



**State of Louisiana**  
Louisiana Department of Health  
Office of Management and Finance

**MEMORANDUM**

TO: All LDH Employees

FROM: Cindy Rives  
Deputy Undersecretary

SUBJECT: Severe Flooding Event Aug/2016 HR-48 Instructions  
For Employees and Timekeepers

DATE: August 25, 2016

Please be advised that all HR48's being filled out for the current emergency event must be filled out correctly. I have attached the instructions on how to accurately fill out the HR48 along with a sample. Should you have any questions regarding the HR48, please contact LDH HR at 225-342-6477. HR 48 forms, HR 48 Continuation Forms and Instructions are available on the DHHnet.

Please note, per the Federal Emergency Management Agency (FEMA), **work that is considered reimbursable is work that is performed immediately to save lives, to protect property, for public health and safety and/or to lessen the threat of a major disaster.** Disaster duties performed at any of the sites listed below are probably reimbursable.

**Emergency Disaster Operations Sites include but are not limited to:**

- Governor's Office of Homeland Security and Emergency Preparedness (GOHSEP)
- LDH Emergency Operations Center (LDH EOC)
- Regional/Parish Emergency Operations Centers (Regional/Parish EOC)
- Medical Special Needs Shelters (MSNS)
- Critical Transportation Needs Shelters (CTNS)
- Point of Dispensing Sites (PODS)
- Disaster Supplemental Nutrition Assistance Program Sites (DSNAP)
- Search and rescue operations sites
- Hazardous material sites
- Transportation staging sites

**Employee Responsibilities for HR 48 timesheets:**

1. HR 48 Disaster Timesheet must be completed fully and accurately.
2. Only Disaster duties are to be recorded on HR 48.
2. Instructions and resources are available on DHHnet → Human Resources → HR forms.
3. **DO NOT** enter disaster related overtime into LEO; complete HR 48.
4. If you have already entered disaster related overtime in LEO - Remove it.

**Timekeeper Responsibilities and Coding Instructions for HR 48**

1. Timekeepers audit HR 48 forms for completeness and accuracy.
2. Copy and maintain timesheets
3. Original HR-48 is sent to HR.

<b>When Did Employees Work?</b>	<b>Who Codes?</b>	<b>Codes Used?</b>	<b>WBS Element</b>	<b>FUND Shelter or Non-Shelter Work? (Choose)</b>
Employees who worked regular time – Disaster Duties	Timekeepers	ZA01	FLD4	<b><u>Worked in a Shelter?</u></b> Agency # + 0232 <b><u>Worked Non-Shelter Duty/</u></b> Agency # + 0332
Employees who worked overtime due to flood event	Timekeepers	Z001	FLD4	<b><u>Worked in a Shelter?</u></b> Agency # + 0232 <b><u>Worked Non-Shelter Duty/</u></b> Agency # + 0332
Employees who worked during official Office Closure	Timekeepers	LSOC and ZOO1	FLD4 is <b>only coded for Z001</b>	<b><u>Worked in a Shelter?</u></b> Agency # + 0232 <b><u>Worked Non-Shelter Duty/</u></b> Agency # + 0332