

# ARKANSAS DEPARTMENT OF EMERGENCY MANAGEMENT

## Force Account Labor Summary Record Instructions

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Force Account is the term to refer to your own personnel and equipment. Keep the following points in mind when compiling force account labor information.

- Record regular and overtime hours separately
  - Record the fringe benefits separately for regular and overtime hours
  - Attach a fringe benefit summary record that shows a breakdown each benefit. You can use an average benefit rate if you have different rates for different employees
  - Include copies of time sheets with each form.
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1. **State Disaster No.** – Provided to the applicant by ADEM and used for document tracking.
2. **Page** – List the number of pages.
3. **Applicant** – Name of the local jurisdiction (Usually City or County).
4. **Applicants Project #** - Used for applicant tracking purposes. A reference to identify each specific project.
5. **Location/Site** – Used to identify the damaged area. Include specific details (Address and/or road names).
6. **Period Covering** - Dates for each specific form.
7. **Date** – Enter the dates the employees worked. Must correspond to the dates entered in the period covering section.
8. **Employee Name** – Name of each employee that worked on the project.
9. **Job Title** – Enter the job title of each employee that worked on the project.
10. **Regular (Reg)** – Enter the number of regular hours that each employee worked.
11. **Overtime (OT)** – Enter the number of overtime hours that each employee worked.
12. **Total Hours** – Enter the total number of hours worked.
13. **Hourly Rate** – Enter the hourly rate of each employee.
14. **Benefit Rate/Hr (%)** – Enter the percentage of benefits (See the Fringe Benefits Summary Record).
15. **Total Hourly** – Enter the total hourly rate (Hourly Rate x Benefits Rate/Hr Percentage + Hourly Rate).
16. **Total Cost** – Enter the results of Total Hours x Total Hourly.
17. **Regular Time Total** – Enter the results of each employee's regular time total here.
18. **Overtime Total** – Enter the results of each employee's overtime total here.
19. **Grant Total** – Enter the sum from all succeeding pages. Used for only page 1.
20. **Certified/Authorized Signature** – Signature of authorized person.
21. **Title** – Job title of authorized person
22. **Date** – Date of signature