

# VERMONT DEPARTMENT OF PUBLIC SAFETY

## Activity Log

### SECTION A: GENERAL INFORMATION

1. Employee Name:

2. Employee ID:

3. Division (and unit):

4. Position Title (or acting ICS Position):

### SECTION B: ACTIVITY LOG

|    | DATE          | HOURS |    | TOTAL HOURS | CASE NUMBER | LOCATION | DESCRIPTION |
|----|---------------|-------|----|-------------|-------------|----------|-------------|
|    |               | FROM  | TO |             |             |          |             |
| 1  |               |       |    |             |             |          |             |
|    | Regular Shift |       |    |             |             |          |             |
| 2  |               |       |    |             |             |          |             |
|    | Regular Shift |       |    |             |             |          |             |
| 3  |               |       |    |             |             |          |             |
|    | Regular Shift |       |    |             |             |          |             |
| 4  |               |       |    |             |             |          |             |
|    | Regular Shift |       |    |             |             |          |             |
| 5  |               |       |    |             |             |          |             |
|    | Regular Shift |       |    |             |             |          |             |
| 6  |               |       |    |             |             |          |             |
|    | Regular Shift |       |    |             |             |          |             |
| 7  |               |       |    |             |             |          |             |
|    | Regular Shift |       |    |             |             |          |             |
| 8  |               |       |    |             |             |          |             |
|    | Regular Shift |       |    |             |             |          |             |
| 9  |               |       |    |             |             |          |             |
|    | Regular Shift |       |    |             |             |          |             |
| 10 |               |       |    |             |             |          |             |
|    | Regular Shift |       |    |             |             |          |             |
| 11 |               |       |    |             |             |          |             |
|    | Regular Shift |       |    |             |             |          |             |

### SECTION C: ADDITIONAL NOTES

### SECTION D: APPROVAL

Employee Signature:

Date:

APPROVED ( ) yes ( ) no

Appointing Authority or Delegated Representative Signature:

Date:

# VERMONT DEPARTMENT OF PUBLIC SAFETY

## Activity Log Instructions

**Purpose:** the Department of Public Safety's Activity Log is a detailed record of overtime worked for employees. This form is to be used prior to entering overtime on the employee's timesheet in VTHR.

**Preparation:** this form may be prepared before or after overtime is worked. This is a record of authorization by the employee's supervisor.

**Document Retention:** this form is to be retained in accordance with DPS procedure PA-001

### Section A: General Information

1. Enter the employee's name
2. Enter the employee's ID number
3. Enter the division in which this work applies
4. Enter the name or title of the position in which the employee is working

### Section B: Activity Log

Enter the description and detail of overtime worked during this reported period.

This section may be used to provide supplementary information for time other than overtime.

### Section C: Additional Notes

Enter additional notes to this form.

### Section D: Approval

The employee and the supervisor (delegated authority) should sign this form prior to entering time on the employee's timesheet.

This form may not be used for a delegate to enter time in VTHR on an employee's behalf.

**VERMONT DEPARTMENT OF PUBLIC SAFETY**  
**Activity Log**

**SECTION A: GENERAL INFORMATION**

|   |   |
|---|---|
| <b>1. Employee Name:</b><br>Jane Doe                          | <b>2. Employee ID:</b><br>55555   |
| <b>3. Division (and unit):</b><br>XYZ Division, Programs Unit | <b>4. Position Title (or acting ICS Position):</b><br>Program Coordinator |

**SECTION B: ACTIVITY LOG**

|    | DATE          | HOURS   |         | TOTAL HOURS | CASE NUMBER | LOCATION    | DESCRIPTION                                       |
|----|---------------|---------|---------|-------------|-------------|-------------|---|
|    |               | FROM    | TO      |             |             |             |   |
| 1  | 04/01/13      | 6:00AM  | 8:00AM  | 2           | N/A         | Rutland, VT | Overtime Travel to Rutland for Program Training   |
|    | Regular Shift | 8:00 AM | 4:00 PM |             |             |             |   |
| 2  | 04/02/13      | 4:00PM  | 6:00PM  | 2           | N/A         | Rutland, VT | Overtime Travel from Rutland for Program Training |
|    | Regular Shift | 8:00 AM | 4:00 PM |             |             |             |   |
| 3  | 04/05/13      | 8:00 AM | 4:00 PM | 8           |             |             | Annual Leave                                      |
|    | Regular Shift |         |         |             |             |             |   |
| 4  |               |         |         |             |             |             |   |
|    | Regular Shift |         |         |             |             |             |   |
| 5  |               |         |         |             |             |             |   |
|    | Regular Shift |         |         |             |             |             |   |
| 6  |               |         |         |             |             |             |   |
|    | Regular Shift |         |         |             |             |             |   |
| 7  |               |         |         |             |             |             |   |
|    | Regular Shift |         |         |             |             |             |   |
| 8  |               |         |         |             |             |             |   |
|    | Regular Shift |         |         |             |             |             |   |
| 9  |               |         |         |             |             |             |   |
|    | Regular Shift |         |         |             |             |             |   |
| 10 |               |         |         |             |             |             |   |
|    | Regular Shift |         |         |             |             |             |   |
| 11 |               |         |         |             |             |             |   |
|    | Regular Shift |         |         |             |             |             |   |

**SECTION C: ADDITIONAL NOTES**

**SECTION D: APPROVAL**

|  |                   |
|--|-------------------|
| <b>Jane Doe</b><br>Employee Signature:   | 03/11/13<br>Date: |
| APPROVED ( X ) yes ( ) no  |                   |
| <b>Approving Official</b><br>Appointing Authority or Delegated Representative Signature: | 03/15/13<br>Date: |