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Date: April 18, 2005

Subject: Payment of Casual Time Reports

To: Regional Foresters, Station Directors, Area Director, IITF Director, and WO Staff

REPLY DUE MAY 16, 2005

This letter outlines the payment procedures for casual hire payments for the upcoming year. The Forest Service will continue to process casual hire payments through the National Casual Pay Center in Ogden, Utah (formerly known as the EFF Pay Center). The Casual Pay Center will process all Forest Service casual hire payments for all Forest Service units and Job Corps Centers.

USDA Forest Service
Casual Pay Center, Room 1116
324 25th Street
Ogden, UT 84401

Phone: 801-625-5493;
FAX 801-625-5862
Email: [EFF Pay@fs.fed.us](mailto:EFFPay@fs.fed.us)
(note space between EFF and Pay)

Our goal is for casuals to receive their payment within 14 days from their last date worked. Last year the Casual Pay Center processed 95% of the payments within 2 days of receipt. However, not all time reports were received from hiring units in a timely manner. In 2004, the average time from last day worked to date of payment was 24 days.

Please treat these Emergency Firefighter Time Reports (OF-288) as you would your own timesheet. To improve our process and expedite casual payroll processing, incident units and hiring units should process casual fire time reports on a biweekly basis and transmit them to the Casual Pay Center within 2 days of receipt. The following enclosures are intended to facilitate this process.

- Attachment A -- Casual Hire and Payment Process
- Attachment B -- Single Resource Casual Hire Information Form, PMS 934 (for use by the hiring official)
- Attachment C -- Casual Hire Payment Information, Direct Deposit, SF-1199A and ETA Electronic Transfer Account Brochure
- Attachment D -- OF-288 Audit Procedures
- Attachment E -- Template of 6540 memo from Approving Official to Casual Pay Center
- Attachment F -- Casual Contact Information

Casuals now have three ways to receive their payment; Direct Deposit, Electronic Transfer Account (ETA) or by check in the mail. Please provide casuals with Attachment C which outlines additional information on the three options.

A Single Resource Casual Hire Information form shall be submitted for each incident and attached to the OF-288 submitted to the Casual Pay Center. Hiring units shall verify that check



mailing or Direct Deposit Information is kept current. Hard copy checks, Wage and Earnings Statements and other correspondence will be sent to the address on the W-4 form. If the check mailing address is different from the W-2 and other correspondence address, please make a note on the W-4. Submit address or Direct Deposit changes on a new W-4 form or Direct Deposit form.

We recognize that with the migration of the fiscal work processes moving to the Albuquerque Service Center, some processes may need to shift to other work areas. This year, we will not require a fiscal approving officer to sign the official memo submitting OF-288's to the Casual Pay Center. The memo may be signed by the unit's designated approving official. This individual must be familiar with the Pay Plan for Emergency Workers (Pay Plan) and follow the audit procedures outlined in Attachment D. Please provide your units designated contact information by completing Attachment F. Submit your response to [EFF Pay@fs.fed.us](mailto:EFFPay@fs.fed.us) (note space between EFF and Pay) by May 15.

The 2005 Administratively Determined Pay Plan for Emergency Workers effective March 23, 2005 changed the process establishing new positions and rates. Hiring units requesting positions not published in the pay plan must submit documentation as outlined in the Pay Plan to your Regional Incident Administration Coordinator (IAC). The Regional IAC will forward requests for approval to the FS representative on the Incident Business Practices Working Team (IBPWT), Emmy Ibison.

Units with an immediate need shall submit request to your Regional IAC Coordinator who will forward to the Operations Director, Alice Forbes for approval. These approvals will only be for the duration of the incident. To establish a permanent rate, the request for approval must be submitted through the review process and approved by the IBPWT.

Exception rates for AD-4 positions must be submitted to the Regional IAC for approval. The approved exception rate will only be valid for the duration of the current incident unless approval is obtained and documented in a Geographic Area Supplement.

The approval must be attached to the casual's Single Resource Casual Hire Information Form and original time record (OF-288) for payment. If no documentation establishing a new or interim rate is provided, payment will be made at the AD-1 rate. If no documentation establishing an exception rate is provided, payment will be made at the AD-4 rate.

All inquiries concerning lost or stolen checks, unemployment benefits, employment verifications, and garnishments should be directed to the Casual Pay Center for official response. Garnishments are now processed by the Department of Interior's National Business Center (NBC). The original court orders for garnishments should be sent to:

National Business Center
Payroll Operations Division, Attention: Gloria Roberts
EFF Pay, Mail Code D-2640
PO Box 272030
Denver, CO 80227-9030

The Casual Pay Center will also provide backup documentation for CT transactions in FFIS. CT documents are the direct disbursement documents for casual time by job code.

Please distribute this memorandum and the enclosures to all your fire, residual B&F staff, acquisition and human resource staff units, as well as, Incident Management Teams, Dispatch Centers, Buying Teams, and others responsible for the hiring and time recording for casuals.

QUESTIONS CONCERNING THESE PROCEDURES SHOULD BE DIRECTED TO THE CASUAL PAY CENTER AT (801) 625-5493 (EFFPAY@FS.FED.US) OR DEBBIE CAMPBELL AT (801) 625-5866

/s/ Tamara L. Hanan
TAMARA L. HANAN
Director, Albuquerque Service Center

cc: Tina Ledger, Debbie Campbell, Andrea Wojtasek, Emmy Ibison, Deborah Rigden