Casual Payment Center OF-288 Sample

Audit Procedures for CPC only

(BIA, BLM, FWS)

Social Security Number:
Ensure this is entered correctly in ***Block 2***. *Must match I-9 & W-4 forms*

Hired At:
Ensure ***Block 6*** is entered with Unit Identifier

TYPE OF EMPLOYMENT:
Ensure ***Block 4*** is marked as "Casual" and not any of the other choices.

Casual Information:
Ensure name, mailing address, city, state, and zip is legible. ***Blocks 10,11,12,13 & 14.*** *(Does not change the casual's permanent Record profile at CPC)*

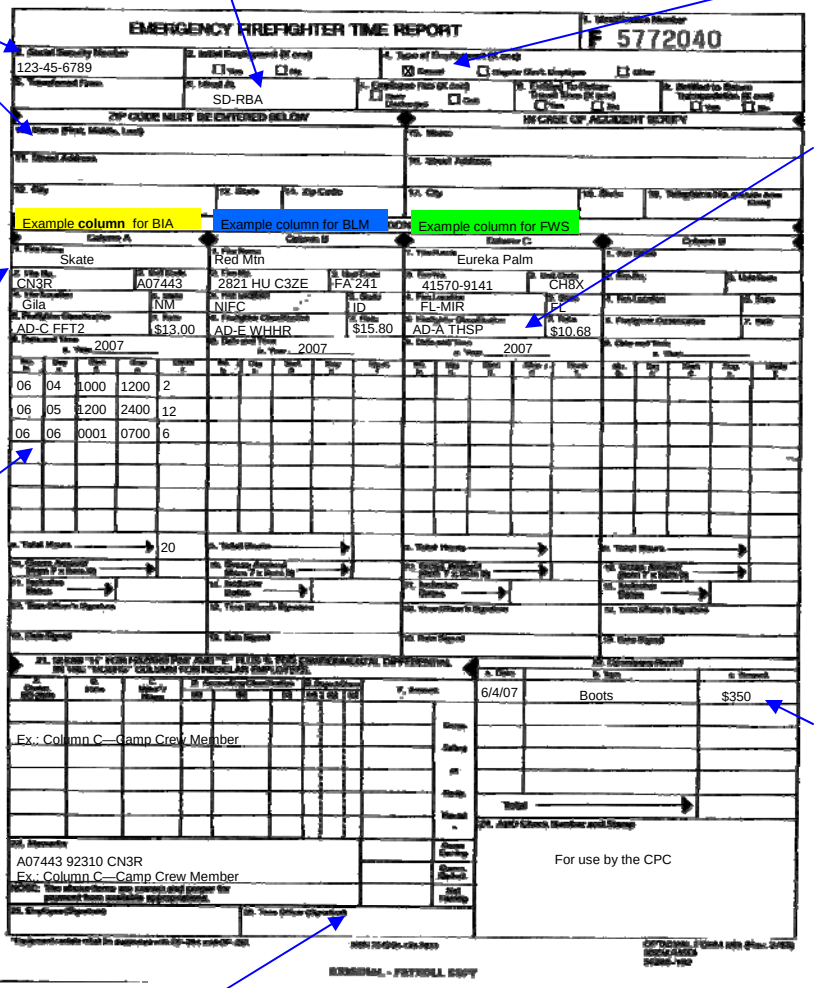
Fire name and fire code: Ensure fire name, ***(block 1)*** and Fire code ***(block 2)*** match (per Fire Code System)

TIME POSTING COLUMNS:

♦Post hours in military time

♦Post time in 15 minute increments with a 2 hour minimum.

♦If shift passes through midnight from one day to the next, be sure to show ending time at 2400 and starting time on next day at 0001.
Example Column A



FIREFIGHTER CLASSIFICATION & RATE:
Ensure to list AD Position Code, AD Class & AD Rate in ***Blocks 6 & 7*** per the AD Pay Plan.

♦Column C example for THSP Positions ***(See block 21 and 23)***

♦*If exception position, a copy of duties is required for payment.*

Commissary:
Corresponds to the date of transaction

SIGNATURES:
Ensure the **original** Time Officer signature is complete in ***Block 26.***
Employee signature (casual) either signed or unavailable for signature in ***Block 25***

*** Note: The agency specific column has been separated for each agency, BIA, BLM, & FWS to better outline agency specific example codes.**

IMPORTANT — ENSURE ALL FIELDS ARE CORRECT AND LEGIBLE TO AVOID DELAY OF PAYMENT

Casual Payment Center OF-288 Test Form Sample

Audit procedures for CPC only

(BIA, BLM, FWS)

Social Security Number:
Ensure this is entered correctly in ***Block 1*** and legible. (Must match I-9 and W-4 forms)

Hired At:
Ensure this is entered in ***Block 2*** with Unit Identifier

Type of Employment:
Ensure this is marked in ***Block 3*** as "Casual" and not any of the other choices

Casual Information:
Ensure name, mailing address, city, state, and zip are legible.
Blocks 4,6,8, 9 & 10 *(Does not change the casual's permanent record profile at the CPC).*

Incident Name and Fire Code:
Ensure Fire name, ***Block 1*** and fire code ***Block 3*** *match* (per Fire Code System)
Example Column A

Time Posting Columns:
♦Post hours in military time

♦Post time in 15 minute increments with a 2 hour minimum

♦If shift passes through midnight from one day to the next, be sure to show ending time at 2400 and starting time on next day at 0001.
Example column A

Position Title & Rate:
List AD Position Code, AD Class and AD Rate per AD Pay Plan in ***Blocks 4,5 & 6.***

♦*Column C example for THSP positions (See **Block 11**)*

Home/Hiring Unit Cost Accounting Code:
Ensure organization, appropriate sub-activity and project numbers are accurate and complete

Emergency Incident Time Report

1. Social Security Number	2. Hired At (i.e., ID-BOF)	3. Type of Employment (X one)
123-45-6789	MT-FBA	[X] Casual [ ] Regular Gov't Employee [ ] State [ ] Other:

4. Name (First, Middle, Last)
5. Home/Hiring Unit Name
6. Mailing Address
7. Home/Hiring Unit Phone Number
8. City
9. State
10. Zip Code
11. Home/Hiring Unit FAX Number
12. Emergency Contact Name — Example for BIA
13. Emergency Contact Phone Number — Example for BLM
14. Emergency Contact Physical Address — Example for FWS

Column A	Column B (Header info same as A [ ])	Column C (Header info same as A [ ] B [ ])	Column D (Header info same as A [ ] B [ ] C [ ])
1. Incident Name: Skate	1. Incident Name: Red Mtn	1. Incident Name: Eureka Palm	1. Incident Name
2. Incident Order # / Resource Order # (i.e., ID-BOF-000906 / C-33)	2. Incident Order # / Resource Order # (i.e., ID-BOF-000906 / C-33)	2. Incident Order # / Resource Order # (i.e., ID-BOF-000906 / C-33)	2. Incident Order # / Resource Order # (i.e., ID-BOF-000906 / C-33)
3. Fire Code (i.e., B2C5): CN3R	3. Fire Code (i.e., B2C5): C3ZE	3. Fire Code (i.e., B2C5): CH8X	3. Fire Code (i.e., B2C5)
4. Position Code (i.e., FFT2): FFT2	4. Position Code (i.e., FFT2): WHHR	4. Position Code (i.e., FFT2): THSP	4. Position Code (i.e., FFT2)
5. AD Class: AD-A	5. AD Class: AD-E	5. AD Class: AD-A	5. AD Class
6. AD Rate: $ $13.00	6. AD Rate: $ $15.80	6. AD Rate: $ $10.68	6. AD Rate: $
7. Home/Hiring Unit Accounting Code: A15433 07 92310 C7FG	7. Home/Hiring Unit Accounting Code: FA 241 2821 HU C3ZE	7. Home/Hiring Unit Accounting Code: 41570 9141 CH8X	7. Home/Hiring Unit Accounting Code
8. Date and Time a. Year: 2007	8. Date and Time a. Year: 2007	8. Date and Time a. Year: 2007	8. Date and Time a. Year:
9. Total Hours: 20	9. Total Hours:	9. Total Hours:	9. Total Hours:
10. Gross Amount (item 6 x item 9): $ 260.00	10. Gross Amount (item 6 x item 9): $	10. Gross Amount (item 6 x item 9): $	10. Gross Amount (item 6 x item 9): $

Mo b.	Day c.	Start d.	Stop e.	Hours f.
06	04	1000	1200	2
06	05	1200	2400	12
06	06	0001	0700	6

11. Remarks
Use this section for clarification of positions etc.
Ex.: Column C– camp crew member

12. Payment Office Only
This section for use by the Casual Payment Center.

13. Commissary Record (Attach additional sheet if necessary)

a. Date	b. Item	c. Amount
06/04/07	Boots	$350

Total Commissary Deductions $ 350
14. Gross Earnings $

The signatures below certify the above items are correct and proper for payment.

15. Employee Signature	16. Date	17. Time Officer Signature	18. Date
Either signed or unavailable for signature			

PRIVACY ACT NOTICE: Section 6311 of Title 5 USC authorizes collection of this information. It is used to record and approve your time and attendance and determine your pay. Use of a SSN is authorized by EO 9397. Failure to provide the required information may result in delayed payment.

PMS____ 10/2005

Commissary:
Corresponds to date of transaction

Signature:
Ensure the <u>original</u> Time Officer signature is complete in ***Block 17*** and date ***Block 18***

***Note: The agency specific column information has been separated for BIA, BLM & FWS to better outline agency specific example codes.**

IMPORTANT— ENSURE ALL FIELDS ARE CORRECT AND LEGIBLE TO AVOID DELAY OF PAYMENT