

**STORM IO LETTER - APPENDIX A** *(revised 2016)*

STORM COSTS	SUB-CATEGORIES	NO-STAGING SITE	PARKING STAGING SITE	FULL STAGING SITE
<b>SITE DISTINCTIONS</b>		All Employees have computer access. An HR Representative will not be present. Logistics Team not Mobilized Finance Section Chiefs not deployed	An HR Representative most likely will not be present at these sites and connectivity may be limited. Logistics Team Mobilized Finance Section Chiefs deployed	A Payroll Representative will be present. Full connectivity is expected at these sites. Logistics Team Mobilized Finance Section Chiefs deployed
<b>PAYROLL: FPL PERSONNEL</b>	<ul style="list-style-type: none"> <li>○ Non-Bargaining</li> <li>○ Exempt Bi-weekly Fixed Bargaining</li> <li>○ Non-exempt Bi-weekly Fixed Bargaining (i.e., bargaining crew dispatchers and payroll clerks (excluding daily variable bargaining unit employees))</li> </ul>	<p>All payroll charges must be supported by a S-102 form (attached).</p> <ul style="list-style-type: none"> <li>• S-102's must be approved by the employees' on-site storm supervisor</li> <li>• 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.</li> <li>• Employees will enter the S-102s data into SAP</li> <li>• 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).</li> <li>• It is the responsibility of the Regular Work Location Supervisors to compare the approved S-102 form to validate their employees' payroll results in SAP</li> <li>• 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). Business Leads or employees are required to provide a copy of the S-102s to the employee's home supervisors for control purposes.</li> </ul>	<p>All payroll charges must be supported by a S-102 form (attached).</p> <ul style="list-style-type: none"> <li>• S-102's must be approved by the employees' on-site storm supervisor</li> <li>• 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.</li> <li>• Employees will enter their own S-102 data into SAP either at the Service Center supported by their site or at their home location. Employees are required to provide a copy of the S-102s to their home supervisors for control purposes.</li> <li>• 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).</li> <li>• On a daily basis, the employee should provide a copy of form S-102 will be given to the Finance Section Chief (FSC), who will compare the count from PREPS to the S-102 and sample S-102s for common mistakes, etc as indicated in the Storm Finance Section Chief Guidelines.</li> <li>• Employees must mail original S-102's</li> </ul>	<p>All payroll charges must be supported by a S-102 form (attached).</p> <ul style="list-style-type: none"> <li>• S-102's must be approved by the employees' on-site storm supervisor</li> <li>• 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.</li> <li>• Employees that have access to a computer can enter their own S-102 data into SAP.</li> <li>• 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).</li> <li>• 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.</li> <li>• Payroll (HR) will enter forms S-102s data into SAP for those employees who do not have computer access.</li> <li>• Payroll will give a copy of forms S-102s to the Finance Section Chief (FSC). FSC will compare the count from PREPS to the S-102s and sample S-102s for common mistakes,</li> </ul>

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		<ul style="list-style-type: none"> <li>Payroll will keep the original S-102s in storage for the appropriate retention period (currently, 5 years)</li> </ul>	<p>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).</p> <ul style="list-style-type: none"> <li>Payroll will enter forms S-102s data into SAP for those employees who have not done so.</li> <li>Payroll will keep the original S-102s in storage for the appropriate retention period (currently, 5 years).</li> </ul>	<p>etc as indicated in the Storm Finance Section Chief Guidelines.</p> <ul style="list-style-type: none"> <li>Payroll will keep the original S-102s in storage for the appropriate retention period (currently, 5 years).</li> </ul>
	<ul style="list-style-type: none"> <li>Power Delivery</li> <li>Other</li> <li>Bargaining</li> <li>Personnel</li> </ul>	<p>Bargaining employees normally entering time in S-Mobile will continue to use S-Mobile, using the appropriate Storm IO and Storm Account Code. In the event connectivity is lost, Bargaining crews should use daily paper timesheets (S-Mobile Daily Variable Time Report) which are to be authorized by the Storm Production Lead, or respective Storm Location Supervisor. Approved timesheets should be turned in to a designated business unit lead, who will then direct the timesheets to the home location Bargaining Payroll Clerk and forward a copy to the Finance Command Center (FCC) – Mail Stop: Storm Accounting at NT2/JW.</p>	<p>Bargaining employees normally entering time in S-Mobile will continue to use S-Mobile, using the appropriate Storm IO and Storm Account Code. In the event connectivity is lost, Bargaining crews should use daily paper timesheets (S-Mobile Daily Variable Time Report) which are to be authorized by the Storm Production Lead, or respective Storm Location Supervisor. Approved timesheets should be turned in to a designated business unit lead, who will then direct the timesheets to the home location Bargaining Payroll Clerk and forward a copy to the Finance Command Center (FCC) – Mail Stop: Storm Accounting at NT2/JW.</p>	<p>Bargaining employees normally entering time in S-Mobile will continue to use S-Mobile, using the appropriate Storm IO and Storm Account Code. In the event connectivity is lost, Bargaining crews should use daily paper timesheets (S-Mobile Daily Variable Time Report) which are to be authorized by the Storm Production Lead, or respective Storm Location Supervisor. Approved timesheets should be turned in to a designated business unit lead, who will then direct the timesheets to the home location Bargaining Payroll Clerk and forward a copy to the Finance Command Center (FCC) – Mail Stop: Storm Accounting at NT2/JW.</p>

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	<ul style="list-style-type: none"> <li>○ Transmission Other Bargaining Personnel</li> </ul>	<p>Transmission bargaining employees not entering time directly into S-Mobile, will turn in timesheets to the Business Analyst located at Service Centers who will forward copies to the FCC and the originals to the Bargaining Unit Payroll Contact for entry.</p>	<p>Transmission bargaining employees not entering time directly into S-Mobile, will turn in timesheets to the Production Lead at the Parking Site, who will forward copies to the FCC and the originals to the Bargaining Unit Payroll Contact for entry.</p>	<p>Transmission bargaining employees not entering time directly into S-Mobile, will turn in timesheets to the Production Lead at the Parking Site, who will forward copies to the FCC and the originals to the Bargaining Unit Payroll Contact for entry.</p>
<p>FPL PERSONNEL EXPENSES</p>	<ul style="list-style-type: none"> <li>○ ALL BU's</li> </ul>	<p>Properly supported storm costs eligible for reimbursement will be reported in the Storm Form 371 expense report attached, which must be authorized by the direct storm supervisor. <b>Documentation should be attached to the original expense report by the employee and forwarded to their home-location for processing.</b> Receipts are acceptable along with an online Visa summary of charges. Copies of the Expense reports should be forwarded to FCC (Mail Stop: Storm Accounting at NT2/JW) by the site invoice processor. Site invoice processor must send original expense report and receipts to IDM-GO for imaging.</p>	<p>Properly supported storm costs eligible for reimbursement will be reported in the Storm Form 371 expense report attached, which must be authorized by the direct storm supervisor and signed as "reviewed" by the Finance Section Chief assigned to the corresponding storm location. <b>Documentation should be attached to the original expense report by the employee and forwarded to their home-location for processing.</b> Receipts are acceptable along with an online Visa summary of charges. Copies of the Expense reports should be forwarded to FCC (Mail Stop: Storm Accounting at NT2/JW) by the site invoice processor. Site invoice processor must send original expense report and receipts to IDM-GO for imaging.</p>	<p>Expenses incurred by FPL employees should be minimal (mileage, tolls, vehicle rentals and cell phone charges) Properly supported storm costs eligible for reimbursement will be reported in the Storm Form 371 expense report attached, which must be authorized by the direct storm supervisor and signed as "reviewed" by the Finance Section Chief assigned to the corresponding storm location. <b>Documentation should be attached to the original expense report by the employee and forwarded to their home-location for processing.</b> Receipts are acceptable along with an online Visa summary of charges. Copies of the Expense reports should be forwarded to FCC (Mail Stop: Storm Accounting at ACP/JP) by the site invoice processor. Site invoice processor must send original expense report and receipts to IDM-GO for imaging.</p>
<p>STORM AND OTHER PROCUREMENT</p>	<ul style="list-style-type: none"> <li>○ FPL Designated Personnel</li> </ul>	<p><b>STORM PROCUREMENT CARD PURCHASES:</b> Reimbursement of approved non-material purchases will be reported on the</p>	<p>Storm Procurement Cards are issued to all Finance Section Chiefs, all Accounting Administrators select Procurement</p>	<p>Storm Procurement Cards are issued to all Finance Section Chiefs, all Accounting Administrators select Procurement</p>

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CARD PURCHASES		<p>Visa Storm Procurement Card Summary of Expenses which is attached. Please ensure that the storm transmittal forms are approved by the responsible Area Manager or a designated Lead person, by obtaining his/her signature on the form prior to leaving the work site. The card holders will reconcile all card purchases to their monthly statement using the Visa Storm Procurement Card Summary of Expenses and forward the package to the Finance Command Center (FCC) – Mail Stop: Storm Accounting at NT2/JW. The FCC will review and forward to Accounts Payable ACG/JW for processing.</p> <p><b>OTHER PROCUREMENT CARD PURCHASES:</b> Cardholders should process through the normal business unit process.</p>	<p>Personnel and select Logistics Team Members. The Logistics Section Chief or Incident Commander will approve all procurement card expenditures prior to purchase. The cardholders will use their card to procure the approved material, confirm delivery with the LSC, generate a Visa Storm Procurement Card Summary of Expenses document duly authorized by the LSC and provide copies of the form to the Finance Section Chief. The card holders will reconcile all card purchases to their monthly statement using the Visa Storm Procurement Card Summary of Expenses and forward the package to the Finance Command Center (FCC) – Mail Stop: Storm Accounting at NT2/JW. The FCC will review and forward to Accounts Payable ACG/JW for processing.</p>	<p>Personnel and select Logistics Team Members. The Logistics Section Chief or Incident Commander will approve all procurement card expenditures prior to purchase. The cardholders will use their card to procure the approved material, confirm delivery with the LSC, generate a Visa Storm Procurement Card Summary of Expenses document duly authorized by the LSC and provide copies of the form to the Finance Section Chief. The card holders will reconcile all card purchases to their monthly statement using the Visa Storm Procurement Card Summary of Expenses and forward the package to the Finance Command Center (FCC) – Mail Stop: Storm Accounting at NT2/JW. The FCC will review and forward to Accounts Payable ACG/JW for processing.</p>
ON-SYSTEM CONTRACTORS /Regular FPL Contractor Crews	○ Time Tracking – Line Crew	NA	Complete <b>Storm Crew Daily Time Report</b> , Form S-0904	Complete <b>Storm Crew Daily Time Report</b> , Form S-0904
	○ Time Tracking – Veg. Crew	NA	Complete <b>Storm Line Clearing Daily Time Report</b> Form S-0904VM	Complete <b>Storm Line Clearing Daily Time Report</b> Form S-0904VM
OFF-SYSTEM CONTRACTORS/ Storm Contractor Crews	○ Time Tracking – Line Crew	NA	Complete <b>Storm Crew Daily Time Report</b> , Form S-0904	Complete <b>Storm Crew Daily Time Report</b> , Form S-0904
	○ Time Tracking – Veg. Crew	NA	Complete <b>Storm Line Clearing Daily Time Report</b> Form S-0904VM	Complete <b>Storm Line Clearing Daily Time Report</b> Form S-0904VM
FOREIGN UTILITY CREWS	○ Time Tracking – Line Crew	NA	NA	NA
	○ Time Tracking – Veg. Crew	NA	NA	NA