

**LABOR RECORD INSTRUCTIONS**  
(NGA Providers)

The Labor Record is a log o hours worked for disaster services rendered to a program. It is a timecard.

- A. The Labor Record is to be prepared and submitted by:
1. Clinical staff. Clinical staff must also submit back-up documentation supporting the Labor Record (Attachments I, II, and III).
  2. Administrative and clerical staff.
- B. A Labor Record must be submitted for each person working for the benefit of a particular disaster program.
- C. Preparing the Labor Record:
1. Each employee fills in the name of NGA provider (agency) he/she works for, his/her name, employee number or SSN, pay period, regular work location, name of disaster event, payroll title, discipline, location where the service was provided, day and evening phone numbers, type of duty performed, indicate if he/she is an existing employee of the agency or newly hired employee to work under the grant, and regular day(s) off.
    - a) Treatment staff are **clinicians and paraprofessionals** who help victims in need of emotional support and crisis counseling. Staff write a brief description of the individual and/or group counseling that was provided, and add a brief description of any special modality they may have used (i.e., art therapy with elementary aged children).
    - b) Administrative staff are employees responsible for supervising the program and for other fiscal responsibilities related to the program. They also describe their duties in the space provided.
    - c) Clerical staff are employees who type or provide office support. Employees who type up invoices, labor records, weekly reports, and other paperwork exclusively for the disaster program, must fill out the Labor Record. They also describe their duties in the space provided.
  2. Each employee fills in the days of the week he/she worked for the disaster program.
  3. Number of hours worked:
    - a) Employees record the number of hours worked on each day in the grid.

Type of hours are:

- ♦ Regular time = time spent completing normal work, NOT disaster work. Only existing employees of the agency record this time; it is not Reimbursable to the grant.

- ♦ Disaster time = time spent on disaster services during normal work hours. This is in-kind labor (non-reimbursed by the grant) for existing employees of the agency. This is normal work (reimbursable by the grant) for newly hired employees to work under the grant.
- ♦ Overtime = overtime spent on disaster services. Overtime means time in excess of 40 hours in the work week.

b) Employees add across the number of hours worked for the week and enter the totals in the corresponding columns to the right.

- ♦ Existing employees of the agency to work for the grant:
  - ✧ Regular Time = doesn't need to be added across.
  - ✧ Disaster time = add across and enter in the "Total In-Kind" column.
  - ✧ Overtime = add across and enter in the "Total Hours" column.
- ♦ Newly hired employees to work under the grant:
  - ✧ Regular Time = should be blank all the way across.
  - ✧ Disaster time = add across and enter in the "Total Hours" column.
  - ✧ Overtime = add across and enter in the "Total Hours" column.

c) The NGA provider's accounting department calculates the hourly and benefits rates to come up with the total disaster pay. Benefits are only reimbursable for newly hired employees to work under the grant.

4. Required signatures:

- a) The employee's signature
- b) The supervisor's signature
- c) The Project Coordinator's signature

D. The Labor Records are to be submitted with the NGA provider's monthly claim for Reimbursement to DMH's Disaster Coordinator.

E. All Treatment, Administrative, and Clerical staff **cannot** report that they worked 24 hours a Day.

F. The Labor Records must support the amounts under Salaries and Employee Benefits on the monthly claim for reimbursement.