**Reconciling the time of Disaster Service Workers (employees) submitted via Incident Command System (ICS) Form 214 (214s) to their time in the payroll system is critical.** Federal Emergency Management Agency (FEMA) and California’s Office of Emergency Services (Cal OES) may evaluate both 214s and payroll data to determine reimbursable emergency response costs. To maximize FEMA and Cal OES reimbursement during the COVID-19 emergency (up to 93.75% of each dollar spent, with eligible volunteer hours and other donated resources creditable against the 6.25% local share), consistent and reconciled 214 and payroll data is imperative because it establishes that the City is using effective financial control measures.

# **Department Responsibilities**

Each department is responsible for collecting the 214s for employees or volunteers that have been assigned COVID-19 response activities. Please refer to updated guidance at Revised 214 Activity Log and Incident Activity Codes Instructions at [www.sfcontroller.org/costrecoveryresources](http://www.sfcontroller.org/costrecoveryresources).

# **Department Responsibilities for Each Pay Period**

1. Obtain all 214s for the pay period

Ensure each employee or volunteer assigned to COVID-19 response activities completes a 214 that details the daily COVID-19 work they performed.

214 options available for employees and volunteers include:

Recommended**:** Online fillable 214 <https://www.flexforms.com/f/sanfranciscoForm214>

* Employee/Volunteer role:Completely fill out all sections and provide adequate details of daily activities that specify COVID-19 response and submit to the online 214 system.
* Department’s role:Obtain as a report from the COVID Hours Dashboard.
* Advantages: Online reporting expedites reconciliation and reduces the spread of germs!

Alternative (not preferred): Paper and Scanned (PDF) 214s

* Employee/Volunteer role: Completely fill out all sections and provide adequate details of daily activities that specify COVID-19 response and follow the department’s instructions for submission.
* Department’s role:Obtain all paper forms and scanned forms collected at department or in the field.
* Disadvantages:Possible loss and illegibility, manual reconciliation required, and may spread germs!

214 submission requirements include:

Recommended: DSW workers and volunteers should complete and submit a 214 daily.

Alternative (not preferred): DSW workers and volunteers may complete and submit 214s weekly (but an individual 214 should be submitted for each day worked in the week).

1. Reconcile payroll data before Wednesday payroll processing[[1]](#footnote-2)

* Obtain the PeopleSoft labor report for department employees who charged COVID-19 time.
* Ensure each submitted 214 is completely filled out with adequate details of daily activities that specify COVID-19 response and that the hours on the 214 match the hours charged to the appropriate Project, Project Activity, Incident, and Incident Activity codes in PeopleSoft.
* For employees who charged time in PeopleSoft to the COVID-19 incident, ensure a corresponding 214 is completed. **Only employees who work two hours or more in a day related to COVID-19 must submit a 214.** Employees who work less than two hours in a day related to COVID-19 may submit a comment on their timesheet specifying the work performed.
* Ensure that employees’ time was charged to the appropriate Project, Project Activity, Incident, and Incident Activity codes.
* Identify and consolidate all 214s for volunteers or any other 214s that your department cannot reconcile. Provide those to your cost recovery team (see section 3 below).
* Refer to *COVID-19 Timekeeping: ICS Form 214 Frequently Asked Questions* for additional tips related to 214s and the 214 reconciliation process: <https://sfemployeeportalsupport.sfgov.org/support/solutions/articles/11000050755-covid-19-timekeeping-ics-form-214-job-aid-and-faqs>

1. Submit to CON’s cost recovery branch after pay period end

By the Friday after pay day,2 scan and upload the following, with the requested naming conventions, to the cost recovery ShareFile folder created for your department:

* All 214s received during the pay period.   
  (Filename*: Dept\_LastnameFirstInitial\_Dateworked(yyyymmdd)\_ICS214, for example, CON\_SmithA\_20200321\_ICS214*)
* All 211s received during the pay period. (Filename: *Dept\_ Dateof211\_ICS211*)
* Online 214 report for your department. (Filename: *Dept\_PPEdate\_214 report*)
* Departmental PeopleSoft labor report showing COVID-19 time charged to your department. (Filename: *Dept\_PPEdate\_labor report*)
* Reconciliation listing any missing or excess 214s. (Filename: *Dept\_PPEdate\_reconciliation*)

When uploading to ShareFile:

* Upload the 214s and 211s and applicable reports for your department’s employees to the departmental pay period folder corresponding to when the work was performed.
* For 214s for volunteers or other 214s that do not reconcile to your system reports, upload those to the subfolder in the pay period folder titled Volunteers & Others.
* If you have edited 214s or late 214s, upload them to the applicable pay period for which the 214 is dated and notify your department’s cost recovery liaison that the upload occurred.

1. Contact your department’s cost recovery liaison if your department needs an alternate schedule. [↑](#footnote-ref-2)