



Labor Backfill Form



Purpose:

The Labor Backfill Form creates a standardized method for listing out the Force Account Labor who are filling in for deployed personnel.

Fields:

- **Backfill Name:** The name of the person who is filling in for the deployed personnel.
- **Backfill ID:** The employee identification number of the backfill personnel.
- **Budgeted Backfill Employee:** Check-box indicates whether employee is budgeted. Budgeted employees may only claim overtime costs.
- **Deployed Name:** The name of the person who is deployed and conducting eligible Emergency Work.
- **Deployed ID:** The employee identification number of the deployed personnel.
- **Backfill Pay Rate:** The hourly pay rate for the backfill personnel.
- **Backfill Benefit Rate:** The hourly cumulative benefit rate of the backfill personnel, entered in decimal form.
- **Amount Claimed:** This is the total amount that will be paid to the backfill employee and claimed.
- **Type of Pay:** This field differentiates what type of pay the employee is earning. This will typically be Regular Time (RT) or Overtime (OT).
- **Date of Backfill:** This is the date the backfill employee worked for the person who is deployed and conducting eligible Emergency Work.
- **Hours Backfilled:** The number of hours that the backfilled employee filled in.
- **Name:** Name of employee filling out Labor Backfill Form.
- **Position:** Position/title of employee completing the Labor Backfill Form.
- **Date:** Date that the Labor Backfill Form was completed.





Labor Backfill Form



Backfill Name	Backfill ID	Budgeted Backfill Employee	Deployed Name	Deployed ID	Backfill Pay Rate	Backfill Benefit Rate	Amount Claimed	Type of Pay	Date of Backfill	Hours Backfilled

Total Claimed:

Signature: _____

Name: _____

Position: _____

Date: _____

