

Time Entry within the Disaster WBS Configuration

With changes to Time Entry procedures due to the implementation of Beacon the ability to report on Overtime Labor was lost. In order to provide FEMA with documentation that falls within Federal reimbursement guidelines we must be able to track Overtime costs for Debris Removal Operations.

As a result of these changes **when entering time within any Disaster WBS configuration we must use “pre-Beacon” time codes.** Please note that this does not affect an individual's pay – it relates only to reporting functions in order to provide proper documentation for Federal reimbursement.

The time codes that must be used for all Disaster WBS elements are below:

Time Code	Description
9100	Vacation Leave
9200	Sick Leave
9300	Holiday
9500	Time Worked
9501	Comp Time Earned
9502	Overtime Worked & Paid
9503	Overtime Worked on a Holiday
9504	Comp Time Earned – Holiday
9505	Overtime Paid – Holiday
9506	Time Worked – Emergency Callback
9508	Comp Time Earned 1X Rate
9509	Overtime Paid 1X Rate
9520	Compensatory Leave Taken