

May 2007

EMPLOYEE'S GUIDE

To Posting Time in Paycheck

Employee's Guide

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Time Code Glossary

Transaction Codes (TC)

TC 01, Regular Time. This is used to record the regularly scheduled tour of duty hours an employee worked during the basic workweek.

TC 04, Sunday Differential. This is used to record the nonovertime hours worked between midnight Saturday and midnight Sunday. Employees who perform work during a regularly scheduled 8 –hour period of duty which is not overtime are entitled to premium pay for Sunday work for the entire period of service.

Maximum Hours Per Day. Do not record more than 8 hours of regularly scheduled duty day. If the employee is working an approved alternate work schedule, enter 9 or 10 hours, as applicable.

TC 11, Night Differential. This is used to record hours worked between 1800 through 0600 during the regularly scheduled basic tour of duty.

TC 14, Hazard Pay Differential. This is used to record the hours of hazardous duty or duty involving physical hardship which is not usually involved in carrying out the duties of the position. When entering TC 14 the number of hours worked under hazardous conditions on the applicable day will be for all the hours that were worked during the day.

TC 19, Overtime Over 8. This is used to record work performed in excess of 8 hours on any 1 day within the 40-hour basic workweek. TC 01 should be used to record base hours.

Note: The total hours recording using TC 01 (up to 8 hrs per day) and TC 19 (over 8 hrs per day) cannot exceed 40 hours per week.

TC 21, Overtime-Premium Rate. This is used to record overtime hours performed outside the basic 40-hour workweek.

Call-Back Time. A minimum of 2 hours of premium pay is granted to employees who are called back to their place of employment to perform work. If the employee performs 2 or more hours of work, record all the call-back time using TC 21. If the employee performs

less than 2 hours of work, record the call-back time for which work was performed in 15-minute increments, using TC 21.

TC-21, Prefix 11, Forest Service Emergency Fire Suppression. This is used to record overtime hours performed outside the basic 40-hour workweek for those employees assigned to emergency fire suppression only.

TC 24, Overtime Travel Under Title 5. This is used to record hours of travel for purposes which are compensable under Title 5 and FLSA.

TC 25, Overtime Over 40 With Night Differential. This is used to record hours of regularly scheduled work performed outside the basic 40-hour workweek during the night differential period.

Note: Night differential may not be paid for occasional overtime worked. A regularly scheduled tour of duty must be authorized in advance of the administrative workweek. You will find this mostly with Dispatchers in the Rocky Mountain Coordination Center.

TC 29, Credit Hours Worked. This is used to record hours worked in excess of the basic work requirement, approved by the employee's supervisor, at the option of the employee in order to vary the length of the workday or workweek under certain alternative work schedules. This excess hours worked are not considered overtime hours.

Full-time employee who is on a flexible schedule may accumulate up to 24 hours of credit hours which may be carried over from one biweekly pay period to the next. A part-time employee is limited to a prorated basis and may carry over an amount equal to $\frac{1}{4}$ of the biweekly work requirement.

Example: A part-time employee who is scheduled to work 40 hours per pay period could accumulate a maximum of 10 credit hours ($\frac{1}{4} \times 40 = 10$).

TC 31, Holiday Worked. This is used to record hours of work performed during an employee's regularly scheduled basic tour of duty on a day designated as a holiday for which the employee is entitled to holiday premium pay. If employee is on an alternative work schedule, a minimum of 2 hours and not more than 9 or 10 hours, depending upon the employee's schedule, may be recorded using TC 31.

In addition to recording the holiday hours worked, record employee's regularly scheduled duty hours for the day designated as a holiday using TC 66, Other Leave. If an employee works outside the regularly scheduled tour of duty, the appropriate overtime transaction code (TC 21) should be used.

Full-time Employees With an Alternate Work Schedule. Employees on an alternate work schedule who perform nonovertime work on a holiday (or a day designated as the holiday) are entitled to base pay plus premium pay equal to base pay for the hours worked on the holiday. The holiday hours worked cannot exceed 9 hours or 10 hours depending upon the employee's alternate work schedule.

Part-time GS and Fixed Work Schedule (FWS) Employees. Part-time GS and FWS employees who have a regularly scheduled basic tour of duty are entitled to be excused or to receive premium pay only if the holiday falls within the scheduled tour of duty.

Intermittent Employees and Employees With an Appointment Limitation of Less Than 90 Days. These employees are not entitled to premium holiday pay. These employees receive the basic rate of compensation for the hours work on a holiday. The 90 day requirement does not apply to employees compensated on an annual or monthly basis.

Exception: If the employee has been employed for a continuous period of 90 days or more, under one or more appointments, without a break in service, he/she is entitled to pay for a nonworked holiday plus premium pay for the holiday hours worked.

TC 32, Compensatory Time Worked. This is used to record the hours of irregular or occasional overtime work for which the employee is required or has elected to take time off in lieu of receiving overtime pay.

Regulations governing the earning of overtime pay also apply to earning compensatory time. Compensatory time must be worked outside the employee's regularly scheduled tour of duty. The amount of time off must not exceed the time spent performing irregular or occasional overtime work.

Compensatory time earned may be liquidated by the end of the leave year, carried forward to the following year, or paid in full.

TC 32, Prefix 78, Compensatory Travel. This is used to record the hours of overtime earned for travel during uncompensated non-work hours. This is a form of compensatory time off for time spent by an employee in a travel status away from the employee's official duty station when such time is not otherwise compensable.

Employees will forfeit accrued compensatory time after 26 pay periods of it being credited. The National Finance Center will automatically delete any balances after 26 pay periods.

TC 35, Union/Contract Negotiation. This is used to record union contract related activities occurring during the employee's normal work schedule. The number of hours the employee participates in or is witness for a union related, representational function. The applicable activities for this code are:

- Negotiation and renegotiation of collective bargaining agreements.
- A contract reopener clause
- Negotiation meetings with FMCS and FSIP

TC 36, Union/Midterm Negotiation. This is used to record union midterm related activities occurring during the employee's normal work schedule. Type the appropriate amount of hours to be paid in the applicable work/hrs field. TC 36 should **not** be used for the following union related activities:

- Negotiation and renegotiation of collective bargaining agreements.
- A contract reopener clause
- Negotiation meetings with FMCS and FSIP

TC 37, Union/Ongoing LMR Act. This is used to record union ongoing Labor Management Relations (LMR) related activities occurring during the employee's normal work schedule. Enter the number of hours the employee participates in or is a witness for a union related representational function in the applicable work/hrs field. The applicable activities for this code are:

- Labor-Management Committees
- Consultations
- OSHA Inspections
- Labor relations training for union representatives
- Formal and Weingarten-type meetings.

TC 38, Union/Grievance/Appeal Representation. This is used to record union grievance and appeal related activities occurring during the employee's normal work schedule. Enter the number of hours the employee participates in or is a witness for a union related representational function in the applicable work/hrs field. The applicable activities for this code are:

- Grievances
- Arbitrations
- Adverse Actions
- EEO Complaints
- Other complaints and appellate processes

TC 50, Credit Hours. This is used to record credit hours used that were earned and recorded using TC 29. Employees under variable workday or workweek schedules are allowed to work additional hours in excess of their normal tour of duty so as to vary the length of the workday or workweek for time off without leave usage.

TC 61, Annual Leave. This is used to record hours of annual leave used that are to be charged against the employee's accrued annual leave balance. Posting hours of annual leave used (multiples of ¼ hours) in the applicable Work Week and Hours field.

TC 62, Sick Leave. This is used to record hours of sick leave used that are to be charged against the employee's accrued sick leave balance.

TC 62, Prefix 62, Federal Employees Family Friendly Leave Act. This is used to record hours of sick leave used to care for a family member or for bereavement purposes, based on the Federal Employees Family Friendly Leave Act (FFLA).

Based on the FFLA, this TC is used to record the hours of sick leave used to (1) provide care for a family member as a result of physical or mental illness; injury; pregnancy; childbirth; or medical, dental, or optical examination or treatment; or (2) make

arrangements necessitated by the death of a family member or attend the funeral of a family member.

All covered full-time employees are able to use up to 40 hours (5 workdays) of sick leave each year for the conditions cited above. A covered full-time employee who maintains a balance of a least 80 hours of sick leave can use an additional 64 hours (8 workdays) of sick leave per year for these purposes. For those employees who satisfy this condition, a maximum of 104 hours of sick leave (13 workdays) per leave year may be used for family member care and bereavement purposes.

Part-time employees and employees with uncommon tours of duty may use an amount equal to the average number of hours of work in the employee's scheduled tour of duty each week. In addition, these employees who maintain a sick leave balance equal to at least twice the average number of hours of work in the employee's scheduled tour of duty each week may use an amount equal to the number of hours of work in the employee's scheduled tour of duty each week may use an amount equal to the number of hours of sick leave normally accrued by the employee during a leave year for these purposes.

TC 63, Restored Annual Leave. This is used to record hours of annual leave used that are to be deducted from an employee's restored annual leave balance.

Restored annual leave is not added to the employee's current annual leave balance. It is kept in a separate database record. The restored annual leave must be used by the date indicated on the Form AD-582. The time limit is normally within 2 years of the end of the leave year in which it is restored. Any restored annual leave not used by the date indicated will be forfeited.

TC 64, Compensatory Leave. This is used to record the hours of compensatory leave used that are to be charged against the employee's accrued compensatory leave balance.

Compensatory time earned may be liquidated by the end of the leave year, carried forward to the following year, or paid in full. The hours of compensatory leave which are not subsequently used will be paid at the premium rate of pay that was in effect when the hours of overtime were actually performed.

Payment For Compensatory Time. The employee is paid for compensatory time when leaving the rolls or at the time designated by the agency. The employee is paid at the premium rate of pay that was in effect when the hours of overtime were actually performed.

TC 64, Prefix 78, Compensatory Travel. This is used to record the hours of compensatory time used that are to be charged against the employee's accrued travel compensatory leave balances. This is a form of compensatory time off for time spent by an employee in a travel status away from the employee's official duty station when such time is not otherwise compensable.

TC 65, Regular Military Leave. This is used to record the number of regular military leave used. An employee must be coded eligible in the database to earn this compensation; otherwise, the T&A will reject.

TC 66, Other Leave. This is used to record hours of paid absence authorized by law, Executive Order, or administrative action which is not charged to annual leave, sick leave, or compensatory time. The following types of leave fall within the Other Leave category:

- Jury Duty
- Witness
- Federal Holiday
- Transfer of Official Station
- Court (other than Jury Duty or Witness)
- State or Local Holiday
- Administrative Leave
- Hazardous Weather Dismissal

TC 66, Prefix 61, Time Off Awards. This is used to record time off hours used without charge to leave or loss of pay that are granted as an incentive award.

Full-time employees may be granted up to 40 hours per award but no more than 80 hours per leave year. Part-time employees may be granted time off up to one-quarter of their biweekly scheduled tour per award and up to one-half of their biweekly scheduled tour per leave year. A personnel action must be processed to enter the time off hours granted.

TC 67, OWCP Injury Leave. This is used to record hours of paid absence due to traumatic injury suffered on the job.

Employees may receive up to 45 calendar days of paid absence for each traumatic injury suffered on the job. Any charge to TC 67 during a day constitutes the use of that day toward the 45-day limit. Inclusive non-work days preceded and/or followed by OWCP Injury Leave count toward the 45-day limit if evidence of nonability to perform regular duties on those days exists. Unless the injury occurs before the beginning of the workday, time loss on the day of injury should be charged to administrative leave. OWCP Injury Leave begins the day after injury.

Prepare a T&A every pay period for the OWCP Injury Leave if the employee is expected to return to work within 30 days of the date of injury. Type the number of injury leave hours in the applicable work hrs field. Show a summary record of the OWCP Injury leave balance in the Remarks section of the T&A.

TC 71, Leave Without Pay (LWOP). This is used to record the hours of nonpay status when the employee is on approved time away from work without pay. The T&A should be used to record LWOP for less than 30 days. A personnel action must be processed to place the employee on LWOP for 30 days or more and to return the employee to active status. If the employee was placed on LWOP by processing a personnel action, a T&A should not be processed for the pay period if the employee is on LWOP for the entire pay period. If the employee is on LWOP for only a part of the pay period, a T&A should be processed.

TC 72, Absence Without Official Leave. This is used to record the hours of nonpaid absence that were not approved. Absence Without Official Leave (AWOL) is unapproved time away from work without pay.

TC 73, Suspension. This is used to record hour of suspension. Employees are placed on suspension in an unpaid status by a personnel action. Suspension is ordered for full days only. Supervisors should inform you when an employee is placed on suspension. A personnel action is required to return these employees to duty.

Enter holidays which occur within a period of suspension as a day of suspension.

5/11/00

**DECISIONS MATRIX
FOR
CODING TIME AND ATTENDANCE REPORTS
Fulltime, Exempt Employees on Maxiflex:**

Work Status:

Pre-approved Tour of duty is Monday – Friday	Use Transaction code	Do not use Transaction code
Work Mon-Fri, between 6:00am and 6:00 pm	01, 29, 32, 21	
Work Mon-Fri, before 6:00 am or after 6:00 pm	29, 32, 21	01
Work Saturday at any time	29, 32, 21	01
Work Sunday between 6:00 am and 6:00 pm	21, 32 *04	01, 29
Work Sunday before 6:00 am or after 6:00 pm	21, 32 *05	01, 29

Transaction Codes:

01 – Base Time

29 – Credit hours earned (24 hours maximum carryover at end of pay period)

21 – Overtime pay over 40 hours in a week or 80 in a pay period (written approval is required on form 6100-30).

32 – Compensatory time earned in lieu of overtime pay (written approval is required on form 6100-30).

***NOTE:** The following transaction codes applies only if Sunday is scheduled and approved in advance as a part of an employee's normal tour of duty.

04 – Sunday work performed between 6:00 am and 6:00 pm employee must use transaction code 04 for up to 8 hours. Hours in excess of 8 must be recorded to transaction code 21 or 32 (written approval is required on form 6100-30).

05 – Sunday work performed before 6:00 am or after 6:00 pm employee must use transaction code 05 for up to 8 hours. Hours in excess of 8 must be recorded to transaction code 21 or 32 (written approval is required on form 6100-30).

Travel Status:

Pre-approved Tour of duty is Monday – Friday (7:00 am – 3:30 pm)	Use Transaction code	Do not use Transaction code
Travel Mon-Fri, between 6:00am and 6:00 pm	01 (7:00 am-3:30 pm) and *21 or *32 for hours outside tour.	29
Travel Mon-Fri, before 6:00 am or after 6:00 pm	*21, 32	01, 29
Travel Saturday at any time	*21 or 32	01, 29
Travel Sunday between 6:00 am and 6:00 pm	*21, 32	01, 29
Travel Sunday before 6:00 am or after 6:00 pm	*21, 32	01, 29

***Note:** Only use transaction codes 21 and 32 if travel is not controlled by any government agency. If federal government agency has control of planning the event, the event is not compensable.

Transaction Codes:

01 – Base time

21 – Overtime pay over 40 hours in a week or 80 in a pay period (written approval is required on form 6100-30)

32 – Compensatory time earned in lieu of overtime pay (written approval is required on form 6100-30). Hours in excess of 8 must be recorded to transaction code 21 or 32.

Holiday Pay

Employees are entitled to pay as follows:

- 1. Full-time employees excused from duty on days designated as their legal holiday are entitled to their hourly rate of basic pay for all hours they were regularly schedule on that day.**
- 2. Full-time employees on a flexible work schedule excused from duty on a holiday are entitled to their hourly rate of basic pay for 8 hours on a holiday.**
- 3. Part-time employees regularly scheduled to work on a day on which a legal holiday falls and who are excused from duty are entitled to their hourly rate of basic pay for all hours they were regularly scheduled to work on that day.**
- 4. Since intermittent employees do not have a regularly scheduled administrative workweek, they are not entitled to be paid when no work is performed on a holiday.**
- 5. Employees are not eligible for holiday pay if the holiday falls within a period of non-pay status. This means that if the employee was in a non-pay status during their regularly scheduled hours immediately prior to and after the day designated as their legal holiday, they are not eligible to be paid for the holiday absence. Manipulating or adjusting work schedule to gain benefit of holiday entitlement is prohibited.**

Pay for Work on Designated Legal Holiday

- 1. Employees working on basic 8 hrs, 1st 40 hour or flexible work schedules who work on a day designated as a legal holiday are entitled to their rate of basic pay plus holiday premium pay at the rate equal to their rate of basic pay for a period not to exceed 8 hours.**
 - 2. Employees working a compressed 5/4/9 or 4/10 schedule who work on a day designated as a legal holiday are entitled to their rate of basic pay plus holiday premium pay at the rate equal to their rate of basic pay, not to exceed 9 or 10 hours respectively.**
 - 3. Employees working a part-time work schedule who are regularly scheduled to work on a day designated as a holiday are entitled to their rate of basic pay plus holiday premium pay for a period not to exceed the number of hours they are regularly scheduled to work. If hours worked exceed the number of hours**
-

regularly scheduled on that day, the part-time employee will be paid at their basic rate of pay for hours up to 8. If ordered to work beyond 8 hours they would be paid at their overtime rate of pay.

Part-time employees are not entitled to be paid holiday premium pay on days designated as an in-lieu-of holiday for full-time employees because part-time employees are not entitled to in-lieu-of holidays.

A part-time employee that works on a holiday that falls on one of the employee's non-scheduled work days is not entitled to holiday premium pay for working on that holiday. They would be paid at their basic rate of pay for hours worked on that day that were not ordered as overtime. All hours worked by a part-time employee in a pay period that are not ordered overtime by definition are and will be reported as base hours.

- 4. Employees working an intermittent work schedule are entitled to their basic rate of pay only for hours worked.**
 - 5. Pay employees ordered to perform official duties away from their headquarters on a holiday falling within their regularly scheduled administrative workweek, the holiday premium pay compensation for travel time that falls within the hours of their regularly scheduled administrative work week, as well as for actual work time.**
 - 6. Compensatory time off and Credit Hours may not be substituted for holiday premium pay.**
 - 7. Employees cannot elect, but must be ordered to work on a designated holiday. Work ordered on a designated holiday should be confined to the employee's regularly scheduled work hours and the employee paid holiday premium pay for these hours. If the employee is required to work in excess of these hours on a designated holiday, they must be paid overtime or authorized comp time. Employees cannot elect to earn Credit Hours for hours of work on a designated holiday.**
-

Chart for Determining an Employee's Holiday									
Type of Holiday	Sun	Mon	Tues	Wed	Thurs	Fri	Sat	Tours of Duty	
Sunday Holiday		H	8	8	8	8		Mon-Fri	
			H	8	8	8	8	Tues-Sat	
	H			8	8	8	8	Wed-Sun	
	8	H			8	8	8	Thur-Mon	
	8	H	8			8	8	Fri-Tues	
	8	H	8	8			8	Sat-Wed	
	8	H	8	8	8			Sun-Thur	
Monday Holiday		H	8	8	8	8		Mon-Fri	
			H	8	8	8	8	Tues-Sat	
	H			8	8	8	8	Wed-Sun	
	8	H			8	8	8	Thur-Mon	
	8	H	8			8	8	Fri-Tues	
	8	H	8	8			8	Sat-Wed	
	8	H	8	8	8			Sun-Thur	
Thanksgiving Holiday		8	8	8	H	8		Mon-Fri	
			8	8	H	8	8	Tue-Sat	
	8			8	H	8	8	Wed-Sun	
	8	8			H	8	8	Thur-Mon	
	8	8	8			H	8	Fri-Tue	
	8	8	8	H			8	Sat-Wed	
	8	8	8	8	H			Sun-Thur	
Saturday Holiday (1/ This is the 1 st Sunday in the following week)		8	8	8	8	H		Mon-Fri	
			8	8	8	8	H	Tue-Sat	
	8			8	8	8	H	Wed-Sun	
	8	8			8	8	H	Thur-Mon	
	8	8	8			8	H	Fri-Tue	
	8	8	8	8			H	Sat-Wed	
	1/H	8	8	8	8	8		Sun-Thur	
Holiday other than Thanksgiving or Labor Day falling on employees day off	See Sat or Sun holiday Section								Mon-Fri
			8	8	8	8	H	Tue-Sat	
	H			8	8	8	8	Wed-Sun	
	8	H			8	8	8	Thur-Mon	
	8	8	H			8	8	Fri-Tue	
	8	8	8	H			8	Sat-Wed	
	8	8	8	8	H			Sun-Thur	

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New Employee Information

- This section will be mostly used for employees without a Lotus profile;
- For employees who have transferred in from another agency:
- *Or, someone who is new to Government employment.*

Appointment

Paycheck 7

Employee:
new new

Pay Period: 1
01/13/2002 - 01/26/2002

Edit Header
Allow Access
eAuth Register Info
NFC Compare
Reports
Show Database
Exit
One Click T&A

Appointment | Established Hours | Leave Brought Forward | Pay Options | Commissary/Imprest | Profile

Pay Plan: *
FLSA Status:
Tour: *
Tour Hours:
Oath of Office?
Final T&A/FLSA
Status Change Start:
Status Change End:
Service Year Date:
Not to Exceed Date:
Appointment Limit:
Hours Brought Forward:
Forward:

- Red stars indicate that the block is mandatory and must be filled in.
- Most blocks have indexes (drop down menu).
- Tour hours are total hours in a pay period that is scheduled to work (ie. 80 hours for a full time schedule).

Established Hours

Appointment | Established Hours | Leave Brought Forward | Pay Options | Commissary/Imprest | Profile

Work Week & Hours:

Work Schedule: *

Week 1	Override	Jobcode	Suffix	Start	Stop	Start	Stop	Total	Copy First Day
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
Week 2									
Sunday									
Monday									
Tuesday									
Wednesday									
Thursday									
Friday									
Saturday									
									Total

Work Week & Hours are not mandatory to complete. It is encouraged to complete for future auditing purposes.

- The Start and Stop blocks are features that most employees like to have as easy access in posting their paychecks.

Leave Brought Forward

Appointment | Established Hours | Leave Brought Forward | Pay Options | Commissary/Imprest | Profile

Annual Leave Category: <input type="text"/>		
Annual Leave: <input type="text"/>	Military Leave Limit: <input type="text"/>	Home Leave: <input type="text"/>
Sick Leave: <input type="text"/>	Military - Regular: <input type="text"/>	Religious Comp: <input type="text"/>
Comp Time: <input type="text"/>	Military - Emergency: <input type="text"/>	Days Pay Status: <input type="text"/>
Credit: <input type="text"/>		
Leave Without Pay: <input type="text"/>	Restored: <input type="text"/>	
Absent Without Leave: <input type="text"/>	Carryover - Annual: <input type="text"/>	
Suspension: <input type="text"/>	Carryover - Sick: <input type="text"/>	
Furlough: <input type="text"/>		

- Only Pay liaison will have access to make changes to leave balances.
- Remember Sick Leave balance will carry over from the last appointment.
- If you work less than a 90 day appointment, you will not earn Annual Leave

Pay Options

Appointment		Established Hours		Leave Brought Forward		Pay Options		Commissary/Imprest		Profile	
AUO Week 1:	<input type="text"/>	RSEL:	<input type="text"/>	Overtime Authorization on File:	<input type="text"/>	Overtime Authorization Number:	<input type="text"/>				
AUO Week 2:	<input type="text"/>										
AUO Percent:	<input type="text"/>										
Quarters:	<input type="text"/>	Start COLA Hours:	<input type="text"/>	Stop COLA Hours:	<input type="text"/>	Start Foreign Post Hours:	<input type="text"/>	Stop Foreign Post Hours:	<input type="text"/>		
Remote Site Allowance:	<input type="text"/>										

- This AUO fields are used by Law enforcement employees mainly.
- RSEL block is used for Exempt employees who are on fire assignments.

Profile

Appointment		Established Hours		Leave Brought Forward		Pay Options		Commissary/Imprest		Profile	
Employee First Name: *	<input type="text" value="new"/>	Current Pay Period: *	<input type="text" value="1"/>	Employee Last Name: *	<input type="text" value="new"/>	Pay Period Year:	<input type="text" value="2002"/>	Social Security Number: *	<input type="text" value="999999999"/>	Employee Status:	<input type="text" value="Active"/>
Employee Email:	<input type="text"/>	Print Detail?	<input type="text"/>	Supervisor: *	<input type="text"/>	Copy Estab Hours:	<input type="text"/>				
Admin Unit: *	<input type="text"/>	Default Jobcode:	<input type="text"/>	Subunit:	<input type="text"/>	Default Override:	<input type="text"/>	Section:	<input type="text"/>	Default Printer:	<input type="text"/>
T&A Contact Point: *	<input type="text"/>										

- To save space, do not enter first and last name in all capitals.
- Also, enter Social Security number without spaces or dashes.
- Be sure to use the index to access email addresses from the Enterprise Directory for Employee Email and Supervisors.
- Print Detail— If you choose Yes, be sure that it prints on the back of the original paycheck. This will help prevent losing the second sheet that prints out the clock hours.
- Override Codes—identifies what units job codes are assigned to.

R1's Directive on Core hours and Established Hours

- Maxiflex, variable day, variable week
Core Time: 9:00—11:00 am
1:00— 3:00 pm
- Flexible time band.
Flexible Time Band: 6-9 am, 11 am—1 pm, 3-6 pm

Student Employees in Paycheck

1. If a Student is hired in the middle of a pay period, they do not earn any Annual or Sick Leave that Pay Period. They also DO NOT earn any Carryover Hours in that Pay Period. **Paycheck** does not know this, so the following steps must occur in the Header of Paycheck for this new employee:
 - a. Go to the Appointment Limitation screen to put the correct day of the pay period (02, 05, 11, etc) of what day the employee starts work.
 - b. Be sure that the scheduled Work Week and Hours block is completed. It is very important that the Correct Tour (FT or PT is posted as well as the amount of hours they will be working for the whole pay period.
 2. When a Student goes from Part-Time to Full-Time (or the other way), they will need to change their Tour in the Edit Header, Appointment Limitation screen along with their Schedule Work Week and Hours.
 3. A Part-Time Student can earn Credit Hours, but only $\frac{1}{4}$ of their Scheduled Pay Period Tour. For example – A Student who works 40 hours per Pay Period can only earn 10 Credit Hours ($\frac{1}{4} \times 40 = 10$). A Full-Time student earns up to the maximum of 24 Credit Hours, but a problem occurs when they go back to Part-Time and have a balance of 24 hours because **PAYCHECK** has an edit to not allow that many to carryover for a Part-Time employee. The answer to all of this is to avoid the accumulation of Credit Hours as much as possible. A Part-Time employee is allowed to work up to the Maximum of 80 Hours in the Pay Period before earning Credit Hours. Where as a Full-Time employee should try to use TC-50 before using Annual Leave in order to reduce those Credit Hours before changing to Part-Time.
-

Returning Employee (NCR)

NCR – Non competitive rehire

- Steps you will need to do in order for you paycheck to be current.

Appointment

- Tour – be sure that you have the right code to indicate what you are working (intermittent, part time, or full time).
- Tour Hours – to complete only for **part time** or **full time** appointments.
- Oath of Office – Y.
- Status Change Start – complete this only if you have started your appointment in the middle of the pay period. Use the index key.
- Service Year Date – may need to be updated to be sure that you have a full 1039 hours of your appointment. (The service year is the calendar year that begins on the date of the individual's initial appointment in the agency and will generate a new 1039 hrs on that day of the next year.)
- Not to Exceed Date – Is the date when your appointment will end for that season.
- Appointment Limit – determines type of appointment you are working.
- Hours Brought Forward – hours from your previous appointment or the full amount of the limited appointment, if you were hired after the Service Year Date.

Established Hours

- Work Week & Hours – be sure you have entered the new days and hours you will be working.

Leave Brought Forward

- Annual Leave – be sure to zero out the balance.
 - Sick Leave – keep the balance there.
 - Comp Time – be sure to zero out the balance.
-

- Credit Hours – balance should be zero. Any previous hours earned would be paid to employee at the end of their appointment from the previous year.

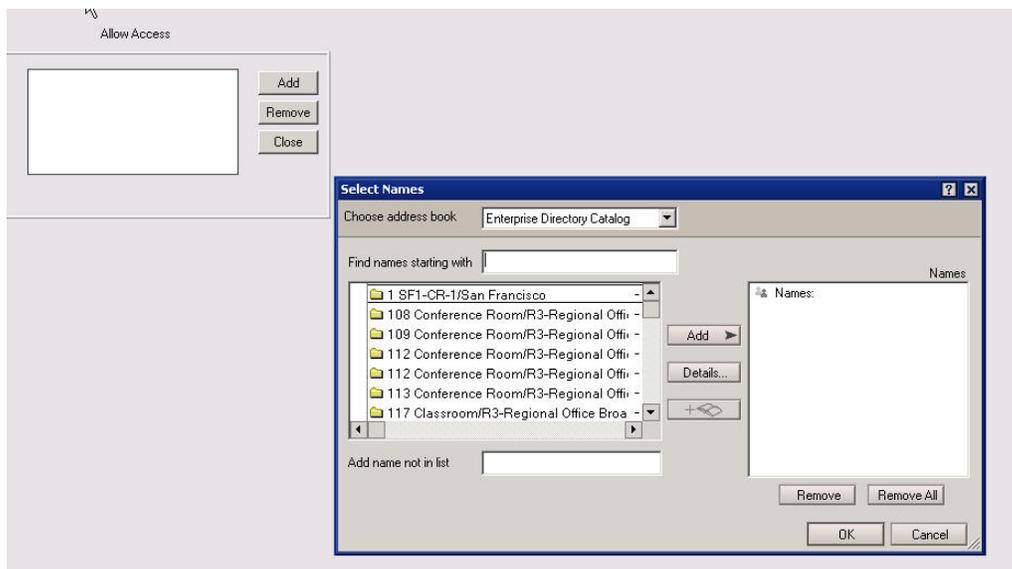
Profile

- The first thing you will need to do is go into your last paycheck from the previous year and click on the ‘Change Pay Period’ button. Once you have moved to the next pay period, go into ‘Edit Header’ and select the ‘Profile’ tab. There and only then will you make the change to the appropriate pay period as your starting point in the new season. Detailed instructions are located below.
 - Open the last paycheck record from last season. Click on the “Change Pay Period” button. Once it’s moved to the next Pay Period;
 - Find and open “Edit Header.”
 - Find and open “Profile”
 - Find current pay period click on index button. Now pull in the current pay period for the new season

*** Note: This will bring forward your leave balances correctly.*

- Employee Status – be sure that it says Active.

Access



- Giving someone access to your paycheck: If you are unavailable to post or send your paycheck to your supervisor.

NFC Compare Results – No longer works and will no longer be in paycheck8.

Reports

- This will take you directly to the Paycheck7 Reports website. Here you will be able to see what the status is of your paycheck.

The screenshot shows the Paycheck7 Reports website. At the top, there is a navigation bar with links for "Paycheck Home", "WO HRM", and "WO FSweb". On the right, there are links for "[Contact Us]" and "[Search]". The main header features the Paycheck7 logo and a background image of a forest. On the left side, there is a sidebar menu with categories: "Paycheck Home", "Overview", "Implementation", "Support" (with sub-links for User's Guide, FAQ's, Knowledgebase, Comments, Training, and Contacts), "Web Reports", "Releases" (with sub-links for Installation, Release Notes, Known Bugs, and Future Updates), and "Pay Admin" (with sub-links for Sweep Schedule, I-T Status, and Links). At the bottom of the sidebar, there are links for "[Privacy]" and "[Legal]" and the text "USDA Forest Service". The main content area is titled "Reports" and contains a grid of radio button options for various report types, including "Missing T&A List", "Leave Audit", "Overtime/Comp Use", "NFC Batches List", "Comp Time Balances", "Overtime/Comp Use for One", "All T&A List", "Use or Lose Leave", "Quarters Deductions", "Summary", "Negative Leave Balance", "Quarters Deductions for One", "Summary by Subunit", "Appointment Limitations", "Remote Site Allowance", "National Summary", "Actual Days Worked", "Remote Site Allowance for One", "Incident Mgmt Excess Hours", and "Transaction Code Report". Below the report options, there is a form with three columns: "Region / Station", "Admin Unit(s)", and "Sort Order". The "Region / Station" column has radio buttons for Region 1 through 10 and Washington Office. The "Admin Unit(s)" column has radio buttons for "Select All", "None", and a dropdown menu currently showing "[r1 afd]". The "Sort Order" column has radio buttons for "Name", "Admin Uni", and "Subunit". A "Run Report" button is located to the right of the dropdown menu. At the bottom of the page, there is a small "Footer" section.

If you wish to make a "favorite" of this site, the following is the web address:

fweb-paycheck.edc2.r6.fs.fed.us/index.php

Fire Time

This section will help you understand how to post your paycheck from the Fire Time Sheet, OF-288.

Fire Time Reports

- Guidelines for GS and WG employees.
- Basic Samples
- Night differential samples.
- Hazard pay sample.

Exempt

- In an emergency, the exemption status of an exempt employee is determined on a weekly or bi-weekly basis. Exempt employee shall be nonexempt for any weekly tour of duty in which the individual performs more than 20% nonexempt work. Coding of this is located in the Final block of paycheck.

Nonexempt

- Nonexempt employees retain their nonexempt status regardless of the emergency work performed or the incident position to which assigned.

Posting Fire Time for GS Employees

This information is specifically for fire time. Other incident assignments (severity, flood, hurricane, or details, etc.) may or may not be covered under these pay provisions. Each of these assignments “should” have the guidelines posted for that particular incident.

Fire time is work actually charged to an incident “P” or “G” number (i.e. P15120) and MUST be documented on an “approved” fire time report (OF-288). Note: We no longer use “B” codes, all base time is charged to wildland fire suppression while assigned to incidents. In paycheck, the job code must be in capital letters. The paycheck program should default to capitals, but once you print your timesheet please check this, if it doesn’t show a capital “P” please redo your timesheet and resend to your supervisor. Assure you use “0 Zero’s” instead of “O’s” where appropriate.

No changes may be made to the OF-288 (except posting travel time and correcting math errors and occasionally correcting improper posting) once you leave assignment.

OVERRIDE CODES All incident job codes will have a Region/Unit override. Reference WO letter 1930/5100/6500, September 8, 2007 "Use of Incident Job Codes for Fiscal Year 2007." Additionally, assistance for Severity authorizations will be coded as follows:

Job code S70001 Override 1502 (BIA)
Job code S70002 Override 1502 (BLM)
Job code S70003 Override 1502 (FWS)
Job code S70004 Override 1502 (NPS)

Signature MUST BE on the OF-288 in each column and block 26 by the fire timekeeper, dispatcher, or supervisor (in the case of support positions).

Support positions are not actually assigned a resource number but working in support of the fire.

Spot Change in tour occurs at 0000 on your second day on the same assignment, if you have been assigned on a resource order.

Support positions (home unit dispatchers) do not spot change.

For small district incidents please follow the district's spot change policy.

This means your 1st 8 hours (or 9 for 5/4-9; or 10 for 4/10) of work will be your base time and may include night differential.

Night Differential (TC 11) is for BASE hours worked from 1800-2400 or 0000-0600 upon spot change.

Sunday Differential (TC 04) is for BASE hours for those employees that have Sunday(s) as a normally scheduled day to work.

Sunday/Night Differential (TC 05) is for BASE hours that fall within the night differential period for those with Sunday as part of their scheduled work week and is available on incident assignments as Sunday remains a regular day of work.

Overtime is time worked after your base 8, 9, or 10 hours. Overtime is normally transaction code (TC) 21. TC 19 may be applicable to intermittent or part-time employees. ** Do not use TC 23 or TC 24.

Credit Hours and Comp Hours cannot be earned while on incident assignment (charged to a "P" code).

Exempt Employees who change to Non-Exempt (employees who are non-exempt in their normal job do not change and no special coding is required).

The position you held on the fire assignment MUST be documented on the OF-288 BEFORE YOU LEAVE THE INCIDENT.

Code FINAL block

Paycheck7; click edit header; click appointment; click on the drop down arrow in the FINAL/FLSA block and select the applicable code as described below.

Variable Week, Maxiflex, 5-4/9's

Non-Exempt duties must be performed for 20% of your total PAY (exclude TC 14, 29, 31, 71, 32 etc.) hours for the pay period.

Code FINAL code 8 (both weeks change to non-exempt).

Basic, Variable Day, 4-10's

Non-Exempt duties must be performed for 20% of your total hours for each WEEK.

Use FINAL code 4 if week one of pay period is changing to Non-Exempt.

Use FINAL code 6 if week two of pay period is changing to Non-Exempt.

Use FINAL code 8 if both weeks of pay period are changing to Non-Exempt.

**Please see "List of Positions" (pg 20) to verify whether your fire position is Exempt or Non-Exempt.

Exempt employees who stay exempt in their fire position need to use Prefix 11 with TC 21 (overtime). This will pay OT rate above GS 10/01.

In addition, they will edit the header to reflect a "4" in the RSEL field to indicate that their premium pay for emergency overtime work will be subject to the ANNUAL limitation (not bi-weekly limitation). Reference WO letter 08/16/2004 on HR webpage/pay & leave/time-posting.

CHANGE

Overtime/night differential (TC 25) or TC 26 is no longer applicable. This is NO LONGER applicable to Incident assignments per the WO (7/7/03).

Hazard Pay (TC 14), if applicable, is for all hours worked in the day, including normal project hours. The clock hours must be posted under TC 01, 21, etc. **PLUS** TC 14.

Holiday (TC 66) for eligible employees. Reference Federal Holidays – Work Schedules and Pay <http://www.opm.gov/oca/worksch/HTML/HOLIDAY.asp>

Use TC 66 to code the holiday (first 8, 9, 10 hours). Time charged to normal project job code;

PLUS

Use TC 31 for first 8, 9, or 10 hours of **work** (see examples below). Time charged to the function benefiting from the work, in most cases this would be a fire job code. This should be an incident "P" number for all.

Use TC 21 for hours in EXCESS of the 8, 9, or 10 hours, coded to the Incident "P" code.

Differentials, such as hazard pay, would be charged to the Incident "P" code. In the case of night differential, it will be charged to the normal project job code. An adjustment may be requested through B&F to Albuquerque. However these will normally need to a material amount in order to process.

Part-time employees are not eligible for TC 66 unless they were normally scheduled to work (part of their established work schedule).

Examples:

1. Person with an established tour of 0700-1115 1145-1530 who works on a holiday the same hours as their tour regardless if assigned to incident or are working in support of the incident.
2. Person that works on a holiday with lunch and other work outside established tour and person is working in support of the incident(did not spot change tour). Person's established tour is 0700-1115, 1145-1530, person worked 0600-1300, 1330-1800.

Correct time sheet coding would be:

TC 66 0700-1115, 1145-1530 charged to normal project
TC 21 0600-700 charged to function worked
TC 31 0700-1115 charged to function worked
TC 21 1115-1145 charged to function worked
TC 31 1145-1300 charged to function worked
TC 31 1330-1530 charged to function worked
TC 21 1530-1800 charged to function worked

3. Person that works on a holiday with night differential and is actually assigned to the incident for spot change to occur. Person's established tour is 0700-1115; 1145-1530, person worked 0400-1030, 1100-1800.

Correct Time sheet coding would be:

TC 66/2 0400-0600 charged to normal project with night differential
TC 66 0600-1030 Charged to normal project
TC 66 1100-1230 charged to normal project
TC 31 0400-1030 charged to function worked
TC 31 1100-1230 charged to function worked
TC 21 1230-1800 charged to function worked

In Lieu of Holiday's: If the holiday falls on a non-work day for you, the preceding workday is your in lieu of holiday.

Exceptions: If the preceding workday falls on a Sunday, use the following workday.

Leave (annual, sick, etc. are coded to your established work days). You should not be coding annual, sick, etc. on a non-work day.

Days Off (TC 01) charged to the Incident "P" code. After completion of a 14-day assignment and return to the home unit, 2 mandatory days off will be provided (2 after 14). Days off must occur on the calendar

days immediately following the return travel in order to be charged to the incident. The Days Off have to be in your assigned workweek.

Examples: Assigned work week is M-F and come back from assignment on Wednesday, then Thursday and Friday is your 2 days off.

Examples: Assigned work week is M-F and come back from assignment on Friday, then Saturday and Sunday are your normal days off so you are not entitled to the 2 days off with pay.

** Reference the Interagency Incident Business Management Handbook (IIBMH) for guidance. Also reference the IIBMH for **Work/Rest Guidelines**.

Administrative Leave (TC 66) charged to normal project job code.

Commissary must be deducted from your paycheck.

NOT WORKING in Paycheck as of yet. Will update when available.

Paycheck7; click on edit header, commissary/impres; enter override (if applicable), amount and "P" number.

Callback (2 hour call back) provision does not apply when employee is assigned to an incident at their home unit. 2-hr call back is when you leave your place of work to go home and are called to return to work (must leave residence and return to work site). Examples: Even though you may work only 1 hour you are entitled to 2 hours.

Last Day of Assignment is the day you return to your duty station from an incident(s).

If you return on a workday and HAVE your **base hours** completed for the day, you may be released, with supervisor's ok.

If you return on a non-work day you are released (unless you have previously scheduled work with your supervisor.

If you return on a workday and DO NOT have your **base hours** completed for the day, your supervisor may release you for the remainder of the day. However, this is TC 01 and charged to the incident "P" code.

Your home unit dispatcher should complete the travel time and sign the OF-288.

Travel to and from an incident is normally compensable and charged to the incident.

Assignments that allow you to go home at night (or to a motel), travel to and from your home or motel is compensable ONLY under normal travel guidelines.

Normal travel guidelines allow the difference between your normal home to work travel and your temporary home to work travel.

Examples: Employee normally drives 15 minutes to get to work. Upon assignment, it takes them 30 minutes. Employee would be allowed the additional 15 minutes travel time. Depending on the amount of time the employee is traveling, an option is to have them stay at the assignment base.

Reminder: Check to ensure you have given someone access to your timesheet in case you are on assignment and can't complete it yourself.

**To check or give access:

Paycheck7; click allow access; add; select name from directory; click ok; click close. We recommend that you post your time, print a draft copy, review, and then forward to your supervisor. HR or Unit Pay Liaison will post audit or spot audit.

List of Positions

Exempt	Non-Exempt
ADO Team leader	ADO Team Member (includes lead)
Agency Crew Coordinator	ADO Typist
Agency Representative	APT Member
Air Attack Group Supervisor	Aerial Observer
Air Operations	Aircraft Base Radio Operator
Air Support Group Supervisor	Aircraft Timekeeper
Air Tanker Coordinator	Buying Team Member
APT Leader	Cargo Load Master
Assistant – All Assistants to any Exempt positions (Info Ofcr., Safety Ofcr etc.)	
BAER Team Leader and Members	Communication Technician
Base Camp Manager	Compensation/Claims Specialist
Buying Team Leader	Cook
Commissary Manager	Cook's Helper
Communication Unit Leader	Cost Team Member
Comptroller	Deck Coordinator
Computer Tech/Specialist	Demobilization Recorder
Contracting Officer (Including ADO Team)	Dispatcher
Cost Unit Leader	Dispatch Recorder
Crew Representative	Display Processor
Demobilization Unit Leader	Documentation Recorder
Division Group Supervisor	Documentation Unit Leader (only Leader classified as non-exempt)
Dozer Boss (Crew Boss)	Dozer/Tractor Plow Operator
Engine Boss (Crew Boss)	Driver/Operator
Equal Employment Opportunity Counselor	Emergency Medical Technician
Equipment Manager	Equipment Time Recorder
Expanded Dispatch Coordinator	Expanded Dispatch (ALL positions except Coordinator and Supervisory)
Facilities Unit Leader	Facility Maintenance Specialist
Felling Boss (Crew Boss)	Field Observer
Finance Section Chief	Firefighter
Fire Behavior Analyst	First Aid Station Attendant

Firing Boss (Crew Boss)	Helicopter Module Member
Fixed Wing Base Manager	Heli-spot Manager
Food Unit Leader	Load Master
Ground Support Unit Leader	Mechanic
Hand Crew Boss	Medical Specialist/Technician/Assistant
Heli-base Manager	Messenger
Helicopter Coordinator	Mixmaster (at heli-base)
Helicopter Manager (Crew Boss)	Parking Tender
HR Specialist/Officer	Personnel Time Recorder
Incident Business Advisor	Prob-eye Operator
Incident Commander	Recorder
Incident Head Dispatcher	Sawyer (all)
Incident Meteorologist	Security Personnel
Information Officer	Squad Boss
Liaison Officer	Status Check-in Recorder
Logistics Section chief	Supply Clerk
Medical Specialist Mgr.	Support Dispatcher
Medical Unit Leader	Take-off and Landing Controller
Operations branch Director	Tool and Equipment Helper
Operations Section Chief	Tool and Equipment Specialist
Ordering Manager	Transportation Coordinator
Planning Section Chief	Weather Observer
Prevention Team Leader	
Procurement Unit Leader	
Ramp Manager	
Receiving & Distribution Manager	
Rehab Positions	
Resource Advisor	
Resources Unit Leader	
Safety Officer	
Security Manager	
Service Branch Director	
Situation Unit Leader	
Staging Area Manager	
Supervisory Dispatcher	
Supply Unit Leader	
Support Branch Director	
Task Force/Strike Team Leader	
Time Unit Leader	
Training Specialists	

NOTE: Technical Specialist retain official position FLSA classification (i.e. Archeologist, Hydrologist, etc.) are Exempt

NOTE: Trainee positions are the same status as the actual positions.

NOTE: TYPE III and TYPE IV assignments, ALL positions are non-exempt.

Fair Labor Standards Act (FLSA). (The designation of an employee as FLSA exempt or nonexempt ultimately rests on the duties actually performed by the employees).

FLSA **nonexempt** employees who are:

1. Nonsupervisory General Schedule employees in equipment operating and protective occupations, and not clerical occupations.
2. Nonsupervisory General Schedule employees performing technician work in positions properly classified below GS-9 (or equivalent level in other comparable white-collar pay systems) and many, but not all, of those positions properly classified at GS-9 or above (or the equivalent level in other comparable white-collar pay systems).
3. Nonsupervisory General Schedule employees at any grade level in occupations requiring highly specialized technical skills and knowledge that can be acquired only through prolonged job training and experience, such as the Air Traffic Control series or the Aircraft Operations series unless such employees are performing predominantly administrative functions rather than the technical work of the occupation.

FLSA **exempt** employees who are:

1. An executive employee is a supervisor or manager who manages a Federal agency or any subdivision thereof (including the lowest recognized organizational unit with a continuing function) and customarily and regularly directs the work of subordinate employees and meets both criteria of Primary duty test and 80 percent test.
 - a. Primary duty test – having authority to make personnel changes that include selecting, removing, advancing in pay, or promoting subordinate employees, or authority to suggest or recommend such actions with particular consideration given to these suggestions and recommendations.

Customarily and regularly exercises discretion and independent judgement in such activities as work planning and organization.
 - b. 80 percent test – Employees must spend 80 percent or more of the work time in a representative workweek on supervisory and loosely related work to meet the 80-percent test.
 2. An Administrative employee is an advisor or assistant to management, a representative of management, or a specialist in a management or general business function or supporting service.
 3. A Professional employee is an employee whose work requires knowledge in a field of science or learning customarily and characteristically acquired through education and training that meets the requirements for a bachelor's or higher degree, with major study in or pertinent to the specialized field as distinguished from general education; or is performing work, comparable to that performed by professional employees.
-

Work/Rest Guidelines

Work/rest guidelines should be met on all incidents. Plan for and ensure that all personnel are provided a minimum 2:1 work to rest ratio.

Work shifts that exceed 16 hours and/or consecutive days that do not meet the 2:1 work/rest ratio should be the exception, and no work shift should exceed 24 hours.

The Incident Commander or Agency Administrator must justify work shifts that exceed 16 hours and those that do not meet 2:1 work to rest ratio.

Days Off

After completion of a 14 day assignment and return to the home unit, two mandatory days off will be provided (2 after 14). Days off must occur on the calendar days immediately following the return travel in order to be charged to the incident.

Home unit agency administrators may authorize additional day(s) off with compensation to further mitigate fatigue. If authorized, home unit program funds will be used.

Hazard

All hazard pay differential for GS employees is based on a 24-hour day from 0001 to 2400 hours. An individual who performs duties for which hazard pay differential is authorized shall be paid the hazard differential for all hours in pay status during the calendar day in which the hazardous duty is performed.

Example: If on a 12 hour shift an employee performs hazardous duty for 1 hour, the hazard pay shall be computed on the full 12 hours.

Fire Time Sheet 2:

O-15.12 Emergency FireFighter Time Report, OF-288 F - 162

2. Social Security Number XXX-XX-XXXX	3. Initial Employment (X one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	4. Type of Employment (X one) <input type="checkbox"/> Casual <input checked="" type="checkbox"/> Regular Gov't Employee <input type="checkbox"/> Other	
5. Transferred From	6. Hired At	7. Employee Has (X one) <input type="checkbox"/> Been Discharged <input type="checkbox"/> Out	8. Entitled To Return Travel Time (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No
		9. Entitled To Return Transportation (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No	

ZIP CODE MUST BE ENTERED BELOW				IN CASE OF ACCIDENT NOTIFY			
10. Name (First, Middle, Last)						15. Name	
11. Street Address FAX Phone REGIONAL OFFICE (406)29-3536 200 E. BROADWAY						16. Street Address	
12. City MISSOULA		13. State MT	14. Zip Code 59807	17. City		18. State	19. Telephone No. (Include Area Code)

20. FIRE LOCATION IDENTIFICATION											
Column A			Column B			Column C			Column D		
1. Fire Name ICICLE					1. Fire Name ICICLE						
2. Fire No. WA-OWF-000443		3. Unit Code P6A744			2. Fire No. WA-OWF-000443		3. Unit Code P6A744				
4. Fire Location LEAVENWORTH		5. State WA			4. Fire Location LEAVENWORTH		5. State WA				
6. Firefighter Classification COST		7. Rate			6. Firefighter Classification COST		7. Rate				
8. Date and Time A Year 2004					8. Date and Time A Year 2004						
Mo	Da	Start	Stop	Hours	Mo	Da	Start	Stop	Hours		
7	26	11:30	18:30	7.00	7	28	18:30	22:00	3.50		
7	26	19:00	22:00	3.00	7	29	06:00	08:00	2.00		
7	27	06:00	11:00	5.00	7	29	08:00	11:00	TVL		
7	27	11:30	18:30	7.00	7	29	11:30	16:30			
7	27	19:00	22:00	3.00							
7	28	06:00	11:00	5.00							
7	28	11:30	18:00	6.50							
9. Total Hours → 36.50					9. Total Hours → 5.50						
10. Gross Amount (Item 7 x item 9) →					10. Gross Amount (Item 7 x item 9) →						
11. Inclusive Dates → 7/26 - 7/28					11. Inclusive Dates → 7/28 - 7/29						
12. Time Officer's Signature					12. Time Officer's Signature						
13. Date Signed 7/28/04					13. Date Signed 7/28/04						

21. Show 'H' for Hazard Pay and 'E' Plus % for Environmental Differential										22. Commissary Record																																																																																																																																	
<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Comp</th><th>Rate</th><th>Hours</th><th>(a)</th><th>(b)</th><th>(c)</th><th>(d)</th><th>(e)</th><th>(f)</th><th>(g)</th> </tr> </thead> <tbody> <tr> <td>A-B</td><td></td><td></td><td></td><td>P6A744</td><td></td><td></td><td></td><td></td><td></td> </tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> <tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr> </tbody> </table>										Comp	Rate	Hours	(a)	(b)	(c)	(d)	(e)	(f)	(g)	A-B				P6A744																																																																																																<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td>Gross Salary</td> <td> </td> </tr> <tr> <td>or</td> <td> </td> </tr> <tr> <td>Equip. Rental</td> <td> </td> </tr> <tr> <td>*</td> <td> </td> </tr> <tr> <td colspan="2">24. ADO Check Number and Stamp</td> </tr> </table>										Gross Salary		or		Equip. Rental		*		24. ADO Check Number and Stamp	
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24. ADO Check Number and Stamp																																																																																																																																											
23. Remarks										25. Employee Signature																																																																																																																																	
NOTE: The above items are correct and proper for payment from available appropriations.										26. Time Officer (Signature)																																																																																																																																	
FINAL																																																																																																																																											

Paycheck Sample 3:

EMERGENCY FIREFIGHTER TIME REPORT												1. Identification Number F 7850316							
2. Social Security Number XXX-XX-XXXX		3. Initial Employment (X one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		4. Type of Employment (X one) <input type="checkbox"/> Casual <input checked="" type="checkbox"/> Regular Gov't Employee <input type="checkbox"/> Other		5. Transferred From		6. Hired At		7. Employee Has (X one) <input type="checkbox"/> Been Discharged <input type="checkbox"/> Out		8. Entitled To Return Travel Time (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No		9. Entitled to Return Transportation (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No					
ZIP CODE MUST BE ENTERED BELOW																			
10. Name (First, Middle, Last) Susan Day										15. Name									
11. Street Address Region 1										16. Street Address									
12. City			13. State		14. Zip Code		17. City			18. State		19. Telephone No. (Include Area Code)							
20. FIRE LOCATION IDENTIFICATION																			
Column A			Column B			Column C			Column D										
1. Fire Name NICD Support		2. Fire No. WA-WFS-00008		3. Unit Code		1. Fire Name NICD Support		2. Fire No. AK-TAS-413887		3. Unit Code		1. Fire Name NICD Support		2. Fire No. CA-LAC-146068		3. Unit Code			
4. Fire Location		5. State WA		6. Fire Location		5. State AK		4. Fire Location		5. State CA		4. Fire Location		5. State WA					
6. Firefighter Classification Communications		7. Rate		6. Firefighter Classification		7. Rate		6. Firefighter Classification		7. Rate		6. Firefighter Classification		7. Rate					
8. Date and Time a. Year XXXX		8. Date and Time a. Year XXXX		8. Date and Time a. Year XXXX		8. Date and Time a. Year XXXX		8. Date and Time a. Year XXXX		8. Date and Time a. Year XXXX		8. Date and Time a. Year XXXX		8. Date and Time a. Year XXXX					
Mo. b.		Day c.		Start d.		Stop e.		Hours f.		Mo. b.		Day c.		Start d.		Stop e.		Hours f.	
07		12		0730		1230		5.0		07		15		0530		1200		6.5	
07		12		1300		1600		3.0		07		15		1230		1900		6.5	
07		12		1600		1800		2.0		07		16		0530		1200		6.5	
07		13		0600		1200		6.0		07		16		1230		1830		6.0	
07		13		1230		1900		6.5		07		17		0500		1130		6.5	
07		14		0600		1200		6.0		07		17		1200		1730		5.5	
07		14		1230		1830		6.0		07		20		0500		1200		7.0	
07		14		1230		1830		6.0		07		20		1230		1800		5.5	
07		21		0500		1130		6.5		07		21		1200		1800		6.0	
07		22		0500		1130		6.5		07		22		0500		1130		6.5	
07		22		1200		1730		5.5		07		22		1200		1730		5.5	
07		23		0500		1130		6.5		07		23		0500		1130		6.5	
07		23		1200		1730		5.5		07		23		1200		1730		5.5	
9. Total Hours		34.5		9. Total Hours		37.5		9. Total Hours		37.0		9. Total Hours							
10. Gross Amount (Item 7 x Item 9)				10. Gross Amount (Item 7 x Item 9)				10. Gross Amount (Item 7 x Item 9)				10. Gross Amount (Item 7 x Item 9)							
11. Inclusive Dates		7/12-14/xx		11. Inclusive Dates		7/15-17/xx		11. Inclusive Dates		7/18-20/xx		11. Inclusive Dates							
12. Time Officer's Signature				12. Time Officer's Signature				12. Time Officer's Signature				12. Time Officer's Signature							
13. Date Signed				13. Date Signed				13. Date Signed				13. Date Signed							
21. SHOW "H" FOR HAZARD PAY AND "E" PLUS % FOR ENVIRONMENTAL DIFFERENTIAL IN THE "HOURS" COLUMN FOR REGULAR EMPLOYEES.										22. Commodity Record									
A Comm. BQ 2800		B Rate		C Miles*/ Hours		D Accounting Classification (a) (b) (c)		E Object Class (a) (b) (c)		F. Amount		a. Date		b. Item		c. Amount			
A						P NAG3 9													
B						P NA5RG													
C						P NA8AL													
D						P 6A74 4													
23. Remarks										Gross Earning				24. ADD Check Number and Stamp					
NOTE: The above items are correct and proper for payment from available appropriations.										Commod. Product									
25. Employee (Signature)										Net Earning									
26. Time Officer (Signature)																			

Fire Time Sheet 4:

EMERGENCY FIREFIGHTER TIME REPORT												1. Identification Number F 7850316							
2. Social Security Number XXX-XX-XXXX			3. Initial Employment (X one) <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No			4. Type of Employment (X one) <input type="checkbox"/> Casual <input checked="" type="checkbox"/> Regular Gov't. Employee <input type="checkbox"/> Other			5. Transferred From			6. Hired At:		7. Employee Has (X one) <input type="checkbox"/> Been Discharged <input type="checkbox"/> Out		8. Entitled To Return Travel Time (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No		9. Entitled to Return Transportation (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No	
ZIP CODE MUST BE ENTERED BELOW														IN CASE OF ACCIDENT NOTIFY					
10. Name (First, Middle, Last) Susan Day							15. Name												
11. Street Address							16. Street Address												
12. City			13. State		14. Zip Code		17. City			18. State		19. Telephone No. (Include Area Code)							
20. FIRE LOCATION IDENTIFICATION																			
Column A				Column B				Column C				Column D							
1. Fire Name NIICD Support				1. Fire Name NIICD Support				1. Fire Name				1. Fire Name							
2. Fire No. WA-WFS-00007				2. Fire No.				2. Fire No.				2. Fire No.							
3. Unit Code				3. Unit Code				3. Unit Code				3. Unit Code							
4. Fire Location WA				4. Fire Location				4. Fire Location				4. Fire Location							
5. State				5. State				5. State				5. State							
6. Firefighter Classification Communications				6. Firefighter Classification				6. Firefighter Classification				6. Firefighter Classification							
7. Rate				7. Rate				7. Rate				7. Rate							
8. Date and Time a. Year XXXX				8. Date and Time a. Year				8. Date and Time a. Year				8. Date and Time a. Year							
Mo. b.	Day c.	Start d.	Stop e.	Hours f.	Mo. b.	Day c.	Start d.	Stop e.	Hours f.	Mo. b.	Day c.	Start d.	Stop e.	Hours f.	Mo. b.	Day c.	Start d.	Stop e.	Hours f.
07	24	0500	1130	6.5															
07	24	1200	1730	5.5															
07	25	0500	1130	6.5															
07	25	1200	1730	5.5															
07	26	0700	0830	1.5															
07	26	0830	1230	4.0															
07	26	1300	1630	3.5															
9. Total Hours				33.0				9. Total Hours				9. Total Hours							
10. Gross Amount (item 7 x item 9)				10. Gross Amount (item 7 x item 9)				10. Gross Amount (item 7 x item 9)				10. Gross Amount (item 7 x item 9)							
11. Inclusive Dates				7/24-26/xx				11. Inclusive Dates				11. Inclusive Dates							
12. Time Officer's Signature Joe Miller				12. Time Officer's Signature				12. Time Officer's Signature				12. Time Officer's Signature							
13. Date Signed XX-XX-XXXX				13. Date Signed				13. Date Signed				13. Date Signed							
21. SHOW "H" FOR HAZARD PAY AND "E" PLUS % FOR ENVIRONMENTAL DIFFERENTIAL IN THE "HOURS" COLUMN FOR REGULAR EMPLOYEES.														22. Commissary Record					
A. Comm. BC 2000		B. Rate		C. Wks./Hours		D. Accounting Classification (a) (b) (c)		E. Object Class (a) (b) (c)		F. Amount				a. Date		b. Item		c. Amount	
A						P 4AVL 4													
														Gross					
														Salary					
														or					
														Equip.					
														Rental					
														Total		→			
23. Remarks														24. ADO Check Number and Stamp					
NOTE: The above items are correct and proper for payment from available appropriations.														Gross Earning					
														Comm. Deduct.					
														Net Earning					
25. Employee (Signature)							26. Time Officer (Signature)												

Paycheck Sample 4:

Established Work Week and Hours: M-FRI 0730-1200 1230-1600																				
Remarks:																				
Daily Hours																				
Over ride	Job Code	Trans Code	07/25 Sun	07/26 Mon	07/27 Tue	07/28 Wed	07/29 Thu	07/30 Fri	07/31 Sat	Total	08/01 Sun	08/02 Mon	08/03 Tue	08/04 Wed	08/05 Thu	08/06 Fri	08/07 Sat	Total	Grand Total	
	P4AVL4	1121	12.00	1.00						13.00									13.00	
	P4AVL4	01		5.50						5.50									5.50	
	P4AVL4	01		2.50						2.50									2.50	
	IDP4IS	01			8.00	7.00	8.00	4.00		27.00		8.00	8.00	7.00	10.50			33.50	60.50	
	IDP4IS	61						3.50		3.50						8.00		8.00	11.50	
Base				8.00	8.00	7.00	8.00	7.50		38.50		8.00	8.00	7.00	10.50	8.00		41.50	80.00	
All			12.00	9.00	8.00	7.00	8.00	7.50		51.50		8.00	8.00	7.00	10.50	8.00		41.50	93.00	
Clock Hours																				
Pay Plan: GS	From		500	700	730	730	730	730				730	730	730	730	730				
Wk Sch: M	To		1130	1230	1130	1130	1130	1130				1130	1130	1130	1130	1130				
Tour: FT	From		1200	1300	1200	1200	1200	1200				1200	1200	1200	1200	1200				
Hours: 80	To		1730	1530	1600	1500	1600	1530				1600	1600	1500	1830	1600				
A/L Cat: 8	From			1530																
SYD:	To			1630																
NTE:	From																			
Appt Lmt:	To																			
Mil Lv Lmt:	From																			
RSEL:	To																			

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Fire Time Sheet Sample 5:

EMERGENCY FIREFIGHTER TIME REPORT										F123698														
2. Social Security Number			3. Initial Employment (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No			4. Type of Employment (X one) <input type="checkbox"/> Casual <input type="checkbox"/> Regular Gov't Employee <input type="checkbox"/> Other																		
5. Transferred From			6. Hired At		7. Employee Has (X one) <input type="checkbox"/> Been Discharged <input type="checkbox"/> Out		8. Entitled To Return Travel Time (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No		9. Entitled To Return Transportation (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No															
ZIP CODE MUST BE ENTERED BELOW										IN CASE OF ACCIDENT NOTIFY														
10. Name (First, Middle, Last)										15. Name														
11. Street Address										16. Street Address														
12. City			13. State		14. Zip Code			17. City		18. State	19. Telephone No. (Include Area Code)													
20. FIRE LOCATION IDENTIFICATION																								
Column A					Column B					Column C					Column D									
1. Fire Name <i>Smokey Lane</i>					1. Fire Name <i>Smokey Lane</i>					1. Fire Name					1. Fire Name									
2. Fire Number			3. Unit Code		2. Fire Number			3. Unit Code		2. Fire Number			3. Unit Code		2. Fire Number			3. Unit Code						
4. Fire Location			5. State <i>NY</i>		4. Fire Location			5. State <i>NY</i>		4. Fire Location			5. State		4. Fire Location			5. State						
6. Firefighter Classification <i>Time recorder</i>			7. Rate		6. Firefighter Classification <i>Time recorder</i>			7. Rate		6. Firefighter Classification			7. Rate		6. Firefighter Classification			7. Rate						
8. Date and Time a. Year					8. Date and Time a. Year					8. Date and Time a. Year					8. Date and Time a. Year									
Mo. b	Day c	Start d	Stop e	Hours f	Mo. b	Day c	Start d	Stop e	Hours f	Mo. b	Day c	Start d	Stop e	Hours f	Mo. b	Day c	Start d	Stop e	Hours f					
09	10	1800	2400	6.0	09	14	0001	0600	6.0															
09	11	0030	0630	6.0	09	14	1800	2400	6.0															
09	11	1800	2400	6.0	09	15	0030	0630	6.0															
09	12	0030	0630	6.0	09	15	1800	2400	6.0															
09	12	1730	2330	6.0	09	16	0030	0630	6.0															
09	13	0001	0600	6.0	09	16	1730	2330	6.0															
09	13	1730	2330	6.0	09	17	0001	0600	6.0															
9. Total Hours → 42.0					9. Total Hours → 42.0					9. Total Hours →					9. Total Hours →									
10. Gross Amount (Item 7 x Item 9) →					10. Gross Amount (Item 7 x Item 9) →					10. Gross Amount (Item 7 x Item 9) →					10. Gross Amount (Item 7 x Item 9) →									
11. Inclusive Dates → 9/10-13/00					11. Inclusive Dates → 9/14-17/00					11. Inclusive Dates →					11. Inclusive Dates →									
12. Time Officer's Signature <i>[Signature]</i>					12. Time Officer's Signature <i>[Signature]</i>					12. Time Officer's Signature					12. Time Officer's Signature									
13. Date Signed 9-17-00					13. Date Signed 9-17-00					13. Date Signed					13. Date Signed									
21. SHOW 'H' FOR HAZARD PAY AND 'E' PLUS % FOR ENVIRONMENTAL DIFFERENTIAL IN THE "HOURS" COLUMN FOR REGULAR EMPLOYEES.										22. Commisary Record														
										a. Date					b. Item					c. Amount				
A. Comm. BC&CO		B. Rate		C. Miles/Hours		D. Accounting Classification			E. Object Class			F. Amount												
A&B				P		1XXX			X															
23. Remarks										Gross Salary or Comp Rental					24. ADO Check Number and Stamp									
										Gross Earnings														
										Comm. Deduct														
										Net Earnings														
NOTE: The above items are correct and proper for payment from available appropriations.																								
25. Employee (Signature)					26. Time Officer (Signature) <i>[Signature]</i>																			

Paycheck Sample 6:

Established Work Week and Hours: Sat-Wed 0930-1330 1400-1800																			
Remarks: Change to fire schedule																			
Daily Hours																			
Over ride	Job Code	Trans Code	06/26 Sun	06/27 Mon	06/28 Tue	06/29 Wed	06/30 Thu	07/01 Fri	07/02 Sat	Total	07/03 Sun	07/04 Mon	07/05 Tue	07/06 Wed	07/07 Thu	07/08 Fri	07/09 Sat	Total	Grand Total
	WFPR06	04	8.00							8.00									8.00
	WFPR06	01		8.00	8.00	8.50				24.50									24.50
1502	S70003	21						5.50	4.00	9.50	4.00	5.00	5.00	2.00	4.50	10.00		30.50	40.00
1502	S70003	01							8.00	8.00			8.00	8.00			5.00	21.00	29.00
1502	S70003	04									8.00							8.00	8.00
1502	S70003	31										8.00						8.00	8.00
	WFPR06	66										8.00						8.00	8.00
	PDBGZ9	21													1.00			1.00	1.00
	PDBY95	21													4.50			4.50	4.50
	PDBZV5	14															13.00	13.00	13.00
	PDBZV5	01															2.50	2.50	2.50
	PDBZV5	21															5.50	5.50	5.50
Base			8.00	8.00	8.00	8.50			8.00	40.50	8.00	8.00	8.00	8.00			7.50	39.50	80.00
All			8.00	8.00	8.00	8.50		5.50	12.00	50.00	12.00	21.00	13.00	10.00	10.00	10.00	26.00	102.00	152.00
Clock Hours																			
Pay Plan: GS	From	800	800	800	800			1530	700		700	700	700	830	830	830	830		
Wk Sch: M	To	1200	1200	1200	1200			2100	1200		1200	1200	1200	1200	1200	1200	1200		
Tour: FT	From	1230	1230	1230	1230				1230		1230	800	1200	1230	1230	1230	830		
Hours: 80	To	1630	1630	1630	1700				1530		1530	1200	1500	1700	1330	1900	1200		
A/L Cat: 4	From								1530		1530	1230	1500	1700	1330		1230		
SYD: 06/12/2006	To								1930		1930	1530	2000	1900	1430		1400		
NTE: 12/31/2005	From											1230		1430		1230			
Appt Lmt: 1039	To											1630		1900		2200			
Mil Lv Lmt:	From											1530				1400			
RSEL:	To											2030				1630			
Oath: N	From															1630			
Final/FLSA:	To															2200			
Leave																			

Severity

Severity is only used as a supplemental funding for preparedness (Planned), which must have an override with the job code. The "P" and "G" codes are for emergency use only (unplanned).

Paycheck is now accepting the "P" and "G" as universal codes and will no longer need to have the override code included.

Separation

Steps to complete when terminating, resigning, retiring, and transferring.

Terminating/Resigning/Retiring

- Edit Header/Appointment
- Blocks to complete
 - Final T&A/FLSA [1 }
 - Status Change End [index *]
 - Index will give you the code for the last day you actually work.

Samples:

Pay Plan: *	GS
FLSA Status:	N
Tour: *	FT
Tour Hours:	80
<hr/>	
Oath of Office?	N
Final T&A/FLSA	1
Status Change Start:	
Status Change End:	10
<hr/>	
Service Year Date:	
Not to Exceed Date:	
Appointment Limit:	
Hours Brought Forward:	

Status Change End	
Please select a Status Change End code.	
Code	Description
01	1st Sunday of pay period
02	1st Monday of pay period
03	1st Tuesday of pay period
04	1st Wednesday of pay period
05	1st Thursday of pay period
06	1st Friday of pay period
07	1st Saturday of pay period
08	2nd Sunday of pay period
09	2nd Monday of pay period
10	2nd Tuesday of pay period
11	2nd Wednesday of pay period
12	2nd Thursday of pay period
13	2nd Friday of pay period
14	2nd Saturday of pay period

Transferring

- When you are moving to another region/station/area/lab, your pay records will need to be moved to the correct oracle admin database. A request will need to be sent to the WO for this process.
 - This will ensure that your previous pay records will follow you to your new location.
-