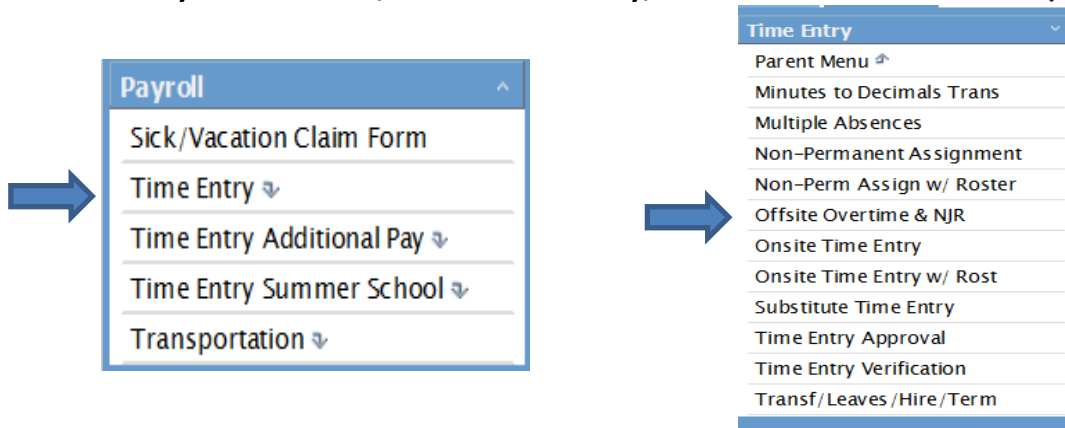



Hurricane Irma Time Reporting Instructions

IMPORTANT – All natural disaster expenses must be recorded to the FEMA project in order for FEMA to reimburse the district. Please read carefully.

Hurricane Irma
PROJECT: 5803

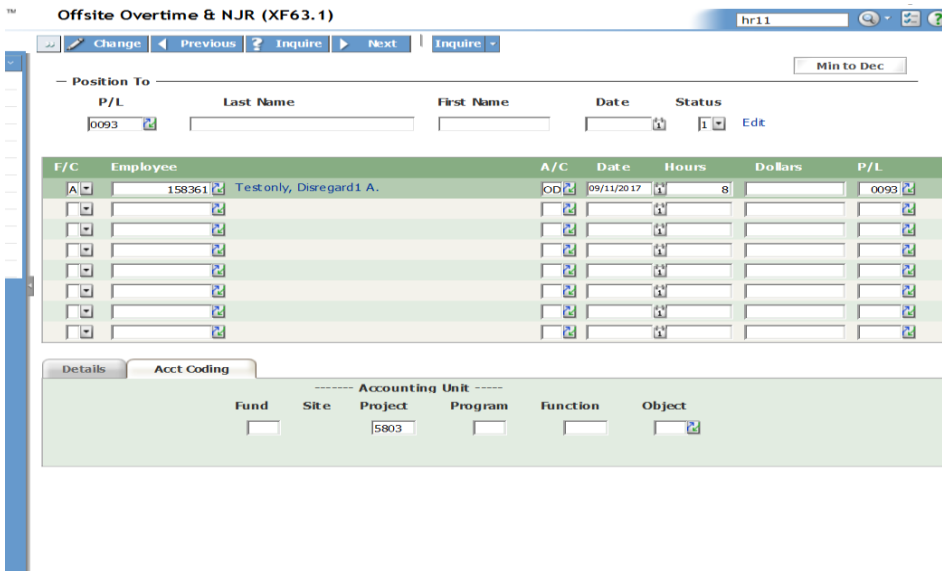
1. From the Payroll bookmark, click on Time Entry, then Offsite Overtime & NJR (XF63.1).

The screenshot shows the INTOR software interface for 'Offsite Overtime & NJR (XF63.1)'. The left sidebar contains a 'Time Entry' menu with 'Offsite Overtime & NJR' selected. The main area features a 'Position To' section with a 'P/L' field, and a table with columns: F/C, Employee, A/C, Date, Hours, Dollars, and P/L. Below the table are 'Details' and 'Acct Coding' tabs, with a 'Name' field and 'Description' field visible.

2. Enter the reporting site number in the “P/L” field.
3. Enter “A” or select “Add” from the dropdown list in the first “F/C” field.

4. Enter employee number in the “Employee” field.
5. Tab to the “A/C” field and enter OD or select “OD-OVT-Natural Disaster from the dropdown menu.
6. In the “Date” field, enter the ACTUAL DATE the work was performed. If work was performed on more than one date, a separate line for each date is required.
7. Enter the total number of hours worked on each date in the “Hours” field.
8. Tab to the “P/L” field on the active line and enter the reporting site number.
NOTE: The P/L field in the active line must match the P/L field at the top of the form.
9. While on the active line, click on the Acct Coding tab at the bottom of the form and enter the **Project number 5803.**



Offsite Overtime & NJR (XF63.1) hr11

Change Previous Inquire Next Inquire

Min to Dec

Position To

P/L Last Name First Name Date Status

0093 Edit

F/C	Employee	A/C	Date	Hours	Dollars	P/L
A	158361 Testonly, Disregard1 A.	OD	09/11/2017	8		0093

Details Acct Coding

Accounting Unit

Fund Site Project Program Function Object

5803

10. Click “Change” button.
11. “Change Complete-Continue” appears in the status line.
12. To add additional employee’s records, repeat steps 3-10.

To clear the form of reported data, click in the first “A/C” field and press the “ctrl + shift + K” keyboard keys to clear the screen. Continue inputting hours. Be sure to check that the correct account coding is being processed.



ADDITIONAL TIPS

- Use Offsite Overtime & NJR form (XF63.1) to report storm related hours including the employees who work at your site.
- All storm related overtime must be reported using PROJECT 5803. If you get an budget account error message: *“Invalid fund/account unit combination”* please contact your Payroll Specialist.
- If you receive an error message *“invalid fund/accounting unit combination”*, contact your Payroll Specialist. You will need to provide the employee number.