

## Time Entry within the FEMA 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 FEMA Disaster WBS configuration (DFxxx) 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 to FEMA for Federal reimbursement.

The time codes, by employee status, that must be used for all FEMA Disaster WBS elements (DFxxx) are below:

EE OT code	Allowed Time codes for disaster projects	Time code description
5	9500	Time Worked
5	9503	Time worked on a holiday
5	9504	Comp time earned-Holiday
6	9500	Time Worked
6	9501	Comp time earned
6	9502	Additional Time Worked
6	9503	Time worked on a holiday
6	9504	Comp time earned-Holiday
6	9505	Overtime paid-Holiday
6	9509	Over time earned 1X Rate
8	9500	Time Worked
8	9502	Additional Time Worked
8	9503	Time worked on a holiday
8	9505	Overtime paid-Holiday
8	9509	Over time earned 1X Rate
9	9500	Time Worked
9	9503	Time worked on a holiday
9	9504	Comp time earned-Holiday
9	9505	Overtime paid-Holiday
9	9516	Callback