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## PERSONNEL TRACKING



SERVICE TYPE (RESTORATION) JOB NUMBER-COMPLETE FORM VERIFIER LINE # () INITIALS **JOB STATUS LOSS CAUSE** LOCATION **WEATHER** Mm CODE **CODE VEHICLE NAME (TABLE)** PTS DOC # \_ELECTRONIC 101108180 New **RETURN** START DATE **START DAY** HUMID FIRE 529 PICKUP, SUV OR CAR L00 Site 12124 Sunday TEMP 10 Ongoing JOB NAME WATER/FLOOD L01 Date -530 VAN, PASSENGER/CARGO Travel Nuera STOP DATE **END DAY** SNOW WIND L02 518 TRUCK-MOVING/BOX/BOARD UP Comp Time -12124 Sunday JOB ADDRESS MOLD RAIN L03 523 TRUCK, 3/4 TON PICKUP Hold (explain why in description) 16280 E TwomblyRd **CREW SHEET#** WINDY 527 TRUCK, 1 TON 4X4 W/LIFTGATE EARTHQUAKE L04 LAST 3 LETTERS OF JOB NAME-6 DIGIT DATE-LAST 3 #'S OF VERIFIERS JDE RochellelL Other 453 TRUCK, EXTRACTION L05 **SAFETY TOPIC TOOL BOX TRAINING** ERA 12124 Contac L06 N/A NO VEHICLE COMPLETED? PPE FOR RENTAL CARS: Lockbox / Other Code: FILL IN VEHICLE CODE AND CHECK BOX PERSONNEL NAME **24 HOUR CLOCK** SEE GUIDE SHEET SEE TABLE PERSONNEL NAME TOTAL HOURS HOURS | 24 HOUR LUNCH 24 HOUR CODE CLEARLY PRINT YOUR NAME HELPS ENSURE THE CORRECT PERSON IS BEING YOUR SIGNATURE REPRESENTS THE APPROVAL TO PAY YOUR **RATE PHASE** HOTEL HOTEL CONFIRM HOURS VEHICLE **OFFICE** ID# BY PAID FOR HOURS WORKED. AN ILLEGIBLE NAME MAY RESULT IN UNTIMELY OF START TIME DOCUMENTED HOURS WORKED. A LACK OF SIGNATURE MAY RESULT **STOP START** BY PERSON NAME ROOM CODE **CLASS** IN UNTIMELY OR NO PAY CODE PHASE TIME TIME CODE STOP TIME BY OTHER **PRINT** FIRST <u>THEN</u> LAST NAME **SIGNATURE-**END OF SHIFT VERIFIER CLN 1200 11.50 L00 9.50 N/A 707 Yordani garcia 630 1830  $N \mid N \mid N \mid N \mid N$ N/A N/A 1011 RENTAL 1230 TVL 2.00 L01 CLN 9.50 **VERIFIER** 1200 11.50 L00 N/A 707 Carlos mejias 1830 630 N/A N/A  $N \mid N \mid N \mid N \mid N$ 1011 2.00 1230 TVL RENTAL L01 CLN **VERIFIER** L00 9.50 N/A 1200 11.50 707 1830 Deiberson Garcia 630 N/A N/A  $N \mid N \mid N \mid N \mid N$ 1011 2.00 TVL Mm 1230 RENTAL L01 VERIFIER CLN 9.50 1200 11.50 L00 N/A 707 Anderson brice no 1830 630 N/A  $N \mid N \mid N \mid N \mid N$ N/A 1011 Mm 1230 RENTAL TVL 2.00 L01 **VERIFIER** CLN 1200 11.50 L00 9.50 N/A 1830 707 Edwardo garcia 630 N/A N/A  $N \mid N \mid N \mid N \mid$ 1011 Mm 1230 **TVL** 2.00 RENTAL L01 VERIFIER N N N N RENTAL VERIFIER  $N \mid N \mid N \mid$ RENTAL VERIFIER  $N \mid N \mid N \mid$ RENTAL VERIFIER  $N \mid N \mid N \mid$ RENTAL VERIFIER  $N \mid N \mid$ N RENTAL VERIFIER  $N \mid N \mid N \mid N \mid N$ RENTAL VERIFIER N  $N \mid N \mid N \mid$ RENTAL VERIFIER  $N \mid N \mid N \mid N \mid N$ RENTAL VERIFIER  $N \mid N \mid N \mid N \mid N$ RENTAL **RESPONSIBILITY OF APPROVER:** PLEASE COMPLETE ALL REQUESTS BELOW VERIFICATION OF PTS DATA APPROVER SIGNATURE TO VERIFY FORM IS COMPLETED TVERIFY TOTAL HRS TVERIFY TOTAL HRS THESE TWO TOTALS **STEP 1-PRINT APPROVER NAME** STEP 2-DID THE FORM VERIFIER REVIEW THIS FORM FOR COMPLETION? STEP 3-TOTAL HRS STEP 4-PHASE HRS STEP 5 - DOES THE PTS COVER: **STEP 6-APPROVER SIGNATURE** SHOULD MATCH WHERE IF "N", YOU MUST VERIFY & COMPLETE ALL OUTSTANDING ISSUES WHO **□** WHEN Jordan Hankey Jordan Hankey WORK DESC: WHAT WHERE WHY HOW INCLUDING TOP SECTION OF FORM **WORK DESCRIPTION**: BASED ON LOCATION(S) WORKED AND PHASE CODE(S), PLEASE DESCRIBE WHAT WORK THE CREW PERFORMED Se e cre w sheet 1 # OF PAGE 5 RECIEPT TRACKING FORMS NONE OF PAGE FORM VERIFIER-PLEASE CHECK BOX AND ENTER QUANTITY FOR A E& PAGES I CLUDED WITH THIS SHEET

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