



SF PREPARED
FINANCE & ADMINISTRATION

City and County of San Francisco

Timekeeping Job Aid: Local Emergencies

Version 2.8

TABLE OF CONTENTS

Overview	3
<i>Purpose</i>	<i>3</i>
<i>Description</i>	<i>3</i>
<i>Application</i>	<i>3</i>
Topic 1: Use of Incident Codes and Incident Activity Codes.....	4
<i>Definitions</i>	<i>4</i>
Incident	4
State and Federal Disaster Assistance	4
Emergency Work.....	5
Emergency Support Functions	5
<i>Incident Codes and Incident Activity Codes.....</i>	<i>6</i>
Incident Codes.....	6
Incident Activity Codes.....	7
Topic 2: SF People & Pay Time Entry	8
<i>Procedure Steps</i>	<i>8</i>
Topic 3: Coding a Time Interface File.....	11
<i>Procedure Steps</i>	<i>11</i>
Appendix A: List of Incident Activity Codes	12
<i>Emergency Work.....</i>	<i>12</i>
<i>Permanent Work.....</i>	<i>14</i>
<i>Management Costs.....</i>	<i>15</i>
Administrative Costs.....	15
Other Management Costs	15
Appendix B: Tracking Management Costs	16
<i>Administrative Costs</i>	<i>16</i>
<i>Other Management Costs.....</i>	<i>17</i>
Appendix C: List of Emergency Support Functions	18

OVERVIEW

Purpose

This document explains the procedure for tracking disaster-related time and labor. Special time codes are utilized for this purpose.

Following a disaster or large-scale emergency, the City may be able to recover some of its costs through:

- Federal and State Disaster Assistance programs
- Insurance
- Litigation

Therefore, where cost recovery is anticipated, it is important to properly document costs incurred, including time and labor. The Controller’s Office will notify departments when time and labor costs must be tracked in response to a disaster or emergency. This job aid provides ready-to-go, step-by-step instructions for doing so.

Description

The key topics involved in Mutual Aid Time and Labor Tracking are:

- Topic 1: Use of Incident Codes and Incident Activity Codes
- Topic 2: Time Entry
- Topic 3: Time Interface Files (TIFs)

Application

The procedures provided in this job aid apply to the following:

- SF People & Pay Users
 - Employee Self-Service (ESS)
 - Direct Time Entry (DTE) by payroll personnel
- Time Interface Departments
 - Coding of TIFs by payroll and IT personnel

The matrix below identifies which key topics apply to SF People & Pay Users and which ones apply to Time Interface Departments.

Topic	SF People & Pay Users	Time Interface Depts.
1. Use of Incident and Incident Activity Codes	✓	✓
2. SF People & Pay Time Entry	✓	
3. Coding a TIF		✓

TOPIC 1: USE OF INCIDENT CODES AND INCIDENT ACTIVITY CODES

Definitions

The following definitions apply:

Incident

An incident is an occurrence or event, natural or human-caused, that requires an emergency response of personnel and equipment to protect life, property, and/or the environment. Incidents include major disasters, emergencies, terrorist attacks and threats, earthquakes, tsunamis, conflagrations, wildland and urban fires, floods, mudslides, hazardous materials spills, nuclear accidents, air crashes, public health and medical emergencies, and war-related disasters.

Incidents may be planned or unplanned. An **Unplanned Incident** is one which occurs without notice, such as an earthquake. A **Planned Incident** is one which is anticipated in advance of its occurrence, such as forecasted severe storms.

State and Federal Disaster Assistance

State and Federal Disaster Assistance programs provide funding and other support to public entities – such as local governments – when authorized by the Governor, President, or other authorized official. Such assistance is generally authorized only when the requirements to effectively respond to and recover from an incident exceed the resources of the impacted county and its political subdivisions, or the State.

The primary State¹ and Federal² Disaster Assistance programs are known as **Public Assistance**. Public Assistance may cover **Emergency Work** (Response-related work to address life safety and property and environmental protection) and **Permanent Work** (Recovery-related work to repair and/or replace damaged public infrastructure), depending on the level of declaration. **Management Costs** also apply. As a condition of receiving State or Federal Public Assistance funds, costs must be segregated among various Federal Emergency Management Agency (FEMA) Categories of Public Assistance, as provided in Figure 1.

Figure 1: FEMA Categories of Public Assistance

Category of Public Assistance	
Emergency Work	A. Debris Removal
	B. Emergency Protective Measures
Permanent Work	C. Roads and Bridges
	D. Water Control Facilities
	E. Buildings and Equipment
	F. Utilities
	G. Parks, Recreational, Other

¹ For more information, visit: <http://www.caloes.ca.gov/cal-oes-divisions/recovery/public-assistance>

² For more information, visit: <http://www.fema.gov/public-assistance-policy-and-guidance>

Emergency Work

Emergency Work addresses life safety, and property and environmental protection, and includes the following Categories of Public Assistance:

- **Debris Removal** – work to clear, remove, demolish, dispose of, recycle, and/or reduce disaster-caused debris.
- **Emergency Protective Measures** – work, other than debris removal, which must be performed immediately in order to save lives, protect public health and safety, protect improved property, or eliminate or lessen immediate threats of additional damage or loss.

Permanent Work

Permanent Work addresses the repair, rebuilding, and/or replacement of damaged public infrastructure. Costs must be segregated among the Permanent Work categories listed in Figure 1.

Management Costs

Management Costs are indirect costs, administrative expenses, and/or other expenses a recipient of FEMA Public Assistance may incur in administering and managing Public Assistance projects and awards that are not directly chargeable to a specific work project. This may include:

- **Impact Assessment** – work to assess overall financial and economic impacts³
- **Damage Assessment** – work to assess damage to public property⁴
- **Administrative Costs** – eligible work managing Public Assistance grants, including meetings with Cal OES and FEMA, overall damage claims, organizing Permanent Work project sites into logical groups, travel expenses, correspondence, etc.

Emergency Support Functions

An Emergency Support Function (ESF) is a specific grouping of activities which may be required during an emergency response. Federal, State, and many local governments use this concept for emergency management purposes. A list of the City's ESFs, and corresponding State and Federal ESFs, is provided in Appendix C. For more information, refer to the *City and County of San Francisco Emergency Response Plan*⁵, and State⁶ and Federal⁷ guidance.

³ Following issuance of an Initial Damage Estimate

⁴ Other than immediate assessments for the purposes of determining structural safety for re-occupancy purposes

⁵ <https://sfdem.org/plans-0>

⁶ <http://www.caloes.ca.gov/cal-oes-divisions/planning-preparedness/state-of-california-emergency-plan-emergency-support-functions>

⁷ <https://www.fema.gov/media-library/assets/documents/25512>

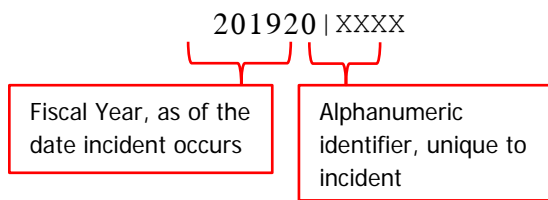
Incident Codes and Incident Activity Codes

Incident Codes and Incident Activity Codes, described below, are provided in PeopleSoft’s SF People & Pay Module. These codes are used to track time and labor in response to incidents, when so instructed by the Controller’s Office. Incident Codes and Incident Activity Codes are independent of SF Financials; therefore, the Controller’s Office will also instruct that time reported using these codes is tied to a specified SF Financials Project and Project Activity.

Upon instruction by the Controller’s Office to track time and labor utilizing Incident Codes and Incident Activity Codes, approved timesheets must be properly coded prior to payroll close. **Time Interface Departments are similarly responsible for coding employee time using these codes**, and should provide appropriately coded Time Interface Files to the Controller’s Office upon submission of payroll.

Incident Codes

An **Incident Code** is a ten-character alphanumeric code used to identify a particular incident. Incident Codes for Mutual Aid deployments use the following logic:



Incident Codes are pre-populated in SF People & Pay prior to the occurrence of an incident, as illustrated in Figure 2. Incidents may be planned or unplanned.

Planned Incidents

For a Planned Incident, a special Incident Code is created in PeopleSoft, and the description is populated in advance. For example:

2020-21 Winter Storms

Unplanned Incidents

For an Unplanned Incident, use the next available Incident Code. The description will read “Citywide Incident”, until modified by the Controller’s Office to reflect the name given to the incident. For example:

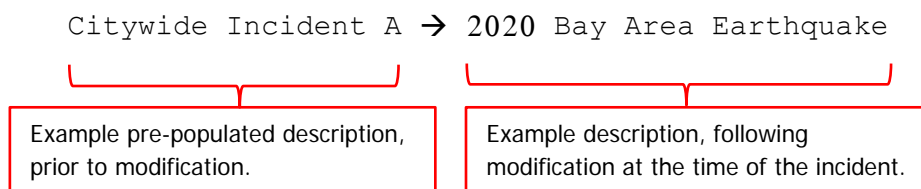
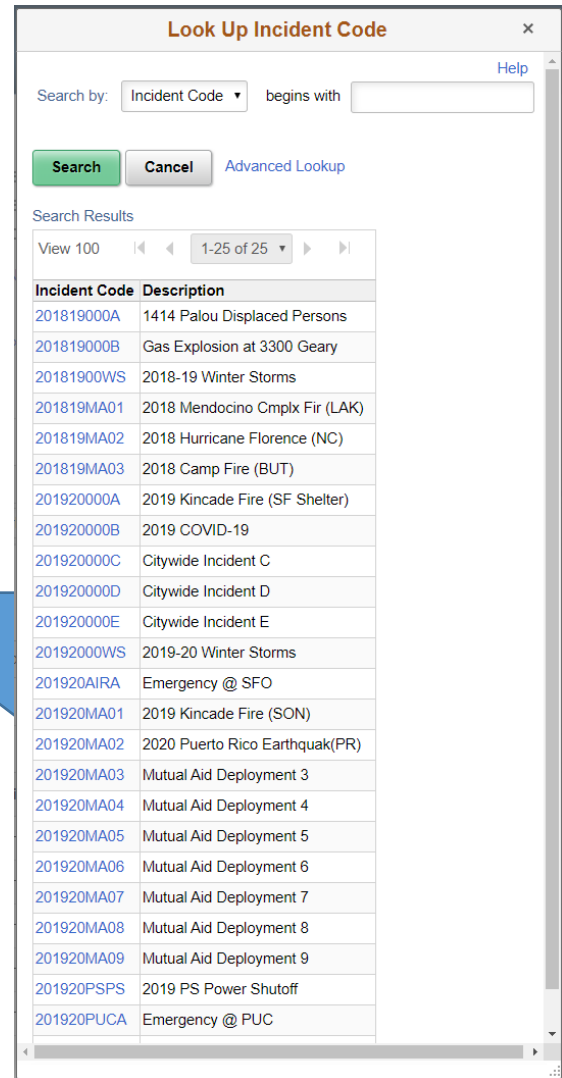


Figure 2: Incident Code Lookup



Incident Activity Codes

An **Incident Activity Code** is a four digit code, used primarily to identify the particular Emergency Work activity performed. Incident Activity Codes are pre-populated in PeopleSoft, as illustrated in Figure 3. A complete list of Incident Activity Codes is provided in **Appendix A**. (Additional codes, exclusive to Management Costs, are explained separately in **Appendix B**.)

Incident Activity Codes use the following logic:

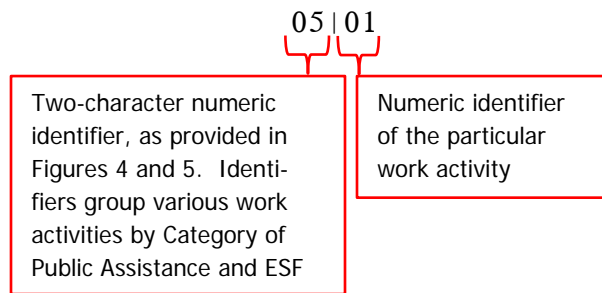


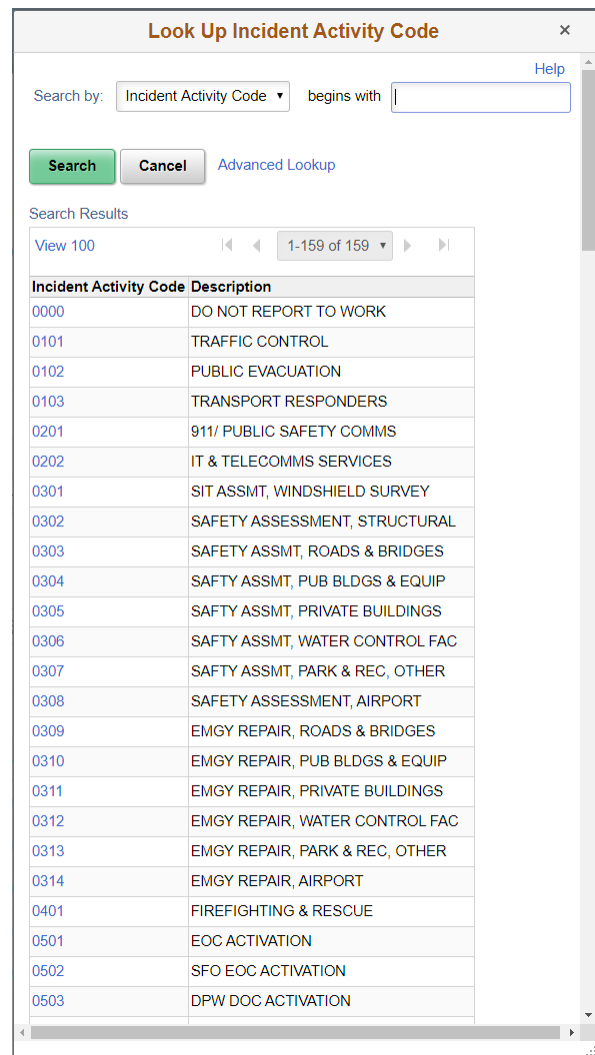
Figure 4: Debris Removal Identifiers

Incident Work Activities	
Emergency Support Function	Identifier
#3 – Public Works & Engineering	33

Figure 5: Emergency Protective Measures Identifiers

Incident Work Activities	
Emergency Support Function	Identifier
#1 – Transportation	01
#2 – Communications	02
#3 – Public Works and Engineering	03
#4 – Firefighting	04
#5 – Emergency Management	05
#6 – Mass Care, Housing, and Human Services	06
#7 – Logistics	07
#8 – Public Health and Medical Services	08
#9 – Urban Search and Rescue	09
#10 – Oil and Hazardous Materials Response	10
#11 – Animal Response	11
#12 – Water and Utilities	12
#13 – Law Enforcement	13
#14 – Recovery	14
#15 – Joint Information	15
#16 – Community Support	16
#17 – Volunteer and Donations Management	17
#18 – Cybersecurity	18

Figure 3: Incident Activity Code Lookup

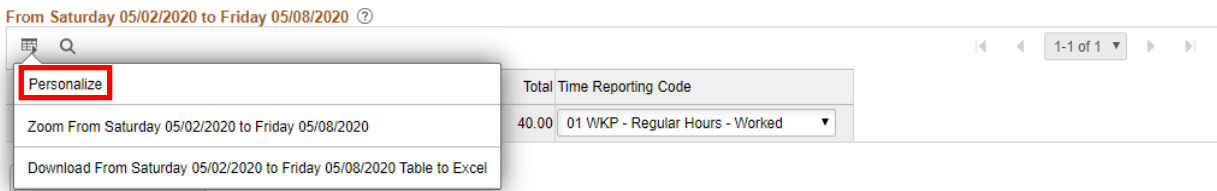
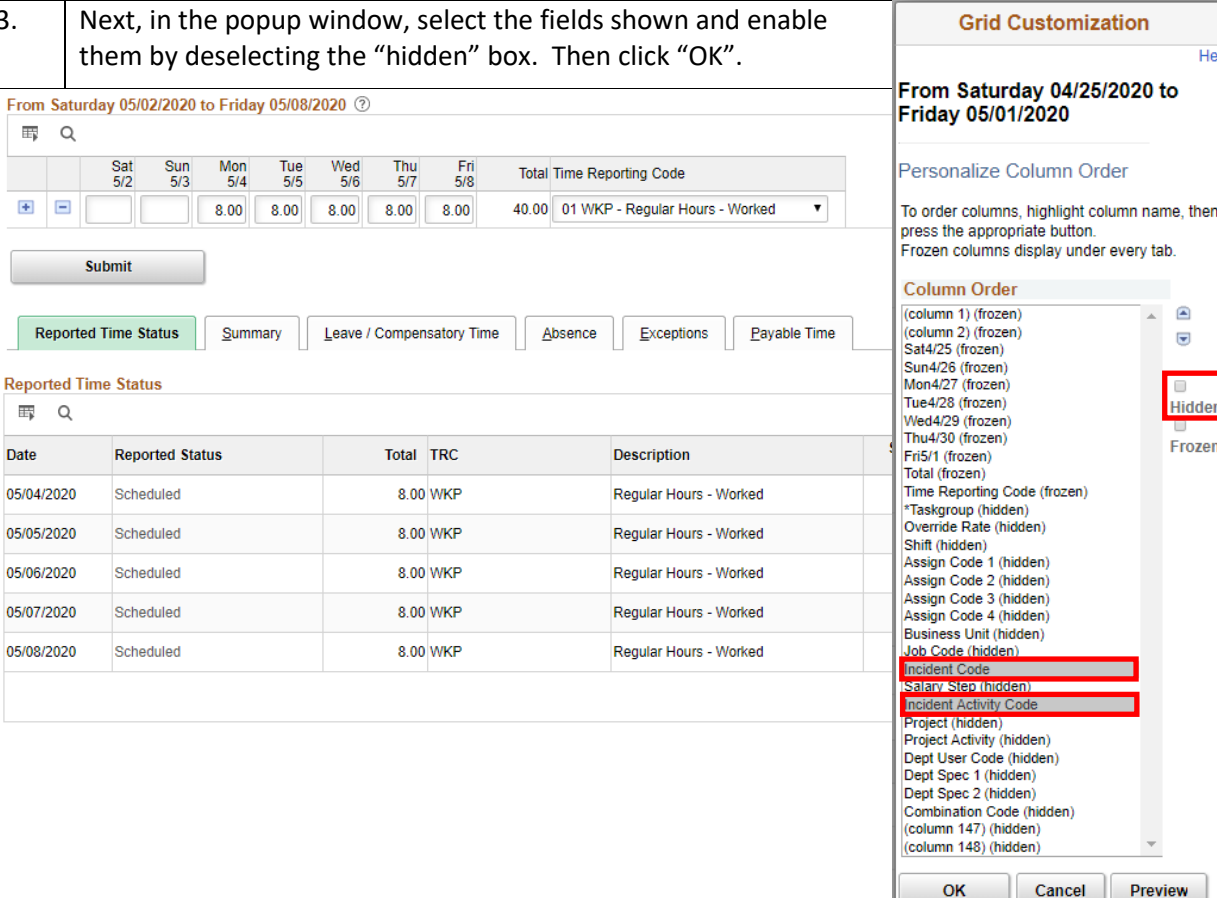


TOPIC 2: SF PEOPLE & PAY TIME ENTRY

Procedure Steps

Scenario: Your department uses SF People & Pay for time entry (ESS or DTE). You’ve read Topic 1, and understand the purpose of Incident Codes and Incident Activity Codes.

An incident has occurred in the City: a M6.9 earthquake. The earthquake occurred during work hours on a Tuesday and, the employee was assigned to provide services at an emergency shelter for residents displaced by the earthquake. The employee perform assigned disaster duties through Friday.

Step	Action
1.	Navigate to Main Menu > Employee Links > Timesheet
2.	If the Incident Code and Incident Activity Code fields do not appear on your timesheet, click the grid icon . Select “Personalize” in the dropdown that will appear. If these codes already appear on your timesheet, skip to Step 4.
 <p>From Saturday 05/02/2020 to Friday 05/08/2020</p> <p>Personalize</p> <p>Zoom From Saturday 05/02/2020 to Friday 05/08/2020</p> <p>Download From Saturday 05/02/2020 to Friday 05/08/2020 Table to Excel</p> <p>Total Time Reporting Code: 40.00 01 WKP - Regular Hours - Worked</p>	
3.	Next, in the popup window, select the fields shown and enable them by deselecting the “hidden” box. Then click “OK”.
 <p>Grid Customization</p> <p>From Saturday 04/25/2020 to Friday 05/01/2020</p> <p>Personalize Column Order</p> <p>To order columns, highlight column name, then press the appropriate button. Frozen columns display under every tab.</p> <p>Column Order</p> <ul style="list-style-type: none"> (column 1) (frozen) (column 2) (frozen) Sat4/25 (frozen) Sun4/26 (frozen) Mon4/27 (frozen) Tue4/28 (frozen) Wed4/29 (frozen) Thu4/30 (frozen) Fri5/1 (frozen) Total (frozen) Time Reporting Code (frozen) *Taskgroup (hidden) Override Rate (hidden) Shift (hidden) Assign Code 1 (hidden) Assign Code 2 (hidden) Assign Code 3 (hidden) Assign Code 4 (hidden) Business Unit (hidden) Job Code (hidden) Incident Code Salary Step (hidden) Incident Activity Code Project (hidden) Project Activity (hidden) Dept User Code (hidden) Dept Spec 1 (hidden) Dept Spec 2 (hidden) Combination Code (hidden) (column 147) (hidden) (column 148) (hidden) <p>Buttons: OK, Cancel, Preview</p>	

Step **Action**

4. **Enter any hours not worked in response to the incident.**

From Saturday 05/02/2020 to Friday 05/08/2020 ?

	Sat 5/2	Sun 5/3	Mon 5/4	Tue 5/5	Wed 5/6	Thu 5/7	Fri 5/8	Total	Time Reporting Code	Incident Code	Incident Activity Code
			8.00	4.00				40.00	01 WKP - Regular Hours - Worked		

5. **Add additional lines (by clicking the “+” icon) and enter the hours worked in response to the incident. Enter the hours so that regular time and any overtime or compensatory time hours appear on separate lines.**

From Saturday 05/02/2020 to Friday 05/08/2020 ?

	Sat 5/2	Sun 5/3	Mon 5/4	Tue 5/5	Wed 5/6	Thu 5/7	Fri 5/8	Total	Time Reporting Code	Incident Code	Incident Activity Code
+			8.00	4.00				40.00	01 WKP - Regular Hours - Worked		
+				4.00	8.00				01 WKP - Regular Hours - Worked		
+				4.00	4.00				OTP - Overtime Pay 1.5		

6. **Select the Incident Code for the particular disaster or emergency; this code will be provided by the Controller’s Office to your department’s payroll supervisor (or other payroll personnel). Then, select the Incident Activity Code which best accounts for the work performed.**

From Saturday 05/02/2020 to Friday 05/08/2020 ?

	Sat 5/2	Sun 5/3	Mon 5/4	Tue 5/5	Wed 5/6	Thu 5/7	Fri 5/8	Total	Time Reporting Code	Incident Code	Incident Activity Code
+			8.00	4.00				40.00	01 WKP - Regular Hours - Worked		
+				4.00	8.00				01 WKP - Regular Hours - Worked	201920000C	0601
+				4.00	4.00				OTP - Overtime Pay 1.5	201920000C	0601

Look Up Incident Code

Search by: Incident Code begins with

Search Cancel Advanced Lookup

Search Results

View 100 1-25 of 25

Incident Code	Description
201819000A	1414 Palou Displaced Persons
201819000B	Gas Explosion at 3300 Geary
20181900WS	2018-19 Winter Storms
201819MA01	2018 Mendocino Cmplx Fir (LAK)
201819MA02	2018 Hurricane Florence (NC)
201819MA03	2018 Camp Fire (BUT)
201920000A	2019 Kincaide Fire (SF Shelter)
201920000B	2019 COVID-19
201920000C	Citywide Incident C
201920000D	Citywide Incident D

Look Up Incident Activity Code

Search by: Incident Activity Code begins with

Search Cancel Advanced Lookup

Search Results

View 100 1-159 of 159

Incident Activity Code	Description
0000	DO NOT REPORT TO WORK
0101	TRAFFIC CONTROL
0102	PUBLIC EVACUATION
0103	TRANSPORT RESPONDERS
0601	SHELTER OPERATIONS
0602	MASS FEEDING
0603	POINT OF DISTRIBN, COMMODITY

Step	Action																																																																																				
7.	If multiple work activities were performed, additional rows are required. You must break out the hours (both regular, and overtime or comp) on separate lines for each activity.																																																																																				
<p>From Saturday 05/02/2020 to Friday 05/08/2020 ?</p> <table border="1"> <thead> <tr> <th></th> <th>Sat 5/2</th> <th>Sun 5/3</th> <th>Mon 5/4</th> <th>Tue 5/5</th> <th>Wed 5/6</th> <th>Thu 5/7</th> <th>Fri 5/8</th> <th>Total</th> <th>Time Reporting Code</th> <th>Incident Code</th> <th>Incident Activity Code</th> </tr> </thead> <tbody> <tr> <td>+ -</td> <td></td> <td></td> <td>8.00</td> <td>4.00</td> <td></td> <td></td> <td></td> <td>40.00</td> <td>01 WKP - Regular Hours - Worked</td> <td></td> <td></td> </tr> <tr> <td>+ -</td> <td></td> <td></td> <td></td> <td>4.00</td> <td>8.00</td> <td></td> <td></td> <td></td> <td>01 WKP - Regular Hours - Worked</td> <td>201920000C</td> <td>0601</td> </tr> <tr> <td>+ -</td> <td></td> <td></td> <td></td> <td>4.00</td> <td>4.00</td> <td></td> <td></td> <td></td> <td>OTP - Overtime Pay 1.5</td> <td>201920000C</td> <td>0601</td> </tr> <tr> <td>+ -</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>8.00</td> <td>8.00</td> <td></td> <td>01 WKP - Regular Hours - Worked</td> <td>201920000C</td> <td>0603</td> </tr> <tr> <td>+ -</td> <td></td> <td></td> <td></td> <td></td> <td></td> <td>4.00</td> <td>4.00</td> <td></td> <td>OTP - Overtime Pay 1.5</td> <td>201920000C</td> <td>0603</td> </tr> </tbody> </table> <p>Submit</p>			Sat 5/2	Sun 5/3	Mon 5/4	Tue 5/5	Wed 5/6	Thu 5/7	Fri 5/8	Total	Time Reporting Code	Incident Code	Incident Activity Code	+ -			8.00	4.00				40.00	01 WKP - Regular Hours - Worked			+ -				4.00	8.00				01 WKP - Regular Hours - Worked	201920000C	0601	+ -				4.00	4.00				OTP - Overtime Pay 1.5	201920000C	0601	+ -						8.00	8.00		01 WKP - Regular Hours - Worked	201920000C	0603	+ -						4.00	4.00		OTP - Overtime Pay 1.5	201920000C	0603												
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9.	A detailed account of the employees' work activities during the course of each work shift (or Operational Period) must be accounted for using an ICS 214 – Activity Log. Completing an online ICS 214 – Activity Log , found on the SF Employee Gateway is preferred; however, scanned PDFs of paper forms are acceptable; see versions for individuals and teams here). For field units, a single ICS 214 – Activity Log (per work shift) may be completed by the supervisor on behalf of the entire team, when the team is functioning as a single unit working together at the same location(s). ICS 214 – Activity Logs must be signed by the Preparer (electronic signature is acceptable).																																																																																				
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11.	Employee hours reported on the ICS 214 – Activity Log and ICS 211P – Sign-in Sheet should match the hours assigned to the Incident and Incident Activity Codes in SF People & Pay.																																																																																				
12.	<p>The following steps are performed by finance or payroll personnel.*</p> <p>When instructed by the Controller's Office, time coded to an incident must also be charged to the Chartfields. The department shall use its own operating funds, and the Project and Activity specified by the Controller's Office. Select the Combination Code, Project Code, and Project Activity from the fields shown.</p> <p><i>If you have any employees who are set up with Task Profiles, you will need to work with your finance unit to set up a new Task Profile using the particular project and project activity codes assigned by the Controller's Office.</i></p> <p>*Note: In some cases, the department may delegate this step to ESS users; however, finance and/or payroll must validate accuracy of entries prior to payroll close.</p>																																																																																				
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TOPIC 3: CODING TIME INTERFACE FILES

Procedure Steps

Scenario: You are a payroll supervisor or clerk, or IT professional, for a Time Interface Department. You've read Topic 1, and understand the purpose of Incident Codes and Incident Activity Codes.

An incident has occurred in the City: a M6.9 earthquake. The earthquake occurred during work hours on a Tuesday and, the employee was assigned to provide services at an emergency shelter for residents displaced by the earthquake. The employee perform assigned disaster duties through Friday.

Step	Action
1.	If you do not already have the Incident Code and Incident Activity Code fields built into your local time system, add these fields to the TIF .
2.	Report time for any hours <i>not</i> worked in response to the incident using normal time reporting procedures.
3.	<p>Add additional rows to report time for hours worked in response to the incident (i. e. dedicated to providing Mutual Aid), by completing all of the following fields across the row:</p> <ul style="list-style-type: none"> • Time Reporting Code • Incident Code and Incident Activity Code <p>The proper Incident Code and Incident Activity Code(s) will be assigned by the Controller's Office. If you do not have the Incident Code and Incident Activity Code(s) pre-populated in your local time system, you will need to enter them manually on the employee's timesheet after your TIF has been loaded into People & Pay.</p> <p><u>If more than one Time Reporting Code, Incident Code, or Incident Activity Code applies, additional rows are required.</u> Refer to Topic 2, Steps 5, 6, and 7 for an illustrative example.</p>
4.	A detailed account of the employees' work activities during the course of each work shift (or Operational Period) must be accounted for using an ICS 214 – Activity Log. Completing an online ICS 214 – Activity Log , found on the SF Employee Gateway is preferred; however, scanned PDFs of paper forms are acceptable; see versions for individuals and teams here). For field units, a single ICS 214 – Activity Log (per work shift) may be completed by the supervisor on behalf of the entire team, when the team is functioning as a single unit working together at the same location(s). ICS 214 – Activity Logs must be signed by the Preparer (electronic signature is acceptable).
5.	Employees should check in at the start and end of each work shift, completing an ICS 211P – Sign-in Sheet .
6.	Employee hours reported on the ICS 214 – Activity Log and ICS 211P – Sign-in Sheet must match the hours associated with the Incident and Incident Activity Codes, as reported in the TIF.
7.	<p>When instructed by the Controller's Office, time coded to an incident must also be charged to the Chartfields. The department shall use its own operating funds and the Project and Project Activity specified by the Controller's Office.</p> <p><i>If you have any employees who are set up with Task Profiles, you will need to work with your finance unit to set up a new Task Profile using the particular Project and Project Activity codes assigned by the Controller's Office.</i></p>

APPENDIX A: LIST OF INCIDENT ACTIVITY CODES

Emergency Work

Emergency Protective Measures

Code	Description	Code	Description
0101	TRAFFIC CONTROL	0511	PRT DOC ACTIVATION
0102	PUBLIC EVACUATION	0512	PUC DOC ACTIVATION
0103	TRANSPORT RESPONDERS	0513	POL DOC ACTIVATION
0201	911/ PUBLIC SAFETY COMMS	0515	SFUSD DOC ACTIVATION
0202	IT & TELECOMMS SERVICES	0516	SHF DOC ACTIVATION
0301	SIT ASSMT, WINDSHIELD SURVEY	0517	DHR DOC ACTIVATION
0302	SAFETY ASSESSMENT, STRUCTURAL	0518	DT DOC ACTIVATION
0303	SAFETY ASSMT, ROADS & BRIDGES	0519	DEM DOC ACTIVATION
0304	SAFTY ASSMT, PUB BLDGS & EQUIP	0520	REC DOC ACTIVATION
0305	SAFTY ASSMT, PRIVATE BUILDINGS	0521	LIB DOC ACTIVATION
0306	SAFTY ASSMT, WATER CONTROL FAC	0522	MYR-OEWD DOC ACTIVATION
0307	SAFTY ASSMT, PARK & REC, OTHER	0523	MYR DOC ACTIVATION
0308	SAFETY ASSESSMENT, AIRPORT	0524	DCYF DOC ACTIVATION
0309	EMGY REPAIR, ROADS & BRIDGES	0525	JUV DOC ACTIVATION
0310	EMGY REPAIR, PUB BLDGS & EQUIP	0601	SHELTER OPERATIONS
0311	EMGY REPAIR, PRIVATE BUILDINGS	0602	MASS FEEDING
0312	EMGY REPAIR, WATER CONTROL FAC	0603	POINT OF DISTRIBN, COMMODITY
0313	EMGY REPAIR, PARK & REC, OTHER	0604	FAMILY REUNIFICATION CENTERS
0314	EMGY REPAIR, AIRPORT	0605	COOLING CENTERS
0401	FIREFIGHTING & RESCUE	0606	HEATING CENTERS
0501	EOC ACTIVATION	0607	NON-CONGREGATE SHELTERING
0502	SFO EOC ACTIVATION	0701	FLEET MANAGEMENT
0503	DPW DOC ACTIVATION	0702	FACILITIES MANAGEMENT
0504	FIR DOC ACTIVATION	0703	LOGISTICS STAGING AREAS
0505	CON DOC ACTIVATION	0704	OCA PURCHASING
0506	HSA DOC ACTIVATION	0705	CHILDCARE SERVICES
0507	ADM DOC ACTIVATION	0706	CR COMMODITY DELIVERY TO PUBLI
0508	DPH DOC ACTIVATION	0707	RESPONSE LOGISTICS & TRANSPORT
0509	DBI DOC ACTIVATION	0801	MEDICAL SURGE/FIELD HOSPITALS
0510	MTA DOC ACTIVATION	0802	EMS TRANSPORT

Timekeeping Job Aid
Local Emergencies



Code	Description
0803	POINT OF DISTRIBN, PHARMACEU
0804	ENVIRON HEALTH ASSESS/CONTROL
0805	BEHAVIORAL/MENTAL HEALTHCARE
0806	SANITIZING & DISEASE CONTROL
0807	MEDICAL SHELTERING
0808	INFECTIOUS DISEASE TESTING
0809	CONTACT TRACING
0901	URBAN SEARCH & RESCUE
1001	HAZMAT/OIL SPILL RESPONSE, LAND
1002	HAZMAT/OIL SPILL RESP, MARINE
1101	ANIMAL SEARCH & RESCUE
1102	ANIMAL SHELTER OPERATIONS
1103	BULK DISTR, PET FOOD/SUPPLIES
1104	EVACUATION-ANIMALS
1201	SIT ASSMT, PUB UTILITIES
1202	SAFETY ASSMT, PUB UTILITIES
1203	EMGY REPAIRS, PUB UTILITIES

Code	Description
1204	DISTRIBUTION, WATER
1205	PUC UPCOUNTRY IC
1301	LAW ENFORCEMENT
1302	FACILITIES SECURITY
1303	TEMPORARY HOUSING OF INMATES
1304	TRANSPORT-INMATES
1305	SAFETY CHECK, DETENTION CENTER
1401	LOCAL ASSISTANCE CENTERS
1402	INDIVIDUAL ASSISTANCE
1403	CALL CENTER
1404	BUSINESS/ECONOMIC ASSISTANCE
1501	PUBLIC INFORMATION
1701	EMERG VOLUNTEER CENTER
1702	DONATIONS MGMT, MONETARY
1703	DONATIONS MGMT, IN-KIND
1801	UNIFIED CYBER COMMAND

Debris Removal

Code	Description
3301	EMGY DEBRIS CLEARANCE (PUSH)
3302	DEBRIS, PUBLIC, COLLECT LAND
3303	DEBRIS, PUBLIC, COLLECT MARINE
3304	DEBRIS, PUBLIC, HAULING
3305	DEBRIS, PUBLIC, TEMP MGMT
3306	DEBRIS, PUBLIC, RECYCLING
3307	DEBRIS, PUBLIC, REDUCTION
3308	DEBRIS, PUBLIC, DISPOSAL

Code	Description
3309	DEBRIS, PUBLIC, MONITORING
3310	DEBRIS, PRIVATE, COLLECT LAND
3311	DEBRIS, PRIVATE, HAULING
3312	DEBRIS, PRIVATE, TEMP MGMT
3313	DEBRIS, PRIVATE, RECYCLING
3314	DEBRIS, PRIVATE, REDUCTION
3315	DEBRIS, PRIVATE, DISPOSAL
3316	DEBRIS, PRIVATE, MONITORING

Increased Operating Costs

Use the following code in the event an employee is instructed not to come to work, or to leave the worksite.⁸

Code	Description
0000	DO NOT REPORT TO WORK

Permanent Work

Account for time and labor as a Capital Project, using the Project Costing module in SF Financials.

⁸ For additional information, refer to the DHR Memorandum, [Payroll and Personnel Policies in Disasters and Emergencies](#).

Management Costs

Administrative Costs

Code	Description
ACDP01	APPLICANT BRIEFING
ACDP02	REQUEST FOR PA, SUBM & BRIEFG
ACDP03	OTHER PRE-AWARD ACTIVITY
ACLP01	SUBGRANTEE SITE IDENTIFICATION
ACLP02	KICK-OFF MEETING
ACLP03	IMMEDIATE NEEDS FUNDING
ACLP04	PRELIMINARY COST ESTIMATE
ACLP05	DATA COLLECTN & DISSEMINATN
ACLP06	TRAVEL & EXPENSE,PROJECT-RELATD
ACLP07	TRAVEL & EXPENSE, GENERAL
ACPF01	SPECIAL CONSIDERATIONS
ACPF02	FINANCIAL COMPLIANCE REVIEW
ACPF03	OTHER FUNDING ANTICIPATION
ACPF04	SITE VISITS
ACPF05	PROJECT DESCRIPTION DEVELOPMENT
ACPF06	PROJECT SCOPE DEVELOPMENT
ACPF07	PROJECT COST ESTIMATN & DOCMNTN
ACPF08	ALT SITE PROJECT REQUEST
ACPF09	SITE IMPROVMT PROJECT REQUEST
ACPF10	PROJECT WORKSHEET WRITING
ACPF11	PW REVIEW & FINAL APPROVAL
ACPF12	PW EXIT BRIEFING

Code	Description
ACPF13	FEMA/SUBGRANTEE MTG & RESPONSE
ACPF14	TRAVEL & EXPENSE, PROJECT-RELTD
ACPF15	TRAVEL & EXPENSE, GENERAL
ACPW01	PRGRM FUNDING REQ FORMULATION
ACPW02	PW PROGRAM COMPLIANCE REVIEW
ACPW03	ELIGIBILITY REVIEW
ACPW04	PROGRAM FUNDING REQ DOCUMTN
ACPW05	PROGRAM FUNDING REQ PROCESS
ACPW06	ADDL FEMA/SUBGRANTEE DOC REQ
ACPW07	ALT PROJECTS DEVELOPMENT
ACPW08	IMPROVED PROJECTS DEVELOPMENT
ACPW09	TRAVEL & EXPENSE,PROJECT-RELATD
ACPW10	TRAVEL & EXPENSE, GENERAL
ACXC01	PROJECT PAYMENT REQUEST
ACXC02	PROJECT COST RECONCILIATION
ACXC03	PROJECT INSPECTION REQUEST
ACXC04	EVAL/ESTIMAT COST OVERRUNS
ACXC05	PREP PW VERSIONS FOR COST ADJ
ACXC06	OTHER PROGRM MGMT/CLOSEOUT
ACXC07	TRAVEL & EXPENSE,PROJECT-RELATD
ACXC08	TRAVEL & EXPENSE, GENERAL

Other Management Costs

Code	Description
MCDA01	DAMAGE ASSMT-ROADS/BRIDGES
MCDA02	DAMAGE ASSMT-WATER CONTROL FAC
MCDA03	DAMAGE ASSMT-BLDGS & EQUIP

Code	Description
MCDA04	DAMAGE ASSMT-UTILITIES
MCDA05	DAMAGE ASSMT-PARK REC FAC
MCIA01	IMPACT ASSESSMENT

APPENDIX B: TRACKING MANAGEMENT COSTS

Management Costs must be tracked following immediate response activities in the event Federal and State Disaster Assistance is anticipated. Upon award of Public Assistance, Management Costs must be continually tracked until the closeout of Public Assistance grants.

As provided in Topic 1, Management Costs include:

- Impact Assessment
- Damage Assessment
- Administrative Costs

Special Incident Activity Codes used to track Management Costs are pre-populated in PeopleSoft. These codes may be found in the Lookup viewer, as illustrated in Figure 6, by scrolling past the Incident Activity Codes used to track Emergency Work (described in Topic 1 and provided in **Appendix A**).

Administrative Costs

Administrative Cost are tracked using special Management Cost Codes for Administrative Costs. These codes use the following logic.

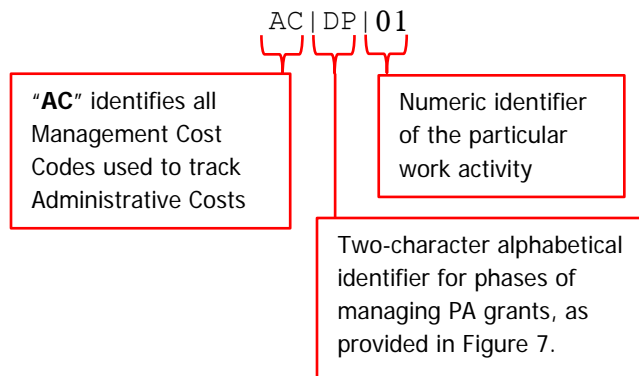


Figure 7: Phases of Administrative Work

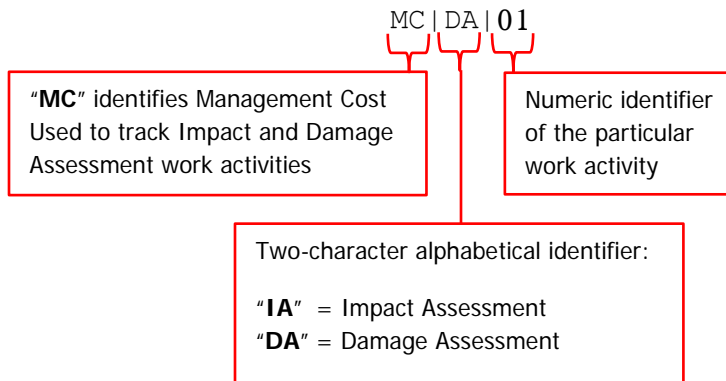
Phases of Administrative Work	
Post-Declaration Activities	DP
Project Listing Development	LP
Project Formulation	PF
Project Worksheet Processing	PW
Project Worksheet Management and Closeout	XC

Figure 6: Management Cost Codes

Look Up Incident Activity Code	
3316	DEBRIS, PRIVATE, MONITORING
ACDF01	APPLICANT BRIEFING
ACDF02	REQUEST FOR PA, SUBM & BRIEFG
ACDF03	OTHER PRE-AWARD ACTIVITY
ACLP01	SUBGRANTEE SITE IDENTIFICATION
ACLP02	KICK-OFF MEETING
ACLP03	IMMEDIATE NEEDS FUNDING
ACLP04	PRELIMINARY COST ESTIMATE
ACLP05	DATA COLLECTN & DISSEMINATN
ACLP06	TRAVEL & EXPENSE,PROJECT-RELAT
ACLP07	TRAVEL & EXPENSE, GENERAL
ACPF01	SPECIAL CONSIDERATIONS
ACPF02	FINANCIAL COMPLIANCE REVIEW
ACPF03	OTHER FUNDING ANTICIPATION
ACPF04	SITE VISITS
ACPF05	PROJECT DESCRIPTION DEVELOPMENT
ACPF06	PROJECT SCOPE DEVELOPMENT
ACPF07	PROJECT COST ESTIMATN & DOCMNTN
ACPF08	ALT SITE PROJECT REQUEST
ACPF09	SITE IMPROVMT PROJECT REQUEST
ACPF10	PROJECT WORKSHEET WRITING
ACPF11	PW REVIEW & FINAL APPROVAL
ACPF12	PW EXIT BRIEFING
ACPF13	FEMA/SUBGRANTEE MTG & RESPONSE
ACPF14	TRAVEL & EXPENSE, PROJECT-RELTD
ACPF15	TRAVEL & EXPENSE, GENERAL
ACPW01	PRGRM FUNDING REQ FORMULATION
ACPW02	PW PROGRAM COMPLIANCE REVIEW
ACPW03	ELIGIBILITY REVIEW
ACPW04	PROGRAM FUNDING REQ DOCUMTN
ACPW05	PROGRAM FUNDING REQ PROCESS
ACPW06	ADDL FEMA/SUBGRANTEE DOC REQ
ACPW07	ALT PROJECTS DEVELOPMENT
ACPW08	IMPROVED PROJECTS DEVELOPMENT
ACPW09	TRAVEL & EXPENSE,PROJECT-RELATD
ACPW10	TRAVEL & EXPENSE, GENERAL
ACXC01	PROJECT PAYMENT REQUEST
ACXC02	PROJECT COST RECONCILIATION
ACXC03	PROJECT INSPECTION REQUEST
ACXC04	EVAL/ESTIMAT COST OVERRUNS
ACXC05	PREP PW VERSIONS FOR COST ADJ
ACXC06	OTHER PRGRM MGMT/CLOSEOUT

Other Management Costs

Management Cost Codes used for Impact and Damage Assessment use the following logic:



APPENDIX C: LIST OF EMERGENCY SUPPORT FUNCTIONS

Emergency Support Functions		
City and County of San Francisco	State of California	Federal
#1 – Transportation	#1 – Transportation	#1 – Transportation
#2 – Communications	#2 – Communications	#2 – Communications
#3 – Public Works and Engineering	#3 – Construction and Engineering	#3 – Public Works and Engineering
#4 – Firefighting	#4 – Fire and Rescue	#4 – Firefighting
#5 – Emergency Management	#5 – Management	#5 – Information and Planning
#6 – Mass Care, Housing, and Human Services	#6 – Care and Shelter	#6 – Mass Care, Emergency Assistance, Temporary Housing, and Human Services
#7 – Logistics	#7 – Resources	#7 – Logistics
#8 – Public Health and Medical Services	#8 – Public Health and Medical	#8 – Public Health and Medical Services
#9 – Urban Search and Rescue	N/A	#9 – Search and Rescue
#10 – Oil and Hazardous Materials Response	#10 – Hazardous Materials	#10 – Oil and Hazardous Materials Response
#11 – Animal Response	#11 – Food and Agriculture	#11 – Agriculture and Natural Resources
#12 – Water and Utilities	#12 – Utilities	#12 – Energy
#13 – Law Enforcement	#13 – Law Enforcement	#13 – Public Safety and Security
#14 – Recovery	#14 – Recovery	#14 – Cross-Sector Business and Infrastructure
#15 – Joint Information System	#15 – Public Information	#15 – External Affairs
#16 – Community Support	N/A	N/A
#17 – Volunteer and Donations Management	#17 – Volunteer and Donations Management	N/A
#18 – Cybersecurity	#18 – Cyber Security	N/A