

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

Epi Response Team (ERT)

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. Signers will receive an email inviting them to sign this document. Please enter your name and email to begin the signing process.

Employee

Your Name: *
Full Name

Your Email: *
Email Address

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

Employee Enter name and email AGAIN

Name: *
Full Name

Email: *
Email Address

Team Lead

Name:
Full Name

Email:
Email Address

Regional Administrator

Name: *
Full Name

Email: *
Email Address

BEGIN SIGNING

3. Employee must provide name and email address. This **MUST** be entered **TWICE** (once for name on the form and again to receive in DocuSign).
4. Enter your **Team Lead's** name and email address.
5. Enter your **Regional Administrator's** name and email address.
6. Double check the spelling of all email addresses. If an email address is incorrect, the DocuSign process will stop.
7. Click "**Begin Signing**" box in the bottom right corner. The document will open with a pop-up box.

There are no recipients to address.

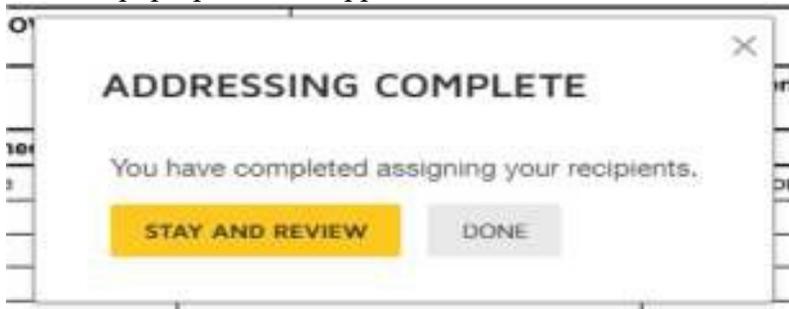
Select 'Complete and Send' to complete your portion of this envelope.

COMPLETE AND SEND

Show Document

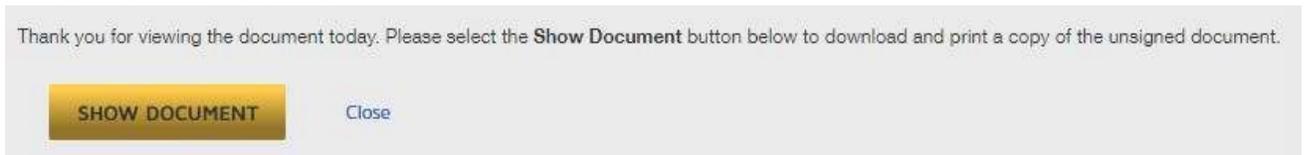
8. Click on the yellow "**Complete and Send**" box

9. Another pop-up box will appear.



10. Click **Done** (the 214 cannot be filled out here).

11. The next screen will read:



12. Click on “Close”. This will close the DocuSign initiation step and send you an email.

13. Go to your email and open the DocuSign email.

14. Click on the yellow “Review Document” box. This will take you to DocuSign to start the process to complete and sign the document.



15. Click on yellow “Continue”. This will take you to the 214 documents to complete.

16. Click yellow “Start” box.

17. The “Incident Name” & “Name” will already be filled in.

18. Enter Dates of the **Operational Period**. “Date From:” & “Date To:”

19. Using drop down boxes to indicate time (military time) of “Operational Period”.

| ACTIVITY LOG (ICS 214) | | | |
|------------------------|-------------------------|---|-----------------------------------|
| NEXT | 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 |

20. “Resources Assigned” section will not be used.

21. “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. For pre-populated “Notable Activities,” indicate the number of each performed for that day.

22. 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 |

23. “**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: _____

24. 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 |

25. 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: _____

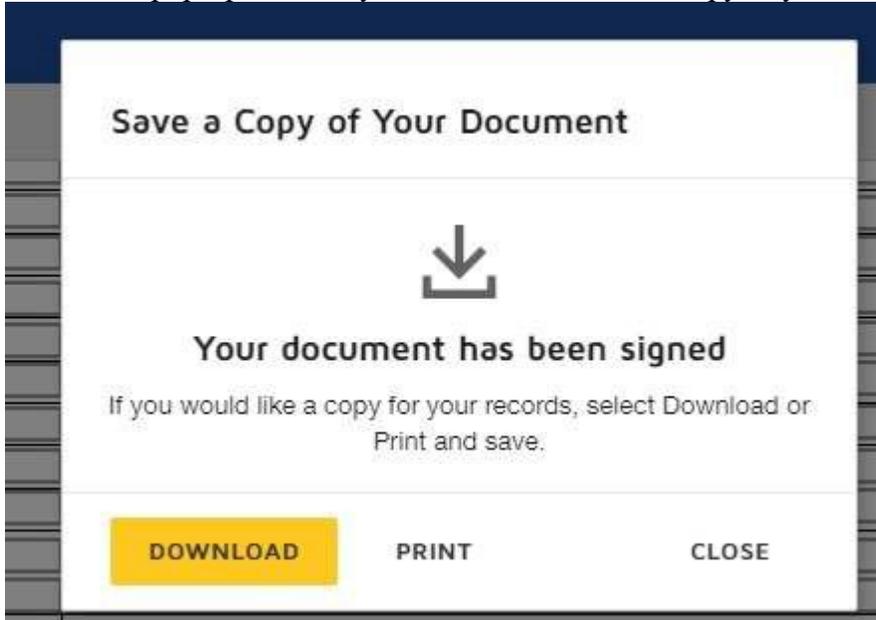
26. Click on the yellow “**Sign**” box and select your signature.

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

27. This will take you to page 2. The information in top box will pull from 1st page. Use the “**Activity Log**” section if you need more room for your activities.
28. Click the yellow “**Sign**” box to complete.
29. Review to ensure that all information is correct.
30. Click the yellow “**Finish**” box to complete.



31. A box will pop-up to ask if you would like to save a copy of your document.



32. You can download and save, print or close.
33. After you have downloaded or saved, click “**Close**” and then “**Continue**”.
34. It will be sent to your Team Lead to initial and the Regional Administrator to sign. Once they have approved it will automatically be sent to the oper.214@msdh.ms.gov email address.