|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **1. Incident Name** | | | | | 2. Operational Period (# )  DATE:FROM: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TO: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  TIME:FROM:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_TO:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | |
| **3. Time Record** | | | | | | | | | |
| **#** | **Employee** (E) **Volunteer** (V) **Name** (Print*)* | **E / V** | **Employee Number** | **Response Function Section / Assignment** | | Date / Time In | **Date / Time Out** | **Total Hours** | **Signature** (to verify times) |
| **1** |  |  |  |  | |  |  |  |  |
| **2** |  |  |  |  | |  |  |  |  |
| **3** |  |  |  |  | |  |  |  |  |
| **4** |  |  |  |  | |  |  |  |  |
| **5** |  |  |  |  | |  |  |  |  |
| **6** |  |  |  |  | |  |  |  |  |
| **7** |  |  |  |  | |  |  |  |  |
| **8** |  |  |  |  | |  |  |  |  |
| **9** |  |  |  |  | |  |  |  |  |
| **10** |  |  |  |  | |  |  |  |  |
| |  |  |  | | --- | --- | --- | | **4. Prepared by** | PRINT NAME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  DATE/TIME: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  facility: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | | | | | | | | | | |  | **SIGNATURE:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_  **facility:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Purpose:** The HICS 252 - Personnel Time Sheet is used to record each section’s personnel time and activities.

**ORIGINATION:** Section Chiefs are responsible for ensuring that personnel complete the form.

**copies to:** Provided to the Finance/Administration Section Time Unit Leader every 12 hours or every operational period (as directed by the Incident Commander). A copy is given to the Documentation Unit Leader.

**Notes:** If additional pages are needed, use a blank HICS 252 and repaginate as needed. Additions may be made to the form to meet the organization’s needs.

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| --- | --- | --- |
| NUMBER | TITLE | INSTRUCTIONS |
| **1** | **Incident Name** | Enter the name assigned to the incident. |
| **2** | **Operational Period** | Enter the start date (m/d/y) and time (24-hour clock) and end date and time for the operational period to which the form applies. |
| **3** | **Time Record** | |
| **Employee (E) / Volunteer (V)**  **Name (Print)** | Print the full name of the personnel assigned. |
| **E / V** | Enter employee (E) or volunteer (V). |
| **Employee Number** | If employee of the organization, fill in employee number. |
| **Response Function Section / Assignment** | Enter assignment being assumed. |
| **Date / Time In** | Enter time started in assignment. |
| **Date / Time Out** | Enter time ended in assignment. |
| **Total Hours** | Enter total number of hours in assignment. |
| **Signature** | Employee/volunteer signature verifying that times are correct. |
| **4** | **Prepared by** | Enter the name and signature of the person preparing the form. Enter date (m/d/y), time prepared (24-hour clock), and facility. |