

Adams, Starr

From: Rottman, Brian
Sent: Friday, November 6, 2020 1:17 PM
To: DL-Storm-Business-Unit-Coordinators
Cc: Goldstein, Mitchell; Spoor, Mike G; Santos, Marlene; Priore, Carmine; Ferguson, Keith; Rottman, Brian; Black, Amy; Belger, Jennifer; Epperson, April; Gerard, Clare; Gillespie, Allison; Delucenay, Amber; Munker, William
Subject: 2020 HURRICANE ETA STORM IO ACTIVATION
Attachments: SAP Storm timesheets FAQs v3.pdf; 2020 FPL Storm Compensation Policy.pdf; Cost eligible to be charged to Storm Internal Order.doc; 2020 STORM INTERNAL ORDER LETTER - Eta.docx; 2020 Eta Storm Matrix.xlsx

Importance: High

Good afternoon,

We have received formal notification of storm activation for Hurricane Eta. The attached internal orders (IO) have been activated and are available for charging **EFFECTIVE 12AM 11/06/2020**.

***Please note:** If you are an GULF/FCG/FPLES/NEER employee supporting **FPL** in their restoration you will need to use the Intercompany IO for time spent supporting the other utility*

Carefully review the attached Storm Internal Order Letter, which provides guidance and processing support for the Storm Internal Orders. Also attached are the required forms to be used in the field as identified in the Storm Internal Order Letter.

Please distribute as appropriate within your organization and ensure that the only costs charged to these IOs are those costs directly related to Hurricane Eta. **NOTE THAT STORM RELATED COSTS INCURRED PRIOR TO 11/06/2020 CANNOT BE CHARGED TO THE STORM IO.** Additionally, for all employees charging to the storm, please ensure they are set to working in REDi as this is a key control to ensure only direct support of storm is charged to the storm internal orders. Please review the attached Payroll and Expense related policies as they have changed from last year, along with confirming access to Chrome River to be able to record expenses. If you have any questions, please reach out to **Brian Rottman, Billy Munker, Allison Gillespie or Amber De Lucenay**.

As a reminder, Phase I of the storm compensation policy activates with the issuance of the storm internal order. Please familiarize yourself with the policy to be sure you understand how storm roles will be compensated during the storm event. Employees may access the policy on the storm update page in Eweb. For employee specific questions, please contact HR4U at 844-694-4748.

LIST OF ATTACHMENTS:

Storm IO Related

Storm IO Matrix by BU

Storm IO Letter

Cost Eligible to be Charged to Storm IO

Employee Payroll Related

Storm Compensation Policy

Amber De Lucenay

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