**Overview**

Force Account Labor is the use of university employees for emergency preparation and recovery activities, and charging salary and wage expenses for those employees to recovery Project Worksheets. FEMA will generally only reimburse for overtime plus adjustments (shift differential and hazardous duty pay). Plant Operations work orders known, as SCR’s (Service Center Requisition’s), are often eligible for reimbursement for regular time but overhead charges are generally deemed ineligible.

Force Account Labor has extremely extensive documentation guidelines. In the event that Force Account Labor is utilized, the employing department is responsible for obtaining all required documentation and remitting that documentation to Plant Accounting each month in which expenses are claimed.

**Force Account Labor Documentation Requirements**

* PeopleSoft HRMS documentation of the employee’s:
	+ Original Hire Date
	+ Rate of Pay at the time of the disaster:
		- Standard hourly rate
		- Overtime hourly rate
		- Hazardous duty hourly rate
		- Shift differential hourly rate
	+ Position title at the time of the disaster
* Detailed overtime activity records that clearly state:
	+ the activities performed (specific, stating “Hurricane recovery and the hours worked will not be sufficient) Example: removing awnings before event and then re-installing after event
	+ how these activities are outside the ordinary scope of the employee’s work responsibilities
	+ the building (or building nearest activities if outdoors) in which work was performed.
* PeopleSoft Payroll documentation of the employee’s time sheet for each hour of overtime claimed. Overtime must be reflected in Payroll with the same hours and the same date as the detailed overtime activity record to be includable.
* Documentation must be submitted to Plant Accounting on a monthly basis.