assigned to complete during the shift worked.

Box 10 through Box 12 – These boxes should automatically calculate based on the information previously entered.

Box 13 – if the information in Box 12 says mile, you will need to enter the total daily mileage for the equipment used in Box 13

Box 14 through Box 19 – These boxes should automatically calculate based on the information previously entered.

For employees who worked past midnight, you will need to break their shifts out on two lines. Example: Walter Test Subject is scheduled work 8 pm to 8 am. His time would look like this:

Line 1 Checkin – 20.00 Check out – 24.00

Line 2 Checkin – 0.00 Check out – 8.00

Step 11: As you are completing the sheet, watch the green box as the number should auto calculate for you.

Step 12: Complete Box 20 once form is completed and ready to be turned into the Cost Unit Leader or Finance Section Chief.

***** If you need more than two pages, create a new file. Please use the same naming convention with a new numerical identifier for multiple sheets. (Ex. HiddenPines_DailyFinance_10192015_Sheet2) *****