



## PROCEDURE FOR COLLECTION AND RETENTION OF FORM S-102

During a storm event, all employees with a storm assignment, either at a Staging Site or at any other Location, will have to fill out a form S-102 to report their time spent on storm duties.

Please refer to Form S-102 instructions for further level of detail on how to complete the form. (\*)

The following procedure applies to all those non-bargaining employees that have the obligation to fill out form S-102s.

### Full Staging Sites

A Payroll Representative will be present. Full connectivity is expected at these sites.

1. Employees must fill out form S-102s in accordance with instructions provided. (\*)
2. Employees will fill out and update the S-102 on a daily basis and file the form in the alphabetical file located at the sign in area.
3. Employees that have access to a computer can enter their own S-102 data into SAP (\*\*).
4. Employees should also take a picture of their S102 form and upload the picture into SAP with their timesheet (HR will be sending more detailed instructions separately).
5. The original S-102's will be collected by the Payroll Representative at the site on a weekly basis. Employees are required to provide a copy of the S-102s to their home supervisors for control purposes.
6. Payroll will enter forms S-102s data into SAP for those employees who do not have computer access.
7. Payroll will give a copy of forms S-102s to Finance Section Chiefs. Finance Section Chiefs will compare the count from PREPS to the S-102s and sample S-102s for common mistakes, etc as indicated in the Storm Finance Section Chiefs Guidelines.
8. Payroll will keep the original S-102s in storage for the appropriate retention period (currently, 5 years).

### Parking Staging Sites

An HR Representative most likely will not be present at these sites and connectivity may be limited.

1. Employees must fill out form S-102s in accordance with instructions provided. (\*)
2. Employees will need to fill out and update the S-102 on a daily basis and take the authorized forms back to their home location after their storm assignment.
3. Employees will enter their own S-102 data into SAP (\*\*\*) either at the Service Center supported by their site or at their home location.
4. Employees should also take a picture of their S102 form and upload the picture into SAP with their timesheet (HR will be sending more detailed instructions separately).
5. Employees must mail original S-102's to the Attention of Chris Petersen HRP/JB noting the name of the Site and Storm and adding a cover sheet indicating "S-102s for Retention Purposes only" (this means that HR will not enter the time in SAP since employees have already done it themselves). Employees are required to provide a copy of the S-102s to their home supervisors for control purposes.
6. Payroll will enter forms S-102s data into SAP for those employees who have not done so.
7. Payroll will keep the original S-102s in storage for the appropriate retention period (currently, 5 years).

Locations other than Staging Sites (Service Centers, PDCC and FPLCC)

All Employees have computer access. An HR Representative will be present, though not all of the time.

1. Employees must fill out form S-102s in accordance with instructions provided. (\*)
2. Employees will need to fill out and update the S-102 on a daily basis and take the authorized forms back to their home location after their storm assignment.
3. Employees will enter the S-102s data into SAP (\*\*)
4. Employees should also take a picture of their S102 form and upload the picture into SAP with their timesheet (HR will be sending more detailed instructions separately).
5. Employees must mail original S-102's to the Attention of Chris Petersen HRP/JB noting the name of the Site and Storm and adding a cover sheet indicating "S-102s for Retention Purposes only" (this means that HR will not enter the time in SAP since employees have already done it themselves). Employees are required to provide a copy of the S-102s to their home supervisors for control purposes.
6. Payroll will keep the original S-102s in storage for the appropriate retention period (currently, 5 years).

(\*) Instructions are posted on [http://infpl.fpl.com/emergency/storm/other/s102\\_instructions.pdf](http://infpl.fpl.com/emergency/storm/other/s102_instructions.pdf)

(\*\*) HR will communicate instructions via email 72-hours prior to expected landfall.