



ANNOUNCEMENT

Number: 2015-12

Date: November 3, 2015

Subject: Disaster Time Reporting Available

Distribution: eMerge PeopleSoft Users; Department Human Resources and Payroll Managers

All eMerge PeopleSoft Time Reporters now have two new fields available on their Timesheets. These fields – along with special new Disaster Time Codes – are specifically designed for time reporting following a disaster. In the event that disaster-related labor costs may be recoverable, the Controller's Office will direct departments to report disaster-related time. Such time may be recovered through litigation or Federal and State disaster assistance programs. Additionally, in the event San Francisco employees are deployed to the aid of another local government, their disaster-related time should be tracked.

In the event the Controller's Office directs your department to report disaster-related time, work performed must be tracked on the employee's Timesheet using Disaster Reporting Codes. These include Disaster Work Codes and Disaster Admin Cost Codes.

- **Disaster Work Codes** are used to track time dedicated to emergency response and recovery work.
- **Disaster Admin Cost Codes** are supplemental codes that provide additional detail on such work, accounting for the type of work performed. These codes are also used by financial and administrative personnel to track time devoted to processing eligible claims.

Disaster Work Code	Description
AC	Direct Administrative Costs
EA	A - Debris Removal
EB	B - Emergency Protective Measu
MA	Mutual Aid Othr Local Gov
PC	C - Roads & Bridges
PD	D - Water Control Facilities
PE	E - Buildings & Equipment
PF	F - Utilities
PG	G - Parks & Recreation Fac

Disaster Admin Cost Code	Description
AC-DP1	Applicant Briefing
AC-DP2	RPA Submission & Processing
AC-DP3	Other Pre-Award Activity
AC-PF1	Special Considerations
AC-PF2	Financial Compliance Reviews
AC-PF3	Other Funding Anticipation
AC-PF4	Site Visits
AC-PF5	Project Description and Develo
AC-PF6	Project Scope Development
AC-PF7	Project Cost Estimation & Docu
AC-PF8	Alternate Site Project Request
AC-PF9	Site Improvement Project Reque
AC-PL1	Subgrantee Site Identification
AC-PL2	Kick-Off Meeting
AC-PL3	Immediate Needs
AC-PL4	Preliminary Cost Estimate
AC-PL5	Data Collection and Disseminat
AC-PL6	Travel & Expenses
AC-PL7	Travel & Expenses



In the event the Controller's Office directs your department to track disaster-related time, the Payroll and Personnel Services Division will provide specific instructions to your Department Payroll Personnel. If you have any questions, please contact your Department Payroll Division for clarification.

Should you have any questions or feedback, please contact eMerge User Support at 415-701-3485 or PSoft_Support@sfgov.org.