



San Francisco Public Works COVID-19 ICS Forms Submission Guideline:

To ensure full FEMA and state reimbursement for the department’s response to the COVID-19 emergency, Public Works must have all COVID-19-related tasks accurately coded and tracked by their appropriate project and activity. The City uses two essential Incident Command System (ICS) forms to track what various departments are doing during this emergency, and when: ICS 214 (Daily Activity Log) and ICS 211 (Check-In List).

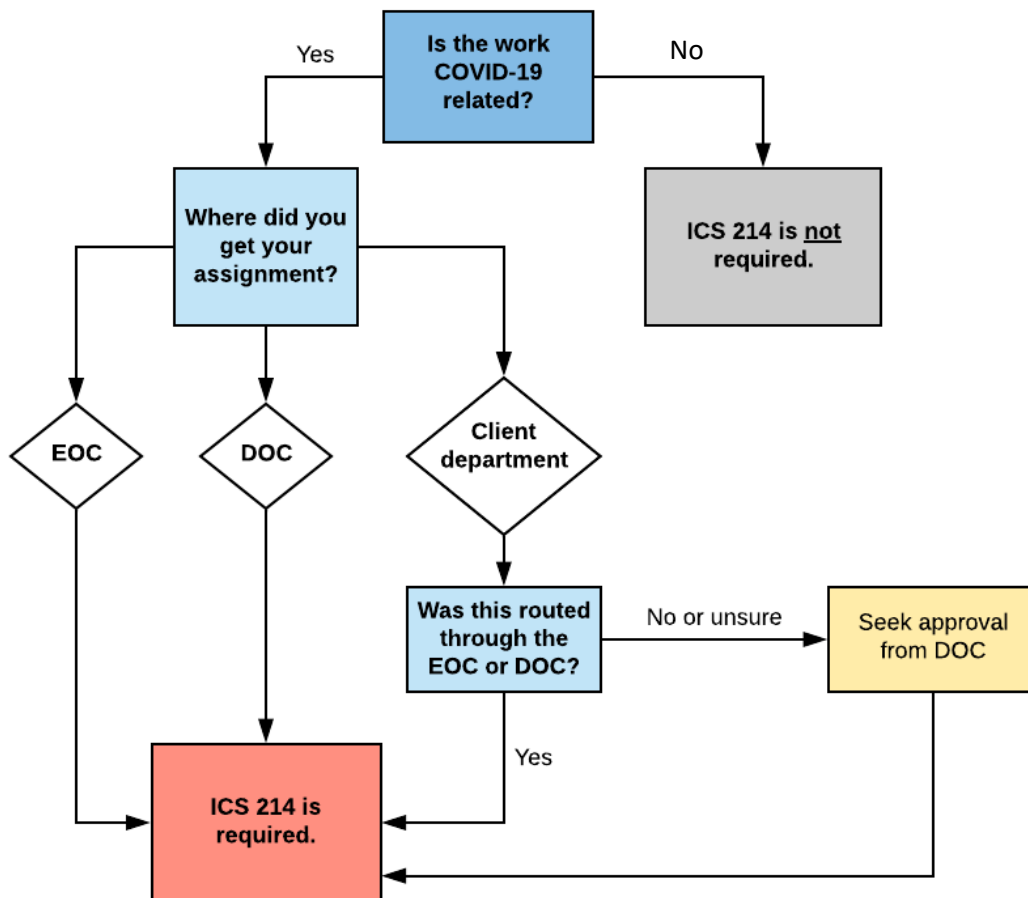
ICS 214 Daily Activity Log

The ICS 214 form is used to document the COVID-19 related work activities that an individual does. The form must be submitted online. If you have hard copies of a 214, you must re-enter the information using the online form, which can be accessed here: flexforms.com/f/sanfranciscoForm214 or through the SF Employee Gateway Portal.

Whether working onsite or remotely, **for any day that you charge two or more regular working hours on your time sheet to COVID-19, you must complete an online 214 form.** If you are a timekeeper or, you must ensure that any labor charge to the COVID-19 incident has a corresponding 214 – this may require coordination with an Operations Yard supervisor.

When submitting an online 214 form, you only record COVID-19 hours on the 214 form. Any non-COVID-19 hours still need to be captured on your time sheet, but the **214 form should only document your COVID-19 hours.** The COVID-19 hours listed on your 214 form should match the COVID-19 hours charged on your time sheet.

Please follow this chart to determine if you are required to submit an ICS 214 form:



How to submit your daily 214 Activity Log

- Access the COVID-19 timekeeping 214 form (flexforms.com/f/sanfranciscoForm214 or through the SF Employee Gateway Portal).
- **If you are a timekeeper, supervisor, or support staff at the Yard retroactively submitting online 214s, you must receive all hardcopy versions of the form and re-enter them using the Flex Form.**
- Before adding an activity, please be sure to complete the top section of the form in entirety.

The screenshot shows the top section of the COVID-19 timekeeping 214 form. The fields are arranged in two columns. The left column contains: 'I am reporting time for' (dropdown menu with 'Myself' selected and a red box around it with the text 'Select Myself from drop-down menu'), 'First Name' (text input with 'Enter your first name' and a red box), 'Email Address' (text input with 'Enter your email address' and a red box), 'Type of Worker' (dropdown menu with 'Select your employment type from drop-down i.e., City Employee (DSW)' and a red box), and 'Are you assigned to EOC/DOC?' (dropdown menu with 'Select if you were assigned to EOC, DOC, or neither' and a red box). The right column contains: 'Identification Number' (text input with 'Enter your DSW number' and a red box), 'Last Name' (text input with 'Enter your last name' and a red box), 'Incident Name' (dropdown menu with 'COVID-19' selected), 'City Agency/Department' (dropdown menu with 'Select the Department acronym you work under' and a red box), and 'Date' (dropdown menu with 'Thursday, 04/23/2020' selected). A red box at the bottom right contains the text 'Be sure you have selected the correct date for which you are reporting.'

- Click the “Add New Item” button to add the activities you completed that day. Please be sure to be thorough in your descriptions.
- When adding activities, make sure you include the time spent on each item.
- When completing the summary section, record the number of regular hours you worked on the incident that day, in addition to the number of overtime and/or comp hours you completed related to COVID-19.
- Do not log any hours on the 214 form that do not relate to COVID-19.
- Sign the form electronically and hit “Submit”

More detailed instructions on how to submit the 214 Activity Log can be found [at the bottom of this page](#).

All DSWs are still required to enter their time as they normally would to get paid. When entering your time using MyTime or on paper and submitted to a timekeeper, use the proper COVID-19 Incident codes and ensure the number of hours submitted with COVID-19 Incident codes matches the number of hours submitted on the ICS Form 214 for that day.

ICS 211: Check-In List

An ICS form 211 is a sign-in/sign-out form. The 211 is intended to capture who is onsite and when they were there, but it does not capture the work activities that an individual performs. The 211 Check-In List must be submitted each day your work on the COVID-19 incident. The form is a PDF and is accessible online [here](#).

You must submit an ICS 211 form if:

- You are working at the EOC.
- You are working at an onsite DOC with other people.

- You are working at any other location where a significant number of DSW workers are reporting onsite to perform COVID-19 related work activities.

An ICS 211 form is not required if:

- You are not working on COVID-19 incident-related work.
- You are working on COVID-19 incident-related work remotely (telecommuting).
- You are working at a virtual DOC that does not have a physical location.

At the end of your shift, you must save the 211 form and submit it to the appropriate person:

- **If you work at the Operations Yard and are working onsite (not at the EOC),** the on-duty supervisor will instruct you to complete the 211 form and will send it to the appropriate timekeeper. The timekeeper will keep a record of these forms.
- **If you are deployed to the EOC,** submit the 211 form to your assigned section lead.

Contact and Support

Please email EOCFinanceAdmin@sfgov.org for any policy questions or SFEmployeePortalSupport@sfgov.org for any technical issues using the form. If you have any questions about reporting your time, payroll, or any other finance-related questions, please contact:

- Bruce Robertson, Finance Manager: bruce.robertson@sfdpw.org
- Margaret Tse, Payroll: margaret.tse@sfdpw.org
- Jennifer Marquez, Accounting Manager: jennifer.marquez@sfdpw.org