**Larimer County Daily Time Sheet**

*Use for Emergency Situations and FEMA reimbursable work.*

Please include specific facility/site/location and any equipment used (County or rented). If only one facility/site/location was used during the work day, then put all the information on Facility/Site/Location #1. If no equipment was used, please write none. Remember work time is still entered electronically on your time card in the payroll system. Turn form into Department Payroll Rep.

<table>
<thead>
<tr>
<th>#</th>
<th>Facility/Site/Location:</th>
<th>Time In:</th>
<th>Time Out:</th>
<th>Hours Worked:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
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<tr>
<td>2</td>
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<tr>
<td>3</td>
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<td></td>
</tr>
</tbody>
</table>

**Total Hours Worked**

Employee's Signature: ____________________________

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**Department Payroll Rep Use Only:**

- Regular
- Temp
- Exempt
- Non-Exempt
- Hourly Rate
- Emp. ID#
- Hired for disaster only