

## TIME AND COMPENSATION UNIT CHECKLIST -- Page 1

Op Period Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Times: \_\_\_\_\_ to

NAME: \_\_\_\_\_

	ACTIONS	PHONE #	NO.
R E V I E W	<b>CHECK-IN:</b> Ensure you and your staff are properly checked in to the EOC.		
	<b>UNITY OF COMMAND:</b> Each member of the EOC staff will have only one direct supervisor. This is to prevent accountability breakdowns.		
	<b>SPAN OF CONTROL:</b> Manageable Span of Control is 3 to 7 staff per supervisor. 1:5 is ideal.		
	<b>RESOURCE TRACKING:</b> Any changes in resource status (Available, assigned, or out-of-service) should be recorded by the supervisor and reported to RESTAT (Resource Status Unit).		
	<b>BRIEFING:</b> Receive initial briefing from or on the direction of your immediate supervisor.		
	<b>MEETINGS:</b> Participate in EOC, OPS, Planning Process and Briefings, as required.		
	<b>ACCOUNTABILITY:</b> Maintain effective accountability for assigned personnel and resources.		
	<b>SAFETY:</b> Ensure compliance with all safety practices and procedures.		
	<b>SUPERVISORS:</b> Organize, Assign and Brief staff, deputies and assistants.		
	<b>TERMINOLOGY:</b> Use clear text and ICS terminology.		
	<b>EQUIPMENT:</b> Ensure your equipment and that equipment in your unit is operational prior to each operational period.		
	<b>DEMOBILIZE:</b> As per the Demobilization Plan		
	<b>AFTER-ACTION:</b> Participate in the After-Action Process.		
	<b>DOCUMENTATION:</b> Maintain your position checklist and Unit Log (ICS 214).		
D U T Y	<b>TIME AND COMPENSATION UNIT RESPONSIBILITIES:</b>		
	Maintain time records on all personnel and equipment		
	Maintain records of all claims		
	Prepare reports and summaries as needed		
	Assist Finance Section Chief as needed		
	Assist Payables Unit as needed		

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**TIME AND COMPENSATION CHECKLIST -- Page 2**

Op Period Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Times: \_\_\_\_\_ to  
 NAME: \_\_\_\_\_

	<b>ACTIONS</b>	<b>PHONE #</b>	<b>NO.</b>
<b>P R I M A R Y</b>	<b>REVIEW:</b> Page One (Review and Duties)		
	<b>OPS STAFF:</b> Evaluate, organize, assign and brief Ops Section.		
	<b>SITUATION:</b> Develop an understanding of the field incidents, the status of the city, and the available resources.		
	<b>IAP:</b> Develop and implement the Finance portion of the IAP.		
	<b>SUPERVISE:</b>		
	<b>UPDATE:</b> Management Section and other Sections as needed.		
	<b>DOC's:</b> Ensure each department is aware that the Operations Section has been activated.	Police: COMM # Fire: COMM # DPW: COMM #	
	<b>MARIN OP AREA:</b> Identify Time and Compensation contact at the Marin Operational Area EOC.	OA OSC: COMM #	
	<b>PLANNING P:</b> Review and follow the attached Planning P in conjunction with EOC Staff.		
	<b>S E C O N D A R Y</b>	<b>INITIATE:</b> gather, or update a time report from all applicable personnel assigned to the incident for each operational period.	
<b>VERIFY:</b> all personnel identification information is correct on the time report.			
<b>POST:</b> personnel travel and work hours, transfers, promotions, specific pay provisions, and terminations to personnel time documents.			
<b>ENSURE:</b> that time reports are signed.			
<b>CLOSE:</b> out time documents prior to personnel leaving the incident.			
<b>DISTRIBUTE:</b> all time documents according to company/agency policy.			
<b>MAINTAIN:</b> a log of overtime hours worked and give to unit leader daily.			
<b>MAINTAIN:</b> records security.			
<b>T E R M I</b>	<b>ENSURE:</b> all records are current and complete, prior to demob.		
	<b>BRIEF:</b> Unit leader on current problems and recommendation, outstanding issues, and follow up requirements.		

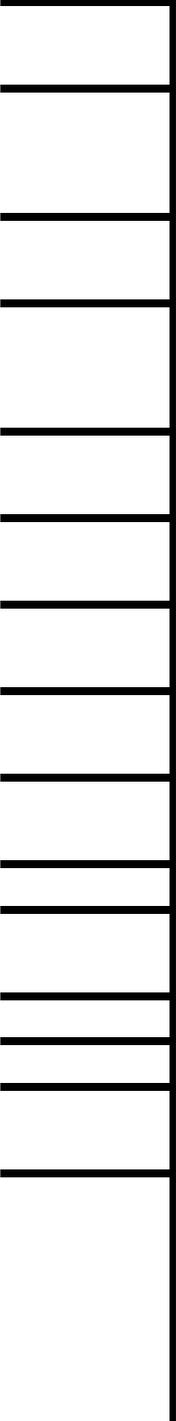
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