

## How to Electronically Complete and Sign the 214 Form for Time Submission

1. The 214 should be filled out for **ONLY** one day per document.
2. From the MSDH website under Employee Documents, click to open the initial page. The Power Form Signer page will open.

**PowerForm Signer Information**

Fill in the name and email for each signing role listed below. Employees will have to enter their name and email twice. Signers will receive an email inviting them to sign this document. A completed copy will be forwarded to OEPR. For DocuSign support, please call the Office of Policy Evaluation at (601)576-7426.

Please enter your name and email to begin the signing process.

Your Role:  
**Employee**

Your Name:

Your Email:

Please provide information for any other signers needed for this document.

Your Role:  
**Employee (Enter AGAIN)**

Your Name:

Your Email:

**Supervisor**

Your Name:

Your Email:

Your Role:  
**OEPR**

Your Name:  
**OEPR**

Your Email:  
**OEPR.214@msdh.ms.gov**

**Begin Signing**

3. Employee must provide name and email address. This **MUST** be entered **TWICE** (once for name on the form and to receive in DocuSign).
4. Enter your **Response Supervisor's** name and email address.
5. Click "**Begin Signing**" box in the bottom right corner. The document will open with a popup box

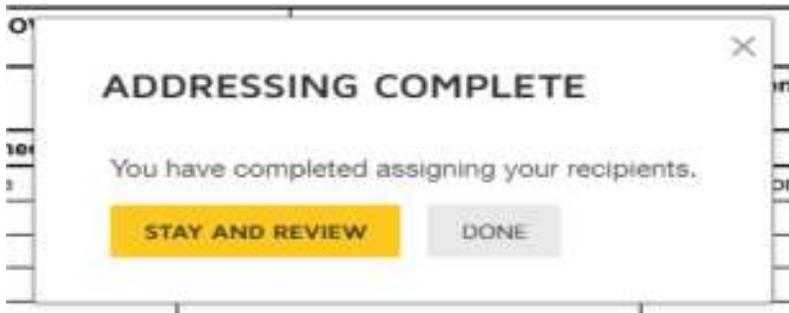
**There are no recipients to address.**

Select 'Complete and Send' to complete your portion of this envelope.

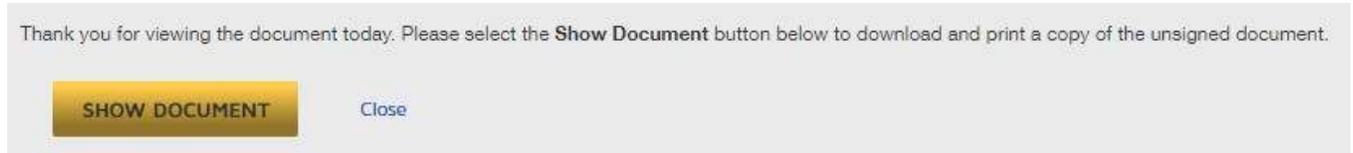
**COMPLETE AND SEND**

Show Document

6. Click on the yellow "**Complete and Send**" box.
7. Another popup box will appear



8. Click **Done** (the 214 cannot be filled out here)
9. The next screen will read



10. Click on “Close”. **This will close the DocuSign initiation step and send you an email.**
11. Go to your email and open the DocuSign email (Hancock, Breanne via DocuSign).
12. Click on the yellow “Review Document” box. This will take you to DocuSign to start the process to complete and sign the document.



13. Click on yellow “Continue”. This will take you to the 214 documents to complete.
14. Click yellow “Start” box.
15. The “Incident Name” & “Name” will already be filled in
16. Enter Dates of the **Operational Period**. Date From: & Date To:
17. Using drop down boxes to indicate time (military time) of Operational Period.

ACTIVITY LOG (ICS 214)		
Incident Name: COVID-19	Operational Period: Date From: 03/28/2020 Date To: 03/31/2020	
	Time From: 07:00 Time To: 07:00	
Name: Twyla Jennings	ICS Position: Finance Chief	Home Agency (and Unit): MSDH/OEPR

18. “Resources Assigned” section will ONLY be used if you are filling out the activities of multiple employees assigned to a specific area with like duties. Type in Employee “Name”, “ICS Position”, and “Home Agency (and Unit)”. A Sign-In Sheet MUST be attached with Date, Location, Employee Name, In/Out Time and Agency Name.
19. “Activity Log” should include the date the 214 is for and list of times with activities performed. If you need more lines, there is space on Page 2.

Activity Log:	
Date/Time	Notable Activities
03/26/2020	
06:45	Arrived at MEMA
07:00	UCG Meeting
08:00	Daily AM Stand Up Briefing
08:30	Meeting w/ Jim Craig on items for C&GS Meeting
09:00	Command & General Staff Meeting
10:00	Worked w/ Budget Unit of Purchasing Documentation
11:30	Lunch
12:30	COVID-19 Crisis Grant Planning and Review
15:00	Planning Meeting w/ MEMA
16:00	Created Guidelines for Electronic 214
17:00	Daily PM Stand Up Briefing
17:30	Guidelines for Electronic 214
19:00	Departed MEMA

20. Using drop down boxes enter your “Time In”, “Lunch Out”, “Lunch In” and “Time Out” (in military time). It will automatically calculate the “Total Hours”. If you did not take a lunch you still need to input a time to make calculations correct. (exp. Lunch Out 12:00 / Lunch In 12:00)

Time In	Lunch Out	Lunch In	Time Out	Total Hours
07:00	11:15	12:15	19:00	11.00

21. “Explanation” section boxes **MUST to be checked if you didn’t take a lunch or you worked over 12 hours**. If checking “Other” input detailed explanation.

**Explanation: If any boxes are checked, then a supervisor signature is needed.**

- Unable to take lunch due to response efforts
- Worked through lunch due to time sensitive responsibilities
- Lunch not taken due to location restrictions (e.g. austere conditions)
- Worked over normal 12hr shift due to shift relief not available
- Worked over normal 12hr shift due to request from supervisor and/or team leader
- Worked over normal 12hr shift due to briefing of incoming staff
- Worked over normal 12hr shift due to travel time added to shift
- Travel time required to new reporting location and added to time
- Other: \_\_\_\_\_

22. Enter any travel miles here. Travel can ONLY be entered if:

This is strictly for recording purposes. To be reimbursed, you must fill out the approved COVID-19 travel voucher.

Begin Travel	End Travel	Total Travel
25100	25200	100

23. Signature Section has the sign box where you click to insert your signature. The Prepared by and date/time are already inserted.

Prepared by: Name: Jennings, Twyla	Signature: 	Date/Time: 3/29/2020   3:02 PM CDT
ICS 214, Page 2	Supervisor Signature: _____	Date/Time: _____

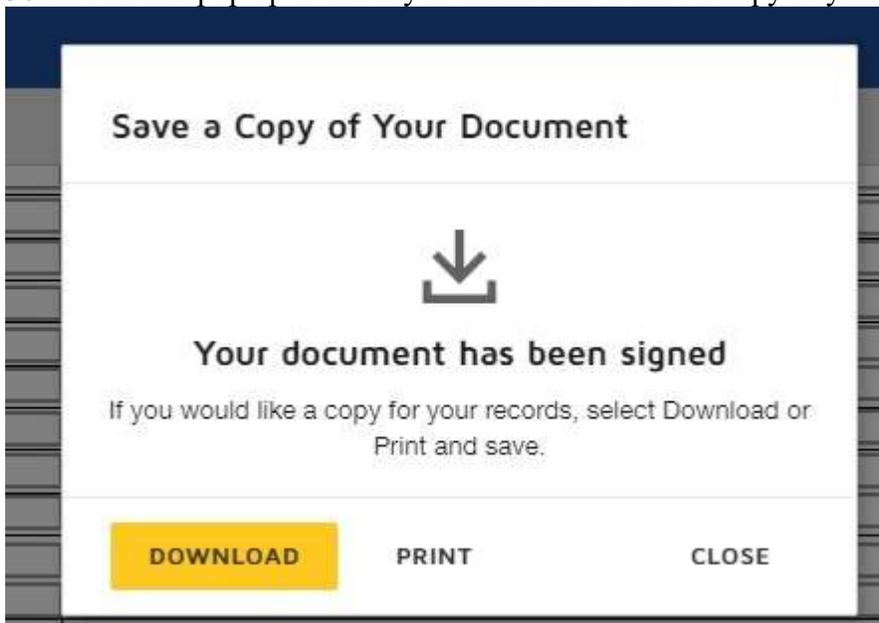
24. Click on the Yellow Sign box and select your signature.

Prepared by: Name: Jennings, Twyla	Signature: <i>Jennings, Twyla</i>	Date/Time: 3/29/2020   3:02 PM CDT
ICS 214, Page 1	Supervisor Signature: _____	Date/Time: _____

25. This will take you to page 2. The information in top box will pull from 1<sup>st</sup> page. Use the Activity Log section if you need more room for your activities.
26. Input your time on this sheet also just like on page 1.
27. Click the yellow Sign box to complete.
28. Review to ensure that all information is correct.
29. Click the yellow “Finish” box to complete.

Done! Select Finish to send the completed document. **FINISH** OTHER ACTIONS ▾

30. A box will pop up to ask if you would like to save a copy of your Document.



31. You can download and save, print or close.
32. After you have downloaded or saved, click “Close” and then “Continue”.
33. It will be sent to your Response Supervisor and then once they have approved it will be sent to the [oper.214@msdh.ms.gov](mailto:oper.214@msdh.ms.gov) email address.

**\*\*If you have any questions you can email [oper.214@msdh.ms.gov](mailto:oper.214@msdh.ms.gov) or call Richelle Worley or Teletha Johnson at 601-933-7230.**