



# TIME

**Version 01.00.00**

Monday, January 12, 2015



# Table of Contents

<b>Time Overview</b> .....	<b>4</b>
<b>Managing Time Data for a Single, Overhead Resource</b> .....	<b>5</b>
<b>Time Postings for an AD Resource</b> .....	<b>11</b>
<b>Time Postings for an Other Resource</b> .....	<b>15</b>
<b>Time Postings for a FED Resource</b> .....	<b>18</b>
<b>Managing Time Postings</b> .....	<b>21</b>
Editing a Time Posting Entry.....	21
Deleting a Time Posting Entry.....	22
<b>Manage Admin Offices for Payment</b> .....	<b>23</b>
<b>Posting Time Adjustments</b> .....	<b>26</b>
Editing an Adjustment.....	27
Deleting an Adjustment.....	28
<b>Managing Time Data for a Crew</b> .....	<b>30</b>
Propagate FED Employment Type.....	32
Propagate OTHER Employment Type.....	33
Propagate Mailing Address.....	33
Mixed Crew Employment Type.....	34
<b>Rostering Crew Members</b> .....	<b>35</b>
<b>Posting Crew Time</b> .....	<b>38</b>
Posting Time for an Entire Crew.....	39
Posting Different Time for Single or Multiple Crew Members.....	41
Posting to All and then Editing the Exceptions.....	42
Post to All Except the Crew Members that are Different.....	42
Editing Crew Time.....	42
Deleting Posted Crew Time.....	44
Post Adjustments for Crew Resources.....	45
Printing an Emergency Fire Fighter Time Report for Crews.....	46
Deleting an Invoice for the Entire Crew.....	49
Deleting an Invoice for a Single Crew member.....	50
<b>Managing Time Data for Contractor/Cooperator</b> .....	<b>52</b>
Reviewing or Editing Common Data.....	52
Contractor information on the Time Data tab.....	53
<b>Manage Contractors</b> .....	<b>60</b>
<b>Rostering Resources to Contractor/Cooperator</b> .....	<b>68</b>
<b>Posting Time for a Contractor or Cooperator Resource</b> .....	<b>70</b>
Posting Time to a Contractor/Cooperator Resource with OF-288 Subordinates.....	73
Edit Posted Contracted Time.....	74
Deleting Posted Contracted Time.....	75
Post Adjustments for Contractor or Cooperator Resources.....	75
Printing an Emergency Equipment Report (OF-286).....	76
<b>Printing Time Reports</b> .....	<b>80</b>
OF-286 Invoice.....	80



---

OF-288 Invoice .....	83
Shifts in Excess of Standard Hours Report.....	86
Personnel Time Report (Print/Fax) .....	88
Work/Rest Ratio Report.....	89
Summary of Hours Worked.....	91
Missing Days of Postings Report .....	92
Crew Roster .....	94
Vendor Resource Summary.....	95
<b>Index .....</b>	<b>97</b>



## Time Overview

The Time section explains how to use the Time module to collect and track incident time for Federal, Casual (AD), and Other personnel, as well as for Emergency Contracted Resources. In Time, pay documents can be created such as the Emergency Firefighter Time Report (OF-288) and the Emergency Equipment Use Invoice (OF-286). Collecting accurate time data leads to generating meaningful management reports.

- [Managing Time Data for a Single, Overhead Resource](#)
- Crews -- Creating a Crew
- Crews -- Adding, Editing and Deleting Time Data
- Contractor Resource -- Adding, Editing and Deleting Time Data
- Contractor Resource -- Defining Contracted Resource Data
- [Posting Time Adjustments](#)
- [Manage Contractors/Cooperators](#)
- [Manage Admin Offices for payment](#)
- Invoices
- [Printing Time Reports](#)



## Managing Time Data for a Single, Overhead Resource

This section explains how to manage time data for a Single, Overhead Resource.

**NOTE:** Data is shared between all e-ISuite modules. Changes, additions, or deletions from any functional area affects the other e-ISuite modules. Successful integration requires cooperation and established data ownership rules.

Follow the steps in this section to add and edit Time data for a Non-Contracted, Person Resource at an Incident.

**NOTE:** Time recorders must enter certain information for a resource prior to posting time. Three conditions must be met before time can be posted:

- \* The resource must have an Employment Code.
- \* The resource must have an Accounting Code.
- \* The resource must have a status of C (Check-In) or P (Pending Demob)

Follow the steps in this section to add this, and other data.

1. From the Home page, select the **Incidents** button.



2. Select an Incident or Incident group.
3. Click the **Time** button from the main toolbar.

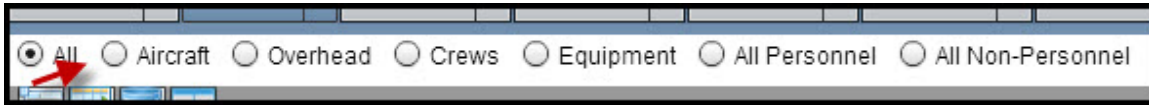


4. Select a Resource from the grid or search by **All, Aircraft, Overhead, Crews, Equipment** or **All Personnel** by clicking the appropriate radio button at the top of the window.

**NOTE:** Data in the columns can be filtered by entering a search term into the



filter above the column.



5. Select a Non-Contracted, Person Resource from the Resources grid.
6. If the resource does not exist, select the **Add Resource** button and enter the appropriate Common Data and Time Data.

NOTE: A label preceded by an asterisk (\*) indicates that the information is required. When the **Person** checkbox is checked, the **Resource Name** is replaced with **Last Name** and **First Name** and the **Time Data** tab displays.

7. Enter the employment information on the **Time Data** tab.
8. Select the **Employment Type** from the drop-down list.

NOTE: Overhead resources include individual overhead personnel and agency personnel that are rostered to hand crews, camp crews and engines. An Employment Type is required before posting time and generating an OF-288 invoice for these resources. There are three Employment Types: AD, FED and OTHER. See the following sections for detailed information about each of these employment types.

## AD Resource

1. Select the AD Employment Type from the drop-down list.
2. On the **AD Employment Information** tab enter the Time information for the Resource.



3. Enter the **Employee Common Identifier**.

NOTE: The system will add leading zeros to the number if the number entered is less than ten characters (e.g., 1234567 would be formatted as 0001234567).

NOTE: ECI data is required prior to generating an invoice for the resource.

4. Select the **Point of Hire** from the drop-down list.

5. Select the **Class** from the drop-down list.

6. The **Current Rate** will automatically populate based on the Class.

Check-In Data Demob Data Time Data Cost Data

Employment Type AD

AD Employment Information OF-288 Remarks Mailing Address

Employee Common Identifier  - ECI Field 1234567 will formatted as 0001234567  
- ECI Field will be required prior to generating an invoice.

Point of Hire \* OR-500S

Class \*

Current Rate \$0.00

7. On the **OF-288 Remarks** tab enter any OF-288 Remarks in the box.

Check-In Data Demob Data Time Data Cost Data

Employment Type AD

AD Employment Information OF-288 Remarks Mailing Address

OF-288 Remarks

8. On the **Mailing Address** tab enter the Resource information.



The screenshot shows the e-ISuite interface with the following elements:

- Navigation tabs: Check-In Data, Demob Data, Time Data, Cost Data.
- Employment Type: AD (dropdown menu).
- Active tabs: AD Employment Information, OF-288 Remarks, Mailing Address (circled in red).
- Mailing Address section:
  - Address 1: [text input field]
  - Address 2: [text input field]
  - City: [text input field]
  - State: [dropdown menu]
  - ZIP: [text input field]
- Buttons: Save, Save and Roster, Cancel, Roster.

## FED Resource

1. Select the **FED Employment Type** from the drop-down list.
2. On the **FED Employment Information** tab enter any OF-288 Remarks in the box.

The screenshot shows the e-ISuite interface with the following elements:

- Navigation tabs: Check-In Data, Demob Data, Time Data, Cost Data.
- Employment Type: FED (dropdown menu).
- Active tabs: FED Employment Information (circled in red), Mailing Address.
- OF-288 Remarks: [large text input area]
- Buttons: Save, Save and Roster, Cancel, Roster.

3. On the **Mailing Address** tab enter the Resource information.





Check-In Data Demob Data Time Data Cost Data

Employment Type AD

AD Employment Information OF-288 Remarks Mailing Address

Mailing Address

Address 1

Address 2

City

State

ZIP

Save Save and Roster Cancel Roster

## OTHER Resource

1. Select the OTHER Employment Type from the drop-down list.
2. On the **Other Employment Information** tab enter the Resource information.
3. Enter an **Other Rate**.
4. Enter any **OF-288 Remarks** in the box.

Check-In Data Demob Data Time Data Cost Data

Employment Type OTHER

Other Employment Information Mailing Address

Other Rate \$0.00

OF-288 Remarks

Save Save and Roster Cancel Roster

5. On the **Mailing Address** tab enter the Resource information.



Check-In Data Demob Data **Time Data** Cost Data

Employment Type OTHER

Other Employment Information **Mailing Address**

Time  
Mailing Address

Address 1  
Address 2  
City  
State  
ZIP

Save Save and Roster Cancel Roster

6. Click **Save**.

NOTE: When a crew or crew member is selected, the FED or OTHER employment types can be propagated to all crew members. Use the **Crew FED Propagation** button to enter the **FED Employment Type** for all crew members without an employment type. Use the **Crew OTHER Propagation** button to enter the **OTHER Employment Type** for all crew members without an employment type.

NOTE: When a crew member is selected, the mailing address for that crew member can be propagated to all other crew members without addresses by clicking the **Propagate Crew Addresses** button. All crew member addresses can be cleared by selecting the **Clear All Crew Addresses** button.

## Time Postings for an AD Resource

Follow the steps in this section to post time for an AD Resource in the e-ISuite system:

NOTE: For ease of data entry, check the **Treat Enter as Tab** checkbox that displays in the filter bar. When the **Treat Enter as Tab** checkbox is checked, use the Enter key to tab through time postings instead of the Tab key.



1. From the Home page, select the **Incidents** button.



2. Select an Incident or an Incident Group.
3. Click the **Time** button from the main toolbar.



4. Select a Resource or search by **All**, **Aircraft**, **Overhead**, **Crews**, **Equipment** or **All Personnel** by clicking the appropriate radio button at the top of the window.

NOTE: Filter data in the columns by entering a search term into the filter above the column.

5. With the Resource selected, click the **Post Time** button.
6. The **Accounting Code** will default to the Resource's default accounting code. If needed, a different accounting code can be selected from the drop-down list.



7. Enter the time posting date in the **Date** field.
8. If a special circumstance applies select the appropriate code from the **Special** drop-down list.
  - **Continuation of Pay** -- If this option is selected for an AD resource, the **Hours** field will display. The maximum number of hours for an AD resource is **8**.
  - **Day Off** -- If this option is selected for an AD resource, the number of **Hours** must be **0** or **8**.
  - **Guarantee** -- If this option is selected for an AD resource, the number of **Hours** entered cannot exceed **8**.
  - **Hazardous Fuels (Casuals)** -- Select this option to post Hazard time for the resource.
  - **Instructor (Casuals)** -- Select this option to post time for AD instructors.
  - **Training (Casuals)** -- Select this option to post training time for an AD resource.
  - **Travel Pay** -- Select this option to post time for travel either to the incident or from the incident.
10. Enter the **Start** time or select from the drop-down list.

NOTE: Time displays in Military format and displays in .25 increments.

11. Enter the **Stop** time or select from the drop-down list.

NOTE: When entering a Start and Stop time, the system will automatically calculate the Hours.

12. If appropriate, change the **Class**. The system will automatically populate the **Rate** box with the correct rate.

NOTE: Any change made to the class will not change the class for the Resource. It only changes the class for the time posting.



13. If appropriate, change the **Item Code**.

NOTE: Any change made to the **Item Code** will be for that particular time posting. It does not change the Item Code assigned to the resource for the incident.

14. If appropriate, change the **Trainee** status for the item code.

NOTE: Any change made to the **Trainee** status will be for that particular time posting. It does not change the Trainee status assigned to the resource for the incident.

15. When posting Return Travel where the Stop Time is unknown, check the **Post Start Time Only** checkbox .

NOTE: When the **Post Start Time Only** checkbox is checked, the system will automatically populate the **Special** field with the **Travel** option. The system will only require a **Start Time**.

16. Click **Save** to save the time posting.

NOTE: If the time being posted includes time from before midnight and time after midnight, a **Posting Spans Midnight** message displays. Select the **Split Time** button to split the time posting into two entries. Select **Cancel Posting** to cancel the entry.

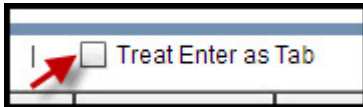
NOTE: If a change is made to the default settings for a resource in a time posting, the system will only change the settings for that time posting.

NOTE: If a new time posting overlaps another time posting, the system provides the option to either **Overwrite** the existing time posting or **Cancel** the entry.



## Time Postings for an Other Resource

NOTE: For ease of data entry, check the **Treat Enter as Tab** checkbox that displays in the filter bar. When the **Treat Enter as Tab** checkbox is checked, use the Enter key to tab through time postings instead of the Tab key.



Follow the steps in this section to post time for an Other Resource in the e-ISuite system:

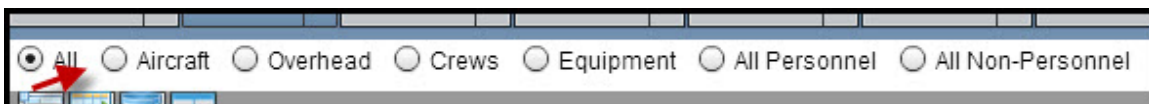
1. From the Home page, select the **Incidents** button.



2. Select an Incident or an Incident Group.
3. Click the **Time** button from the main toolbar.



4. Select a Resource or search by **All**, **Aircraft**, **Overhead**, **Crews**, **Equipment** or **All Personnel** by clicking the appropriate radio button at the top of the window.



NOTE: Filter data in the columns by entering a search term into the filter above the column.



5. With the Resource selected, click the **Post Time** button.
6. The **Accounting Code** will default to the Resource's default accounting code. If needed, a different accounting code can be selected from the drop-down list.
7. Enter the time posting date in the **Date** field.
8. If a special circumstance applies, select the appropriate code from the **Special** drop-down list.
  - **Continuation of Pay** -- Select this option to post Continuation of Pay time for the resource. The Start and Stop Time fields do not display. The system will automatically post 0 hours.
  - **Day Off** -- Select this option to post Day Off time for the resource. The Start and Stop Time fields do not display. The system will automatically post 0 hours.
  - **Guarantee** -- Select this option to post Guarantee time for the resource. The Start and Stop fields do not display. The system will automatically post 0 hours.
  - **Hazard Pay** -- Select this option to post Hazard time for the resource.
  - **Travel Pay** -- Select this option to post time for travel time either to the incident or from the incident.
9. Enter the **Start** time or select from the drop-down list.

**NOTE:** Time displays in Military format and displays in .25 increments.

10. Enter the **Stop** time or select from the drop-down list.

**NOTE:** When entering a Start and Stop time, the system will automatically calculate the hours.

11. If appropriate, change the **Other Rate**.
12. If appropriate, change the **Item Code** status for the item code.

**NOTE:** Any change the user makes to the **Item Code** will be for that particular time posting. It does not change the Item Code assigned to the resource for the incident







## Time Postings for a FED Resource

NOTE: For ease of data entry, check the **Treat Enter as Tab** checkbox that displays in the filter bar. When the **Treat Enter as Tab** checkbox is checked, use the Enter key to tab through time postings instead of the Tab key.



Follow the steps in this section to post time for a FED Resource in the e-ISuite system:

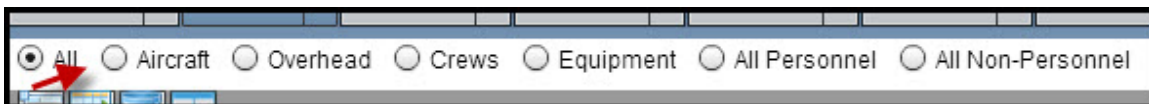
1. From the Home page, select the **Incidents** button.



2. Select an Incident or an Incident Group.
3. Click the **Time** button from the main toolbar.



4. Select a Resource or search by **All**, **Aircraft**, **Overhead**, **Crews**, **Equipment** or **All Personnel** by clicking the appropriate radio button at the top of the window.



NOTE: Filter data in the columns by entering a search term into the filter above the column.



5. With the Resource selected, click the **Post Time** button.
6. The **Accounting Code** will default to the Resource's default accounting code. If needed, a different accounting code can be selected from the drop-down list.
7. Enter the time posting date in the **Date** field.
8. If a special circumstance applies, select the appropriate code from the **Special** drop-down list.
  - **Continuation of Pay** -- Select this option to post Continuation of Pay time for the resource. The Start and Stop Time fields do not display. The system will automatically post 0 hours.
  - **Day Off** -- Select this option to post Day Off time for the resource. The Start and Stop Time fields do not display. The system will automatically post 0 hours.
  - **Environmental Pay** -- Select one of the Environmental Pay options to post Environmental time for the resource. These options include 100%, 25%, 15%, 8% and 4%.
  - **Guarantee** -- Select this option to post Guarantee time for the resource. The Start and Stop fields do not display. The system will automatically post 0 hours.
  - **Hazard Pay** -- Select this option to post Hazard time for the resource.
  - **Travel Pay** -- Select this option to post time for travel time either to the incident or from the incident.
9. Enter the time posting's **Start** time.

**NOTE:** Time displays in Military format and displays in .25 increments.

10. Enter the time posting's **Stop** time.

**NOTE:** When entering a Start and Stop Time, the system will automatically calculate the Hours.

11. The **Hours** will automatically calculate if a Stop Time is entered.
12. If appropriate, change the **Item Code**.



NOTE: If the **Item Code** is changed, it is only changed for the time posting and does not change the **Item Code** assigned to the resource for the Incident.

13. If appropriate, change the **Trainee** status for the item code.

NOTE: If the **Trainee** status is changed, it is only changed for the time posting and does not change the Item Code assigned to the resource for the Incident.

14. If posting Return Travel and the Stop Time is unknown, check the **Post Start Time Only** checkbox.

NOTE: When the **Post Start Time Only** checkbox is checked the system will automatically populate the **Special** field with the **Travel** option. The system will only require a **Start Time**.

15. Click **Save** to save the time posting.

NOTE: If the time being posted includes time from before midnight and time after midnight, a **Posting Spans Midnight** message displays. Select the **Split Time** button to split the time into two entries. Select **Cancel Posting**, to cancel the entry.

NOTE: If the default settings for a resource in a time posting are changed, the system will only change the settings for that time posting.

NOTE: If time postings overlap existing time postings the system allows the option to either **Overwrite** the existing time posting or **Cancel** the entry.

Date	Start	Stop	Class	Rate	Item Code	Special Rate	Quantity	Accounting Code	Invoiced
08/01/2014	0600	2100	AD-E	\$20.68	FFT1		15	787987	
08/02/2014	0600	1900	AD-E	\$20.68	FFT1		13	787987	



## Deleting a Time Posting Entry

1. Click the **Post Time** button to open the Time Post area.
2. In the Resources grid, click the Personnel Resource with the posted time to delete.
3. Select the Time posting to delete from the time posting area.
4. Click the **Delete** button to remove the posted time.

hread  Crews  Equipment  All Personnel  All Non-Personnel |  Exclude Filled  Exclude Dams/Raassigned |  Treat Enter as Tab

Add Resource Add Resource From Inventory Edit Resource Delete Resource **Post Time** Po

Resource Name: O-322 REDNECK, CLARENCE

Accounting Code: 787967

Date: [ ] Special: [ ] Start: [ ] Stop: [ ] Hours: 0

Item Code: FFT1 Trainee:  Post Start Time Only:

Save Cancel Clear

Date	Start	Stop	Class	Rate	Item Code	Special Rate	Quantity	Accounting Code
08/10/2014	0600	2100	AD-E	\$23.60	FFT1		15	787967
08/12/2014	0600	1900	AD-E	\$23.60	FFT1		15	787967

Edit Delete

5. A confirmation message will display, click **Yes**.

**Confirm Delete**

Do you really want to remove the Time Posting?

Yes No

**NOTE:** The user can only delete time postings that have not been included on an Original Invoice.



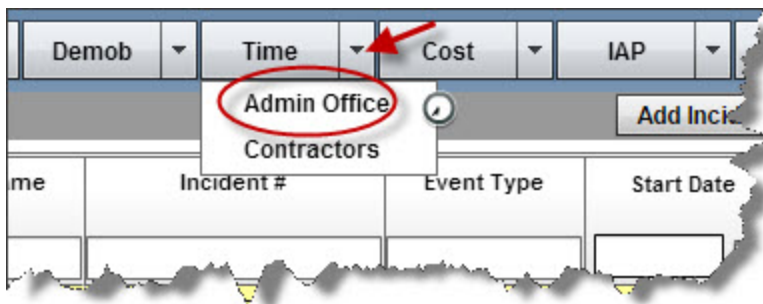
# Manage Admin Offices for Payment

Follow the steps in this section to Manage Admin Offices for Payment in the e-ISuite system:

1. From the Home page, select the **Incidents** button.



2. Select an Incident or an Incident Group.
3. Select the drop-down arrow next to the **Time** menu button.
4. Select the **Admin Office** option.



## Add a new Admin Office for Payment

1. Click the **Add Admin Office** button.
2. Enter the Admin Office information.
3. Click the **Save** button to save the new Admin Office.



Office Name \*

Address Line 1 \*

Address Line 2

City \*

State \*

Zip Code \*

Phone

Save Cancel

## Edit an existing Admin Office for Payment

1. Select the Admin Office to be edited in the grid.
2. Click the **Edit Admin Office** button.
3. Make the appropriate changes.
4. Click the **Save** button to save the changes.

Office Name	Address 1	Address 2	City	State
BIA - FISCAL SERVICES I	20151 MERCATOR		RESTON	VA
BLM - OC-622 PAYMENT	BUILDING 50 DENV	PO BOX 25047	DENVER	CO
FOREST SERVICE, ASC -	101 B SUN AVENU		ALBUQUERQUE	NM
NATIONAL PARK SERVIC	PO BOX 100000		HERNDON	VA
TRUDIS ADMIN OFFICE	111 S 222 W		SALEM	OR

Office Name \* TRUDIS ADMIN OFFICE

Address Line 1 \* 111 S 222 W

Address Line 2

City \* SALEM

State \* CR

Zip Code \* 99999

Phone (999) 999-9999

Save Cancel

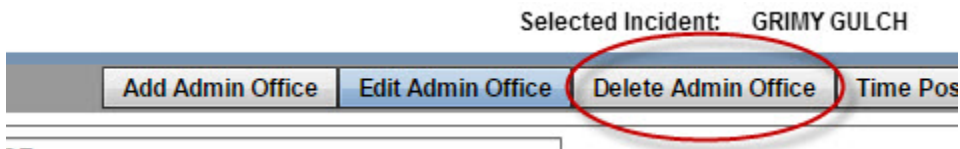
## Delete an existing Admin Office for Payment



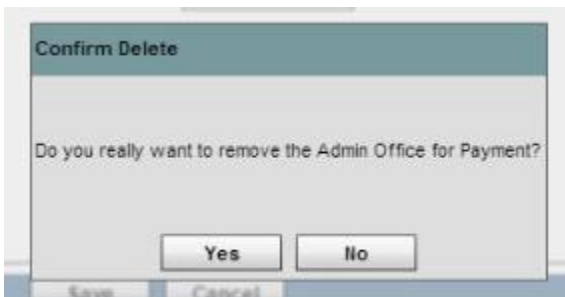


NOTE: A standard Admin Office for Payment cannot be deleted.

1. Select an Admin Office to delete in the grid.
2. Click the **Delete Admin Office** button.



3. A confirmation message will display.
4. Click **Yes** to delete the Admin Office.



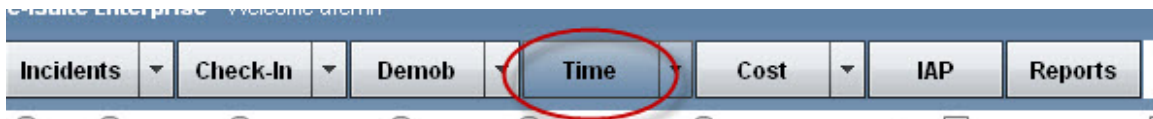
## Posting Time Adjustments

Adjustments are dollar amounts that are either added to or deducted from a resource's wages or invoice. Follow the steps in this section to post time adjustments. Time adjustments should be entered for such items as Quarters and Lodging, Meals, Travel, etc.

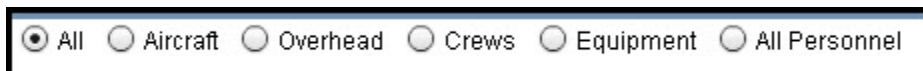
1. From the Home page, select the **Incidents** button.



2. Select an Incident or an Incident Group.
3. Click the **Time** button from the main toolbar.

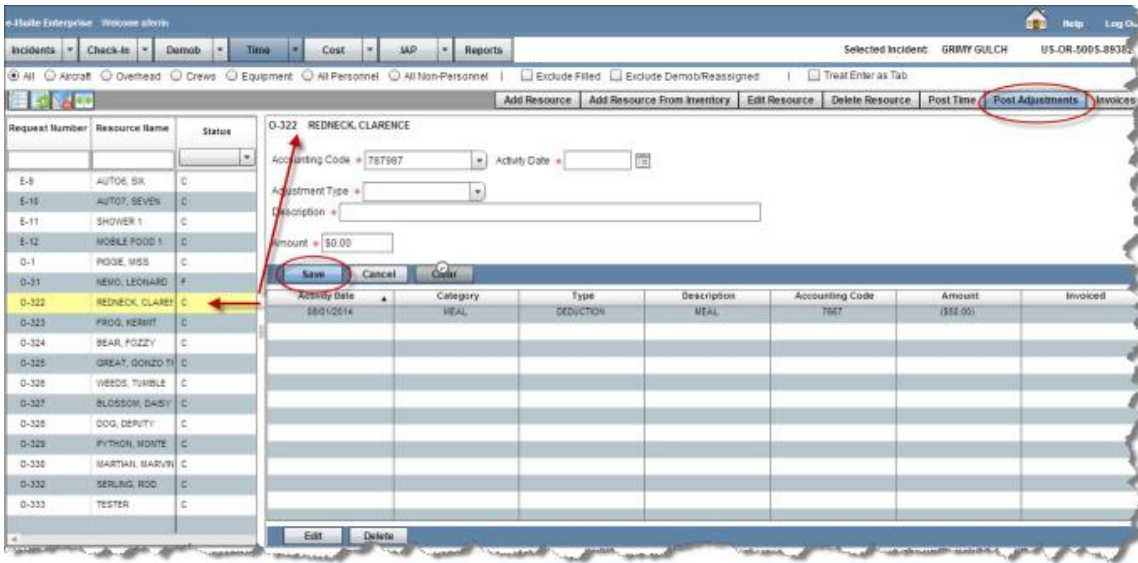


4. Select a Resource or search by **All**, **Aircraft**, **Overhead**, **Crews**, **Equipment** or **All Personnel** by clicking the appropriate radio button at the top of the window.



5. Select the Resource for which to enter the adjustment.
6. Click the **Post Adjustments** button.
7. The **Accounting Code** will default to the Resource's default accounting code. If needed, a different accounting code can be selected from the drop-down list.
8. Enter the **Activity Date**.
9. If the resource has an AD employment type, select a **Category** (e.g. Meals, Lodging, etc.).

10. If the resource has a FED or OTHER employment type, select an **Adjustment Type** (i.e. Addition or Deduction).
11. Enter a **Description** of the commodity (e.g., socks, boots, toiletries, etc.).
12. Enter the **Amount** for the commodity.
13. Click the **Save** button to post the adjustment to the system. When the adjustment is saved, it displays in the grid at the bottom of the window.



## Editing an Adjustment

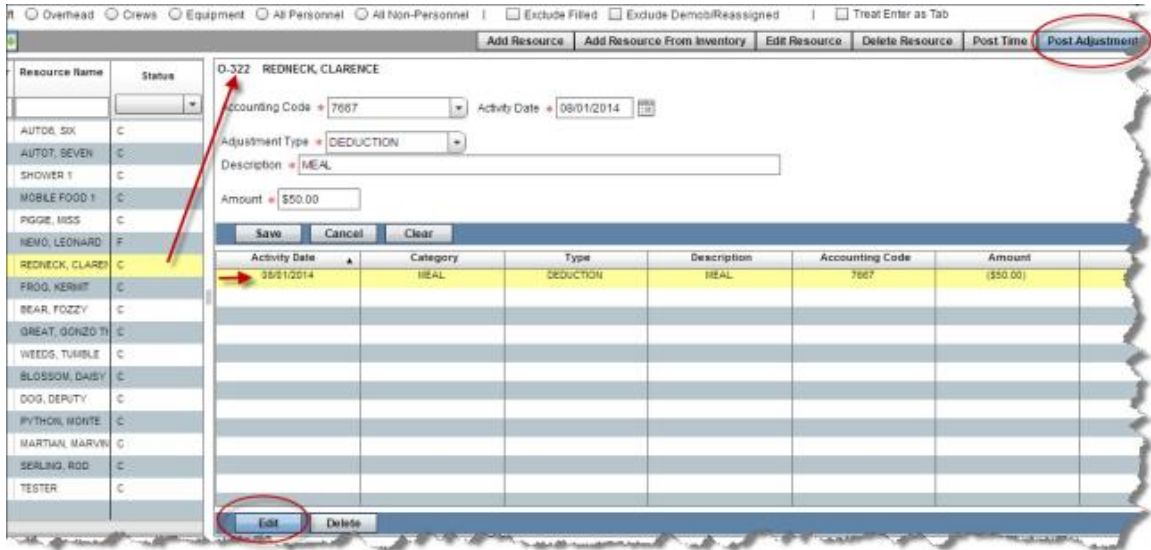
Follow these steps to edit an adjustment:

**NOTE:** Once an Original Invoice is printed, users will not be able to edit the adjustment.

1. Navigate to the Resource for which to enter the adjustment.
2. Click the **Post Adjustments** button.
3. Select from the grid the adjustment to edit.
4. Click the **Edit** button. The information will populate the fields.
5. Make the appropriate changes to the adjustment.



6. Click the **Save** button to save the changes.



## Deleting an Adjustment

Follow the steps in this section to delete an adjustment:

**NOTE:** Once an Original Invoice is printed, users will not be able to delete the adjustment.

1. Navigate to the Resource for which to delete the adjustment.
2. Click the **Time Adjustments** button.
3. Select the adjustment to delete from the grid.
4. Click the **Delete** button.





## Managing Time Data for a Crew

The time recorder must enter certain information for rostered resources similar to the information entered for Overhead. The steps below use a crew that has already checked in to the incident as the example.

**NOTE:** To add a new crew resource, *Check-In*, Add Resource and also the subchapter on Rostering an entirely new crew. Rostering an individual to a checked-in crew is covered later in this section.

To post time to a crew, their employment type has to be identified. The initial crew screen has button features that will propagate the crew employment type to all crew members allowing the user to enter the information only once.

To manage information and be able to post time for a crew, the same three conditions as outlined for Overhead resources must be met:

- The crew members must have an Employment Type.
- The crew members must have an Accounting Code.
- The crew members must have a Status of C (Checked-in) or P (Pending Demob).

The initial crew screen has button features that will allow the user to propagate the employment type and mailing address to all crew members by entering the information only once.

Follow the steps in this section to add Time data to a crew:

1. Select a crew resource from the resource grid.
2. Click the **Edit Resource** button.
3. Click the **Time Data** tab.



4. For a FED resource, select the **FED Employment Type** and enter the address information for the resource and any OF-288 Remarks.

5. For an AD resource, select the **AD Employment Type** then enter the **Employee Common Identifier**, **Point of Hire** and **Class**. Also enter the address information and any OF-288 Remarks.



6. For an Other resource, select the **Other Employment Type** then enter the Other Rate, address information and any OF-288 Remarks.

Check-In Data Demob Data Time Data Cost Data

Employment Type OTHER

Other Employment Information Billing Address

Other Rate

OF-288 Remarks

Save Save and Roster Cancel Roster

7. Click the **Save** button.

## Propagate FED Employment Type

Follow the steps in this section to propagate the FED Employment Type:

1. Select either the primary crew resource or any subordinate crew resources.
2. Click the **Crew FED Propagation** button.
3. The system will propagate the FED Employment Type to all crew resources that did not already have an Employment Type defined.

Request Number	Resource Name	Status
A-2	AIRCRAFT1	C
C-1	CREW 1	C
C-1.1	WHITE, SNOW	C
C-1.2	ELLA, CINDER	C
C-1.3	HOOD, RED RING	C
C-2	CAMP CREW 1	C
E-1	DOZEY DOZER	C
E-2	TRUCK 1	C
E-3	DAINE DOZER	C
E-4	AUTO1, ONE	C
E-5	AUTO2, TWO	C
E-6	AUTO3	C
E-7	AUTO4, FOUR	C
E-8	AUTO5, FIVE	C
E-9	AUTO6, SIX	C
E-10	AUTO7, SEVEN	C
E-11	SHOWER 1	C
E-12	MOBILE FOOD 1	C

Accounting Code 7667

Request Number C-1

Status C

Person

Invoice Setup (OF-288)

Resource Name CREW 1

Cell Phone #

Item Code HC1

Item Name CREW TYPE 1

Check-In Data Demob Data Time Data Cost Data

Crew FED Propagation Crew OTHER Propagation

Save Save and Roster Cancel Roster

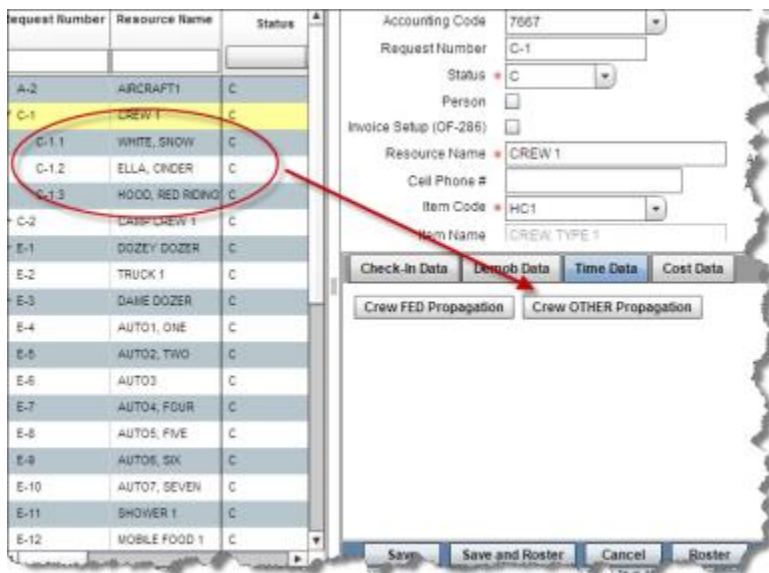


## Propagate OTHER Employment Type

Follow the steps in this section to propagate the OTHER Employment Type:

1. Select either the primary crew resource or any subordinate crew resources.
2. Click the **Crew OTHER Propagation** button.
3. The system will propagate the OTHER employment type to all crew resources that did not already have an Employment Type defined.

**NOTE:** A Rate for each crew member will need to be entered. This information does not propagate. Only the OTHER Employment Type propagates to the crew resources.



The screenshot shows a software interface with a table of resources on the left and a form on the right. A red circle highlights the resource 'C-1.1 WHITE, SNOW' in the table, and a red arrow points from this circle to the 'Crew OTHER Propagation' button in the form.

Request Number	Resource Name	Status
A-2	AIRCRAFT1	C
C-1	CREW 1	C
C-1.1	WHITE, SNOW	C
C-1.2	ELLA, ONDER	C
C-1.3	HOOD, RED RIDING	C
C-2	CAMP CREW 1	C
E-1	DOZEY DOZER	C
E-2	TRUCK 1	C
E-3	DAME DOZER	C
E-4	AUTO1, ONE	C
E-5	AUTO2, TWO	C
E-6	AUTO3	C
E-7	AUTO4, FOUR	C
E-8	AUTO5, FIVE	C
E-9	AUTO6, SIX	C
E-10	AUTO7, SEVEN	C
E-11	SHOWER 1	C
E-12	MOBILE FOOD 1	C

The form on the right contains the following fields and buttons:

- Accounting Code: 7667
- Request Number: C-1
- Status: C
- Person:
- Invoice Setup (OF-286):
- Resource Name: CREW 1
- Cell Phone #:
- Item Code: HC1
- Item Name: CREW TYPE 1
- Buttons: Check-In Data, Demob Data, Time Data, Cost Data
- Buttons: Crew FED Propagation, Crew OTHER Propagation
- Bottom Buttons: Save, Save and Roster, Cancel, Roster

## Propagate Mailing Address

Follow the steps in this section to propagate the Mailing Address from one crew member to other crew members that do not already have address information defined:

1. Select a crew member.



2. Enter the address information for that crew member.
3. Click the **Save** button to save the data to the crew member.
4. Click the **Propagate Crew Address** button to propagate that address information to all crew members that do not already have an address defined.

**NOTE:** If an address exists for a crew member, the system will not overwrite that address data. The address data is only propagated to those crew members that do not already have an address defined.

The screenshot shows the e-ISuite software interface. On the left is a list of crew members with columns for ID, Name, and Status. On the right is a detailed form for crew member C-1.1. The form includes fields for Personal information, Invoice Setup, Leader Type, Last Name, First Name, and Cell Phone #. Below these are tabs for Check-in Data, Demob Data, Time Data, and Cost Data. A row of buttons includes Crew FED Propagation, Crew OTHER Propagation, Propagate Crew Addresses (highlighted with a red circle), and Clear all Crew Addresses. Below this is a section for Mailing Address with fields for Address 1, Address 2, City, State, and ZIP. At the bottom, the Save button is highlighted with a red circle.

## Mixed Crew Employment Type

Some crews have a mixture of AD, FED and OTHER Employment Types for their crew members. Since the FED and OTHER Employment Types will propagate to each crew member, it's efficient to propagate the most common employment type to each member. Then edit the members with different Employment Types and change the Employment Types for those crew members.

Example: IHC Crew2 has eighteen FED employees and two AD employees. Click the Crew FED Propagation button to propagate the FED Employment Type to all crew members. Then edit the two AD employees and change their Employment Types to AD.



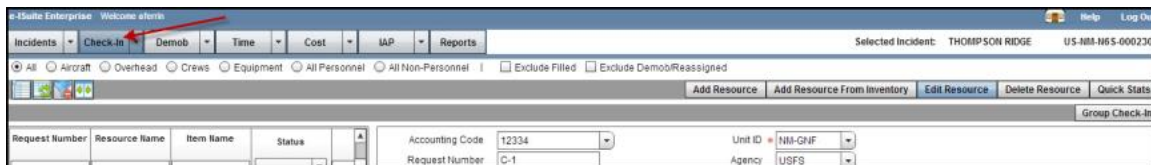
# Rostering Crew Members

Crews are built by attaching or roosting members to a primary resource. Follow the steps in this section to create a crew.

1. From the Home page, select the **Incidents** button.



2. Select an Incident or Incident Group.
3. Click the **Check-In** menu button.



4. Click the **Add Resource** button on the Check-In page.
5. Enter the Resource data.
6. If an Incident Group is selected and the Manage as Group checkbox is checked, select an Incident.
7. Select an **Accounting Code** from the drop-down list.
8. Enter a **Request Number**.
9. Select a **Status** from the drop-down list.
  - F = Filled
  - C = Checked In
  - P = Pending Demob
  - D = Demob



- R = Reassigned

10. For a Non-Person Resource, enter the **Resource Name**.
11. For a Person resource, check the **Person** checkbox.
  - a. Enter the Last Name.
  - b. Enter the First Name.
  - c. For a Person Resource, click the Trainee checkbox if applicable.
12. For Invoice Setup (OF-286), click the checkbox.
13. Enter the **Cell Phone #**.
14. Select from the **Item Code** drop-down list. For a new Crew use the "HC" series of Item Codes.
15. Select from the **Unit ID** drop-down list.
16. Select from the **Agency** drop-down list.
17. Enter the **Mobilization Date**.
18. Enter the **Check-In Date**.

NOTE: The Check-In Date cannot be prior to the Incident Start Date. The system will notify the user if the Check-In Date is 5 days prior to the current system date. The user can still add the date, but they must confirm that they want the date 5 days prior to the current system date.

19. Enter the **Check-In Time**.
20. Enter the **Actual Release Date**.
21. Enter the **Actual Release Time**.

NOTE: The Actual Release Date and Actual Release Time fields will be disabled unless the resource Status is D or R.

NOTE: The Actual Release Date cannot be prior to the Check-In Date.



**Add Resource** | Add Resource From Inventory | Edit Resource

Accounting Code: 7667  
Request Number:   
Status: C  
Person:   
Invoice Setup (OF-286):   
Resource Name:   
Cell Phone #:   
Item Code:

Unit ID:   
Agency:   
Mobilization Date:   
Check-In Date:   
Check-In Time:   
Actual Release Date:   
Actual Release Time:

**Check-In Data** | Demob Data | Time Data | Cost Data

**Check-In** | Check-In Remarks | Other Fields

Demob City:   
Demob State:   
Mobilization Travel Method:   
Mobilization Jetport:   
Number of Personnel: 0

First Work Day:   
Length of Assignment: 0  
Demob Date:   
Days Left:

**Save** | Save and Roster | Cancel | Roster Resource



## Posting Crew Time

Follow the steps in this section to Post Time to a **Crew** in the e-ISuite system:

NOTE: For ease of data entry, check the Treat Enter as Tab checkbox that displays in the filter bar. When the Treat Enter as Tab is checked, use the Enter key to tab through time postings instead of the Tab key.

1. From the Home page, select the Incidents button.



2. Select an Incident or an Incident Group.
3. Click the **Time** button from the main toolbar.



4. Select a Primary Crew resource. The system displays a grid that includes all Crew Members at the top of the Time Posting screen.

NOTE: If the primary resource is an OF-286 resource, select the OF-288 Crew Posting button to display the Crew Member grid.

NOTE: To post time for the entire crew, select a primary Crew Resource, not a crew member. To post time for an individual crew member, highlight that crew member in the resources grid. The system will bring up the Personnel Time Posting screen rather than the Crew Time Posting screen.

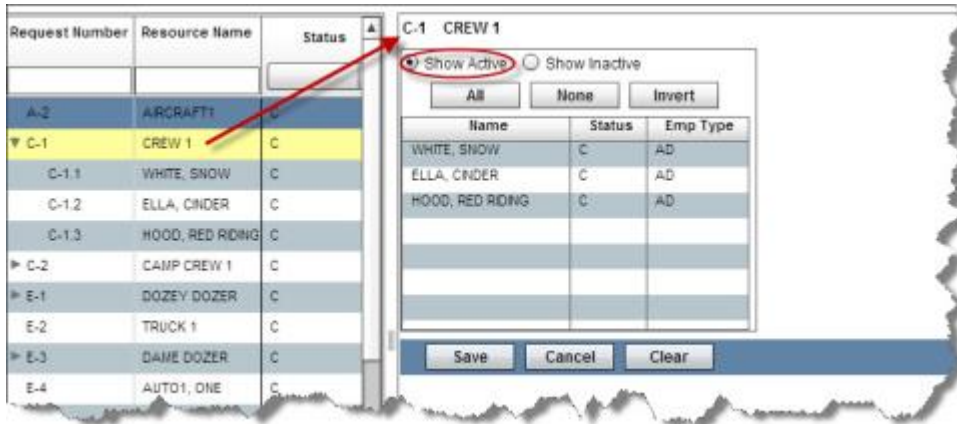
5. Select the **Show Active** radio button.

NOTE: Resources with an Employment Type, Accounting Code, and Status of Checked In or Pending Demob display when the user selects the **Show Active**



radio button.

Resources that have a status of Filled, Reassigned, Demobed or do not have an Employment Type defined display when the user selects the **Show Inactive** button. Time cannot be posted to Inactive resources.



## Posting Time for an Entire Crew

1. To Post Time for the entire crew, click the **All** button to select all crew members. To post time for a single crew member, only select the one crew member. The Ctrl or Shift keys can be used to select multiple resources in the grid.

**NOTE:** When the user selects the **Invert** button, the system will unselect the selected resources and select the resources that were not selected. When the user selects the **None** button this will unselect any selected resources.

2. The **Accounting Code** will default to the Resource's default accounting code. If needed, select a different accounting code from the drop-down list.
3. Enter the time posting date.
4. If a special circumstance applies select the appropriate code from the **Special** drop-down menu. The codes available in the Special list are based on the Employment Type.



- **Continuation of Pay** -- Select this option to post Continuation of Pay time for the resource. The Start and Stop Time fields do not display. The system will automatically post 0 hours.
- **Day Off** -- Select this option to post Day Off time for the resource. The Start and Stop Time fields do not display. The system will automatically post 0 hours.
- **Environmental Pay** -- Select one of the Environmental Pay options to post Environmental time for the resource. These options include 100%, 25%, 15%, 8% and 4%.
- **Guarantee** -- Select this option to post Guarantee time for the resource. The Start and Stop fields do not display. The system will automatically post 0 hours.
- **Hazard Pay** -- Select this option to post Hazard time for the resource.
- **Hazardous Fuels (Casuals)** -- Select this option to post Hazard time for the resource.
- **Instructor (Casuals)** -- Select this option to post time for an AD that instructed a course while under hire.
- **Training (Casuals)** -- Select this option to post training time for an AD resource.
- **Travel Pay** -- Select this option to post time for travel time either to the incident or from the incident.

**NOTE:** Time displays in Military format and displays in .25 increments.

5. Enter the **Start** time or select from the drop-down menu.
6. Enter the **Stop** time or select from the drop-down menu.
7. To **Post Start Time** only, click the check box.
8. The **Hours** will automatically calculate if a Stop Time is entered. This is a display only.
9. Click **Save**.

**NOTE:** If the time being posted includes time from before midnight and time after midnight, a **Posting Spans Midnight** message displays. If the **Split Time** button is selected the posting is split into two entries. If the **Cancel Posting** button is





selected, the posting is canceled.

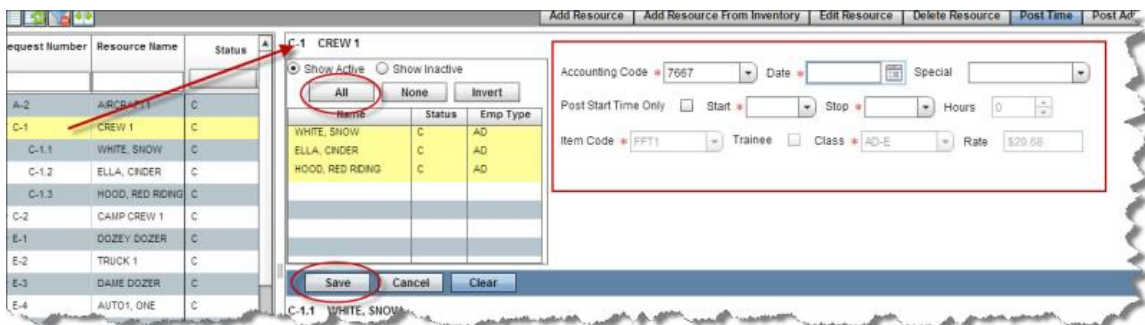
NOTE: When a time posting overlaps another time posting the user must overwrite the existing time posting or cancel the time posting.

NOTE: If the default settings for a resource are changed while posting time the system will only change the settings for that time posting.

10. The time posting will now show for each crew member.

NOTE: If a single crew member is selected, all time posting fields will show as available. The fields that display are based on the employment type (AD, FED, Other).

NOTE: If a single resource is selected the user can change the **Class** and **Item Code** for the **AD** employment type. The user cannot change the rate, since it is based on the Class. For a **FED** employment type, the user can only change the **Item Code**. For an **Other** employment type, the user can change the **Item Code** and **Rate**. These fields are not available if the user selects multiple resources.



## Posting Different Time for Single or Multiple Crew Members

Certain circumstances will arise to warrant posting data for one or more crew members that does not apply to all crew members. Those circumstances include:

- Different accounting codes for individual or multiple crew members.
- Different Special Codes that may not apply to all crew members.
- Different Start and Stop times.



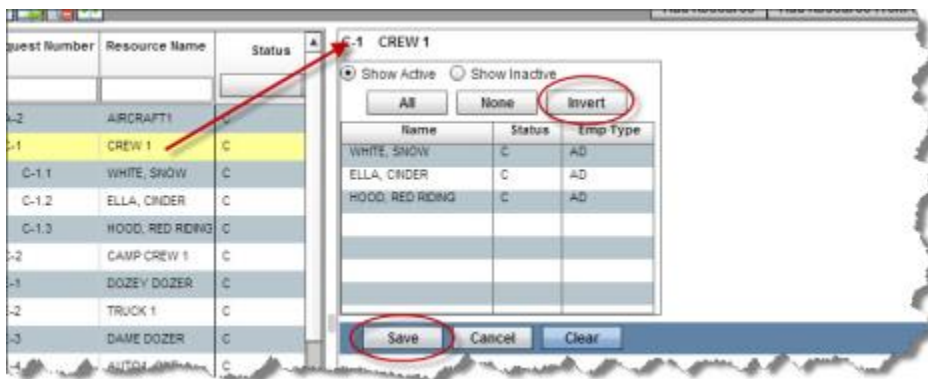
There are a variety of ways to post time when these situations appear. Follow the steps in this section to post time in these situations.

## Posting to All and then Editing the Exceptions

1. Select all crew members in the Crew Post grid.
2. Post the time and click the **Save** button.
3. Select the individual(s) in the grid to edit.
4. Select the post in the Time Posting grid to edit. Then click the **Edit** button at the bottom of the page.
5. Edit the data that applies to that crew member and click the **Save** button.

## Post to All Except the Crew Members that are Different

1. Select only those crew members to which the time postings apply.
2. Post the time and click **Save**.
3. Click the **Invert** button to change the selection to those crew members with different time postings.
4. Post the time and click **Save**.

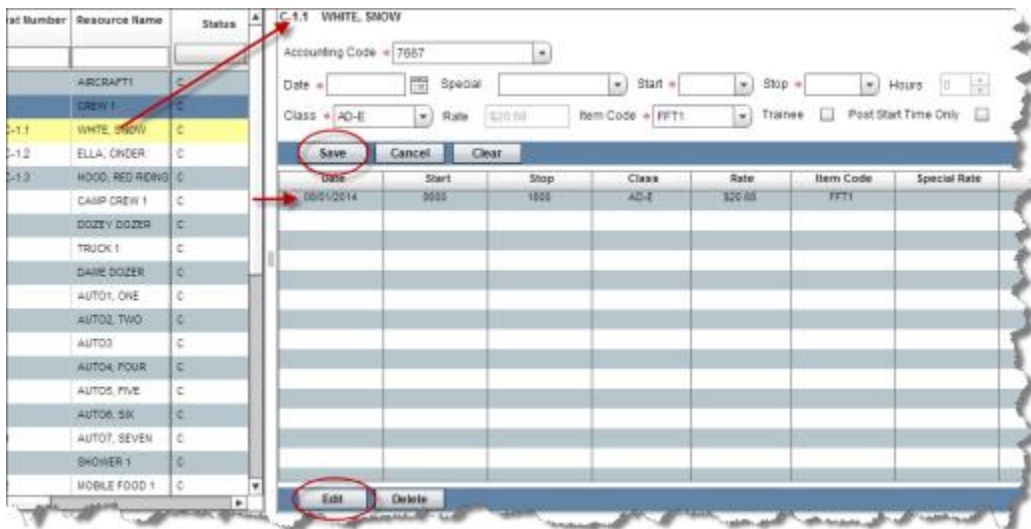


## Editing Crew Time

1. Click the **Post Time** button to open the Post Time area.



2. In the Resources grid, click the Crew Resource with the posted time to edit.
3. In the Crew Post grid, select the crew members that need time postings edited.
4. Select the Time posting to edit from the time posting grid.
5. Click the **Edit** button.
6. Make the appropriate changes to the information in the time posting.
7. Click the **Save** button to save any changes made to the time posting.



**NOTE:** If the user selects multiple resources and edits a time posting, the user will only be able to change the following data: **Accounting Code, Date, Special, Start Time, Stop Time, Post Start Time Only.**

**NOTE:** The user can only edit time postings that have not been included on an Original Invoice.

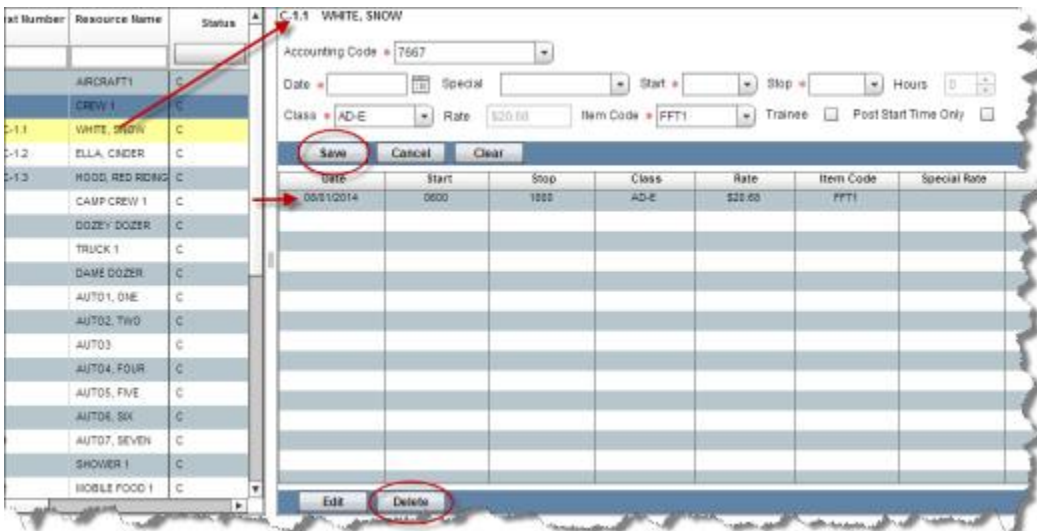
**NOTE:** If the user has multiple crew members selected and edits a time posting, the changes will apply to all the selected resources, regardless of whether the selected resource had the same original time posting. For example, if the user selects all Resources and changes the time posting for 9/5/2013 and three of the selected resources did not have that time posting, the system will apply that change or add that time posting to the three that did not originally have that time

posting.

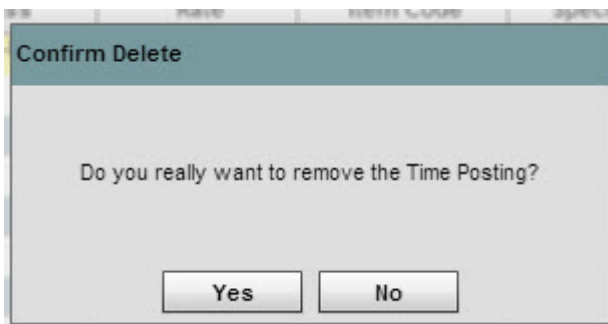
## Deleting Posted Crew Time

Follow the steps in this section to delete a Time post that was posted for a Crew Member:

1. Select the Crew in the Resource grid.
2. In the Crew Post Grid select the crew member with the posted time to be deleted.
3. From the time posting grid click anywhere in the row that contains the posted time to be deleted.
4. Click the **Delete** button.



5. A confirmation message will display, click **Yes**.





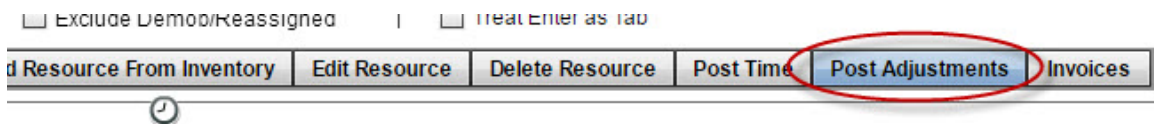
NOTE: The user can only delete time postings that have not been included on an Original Invoice.

## Post Adjustments for Crew Resources

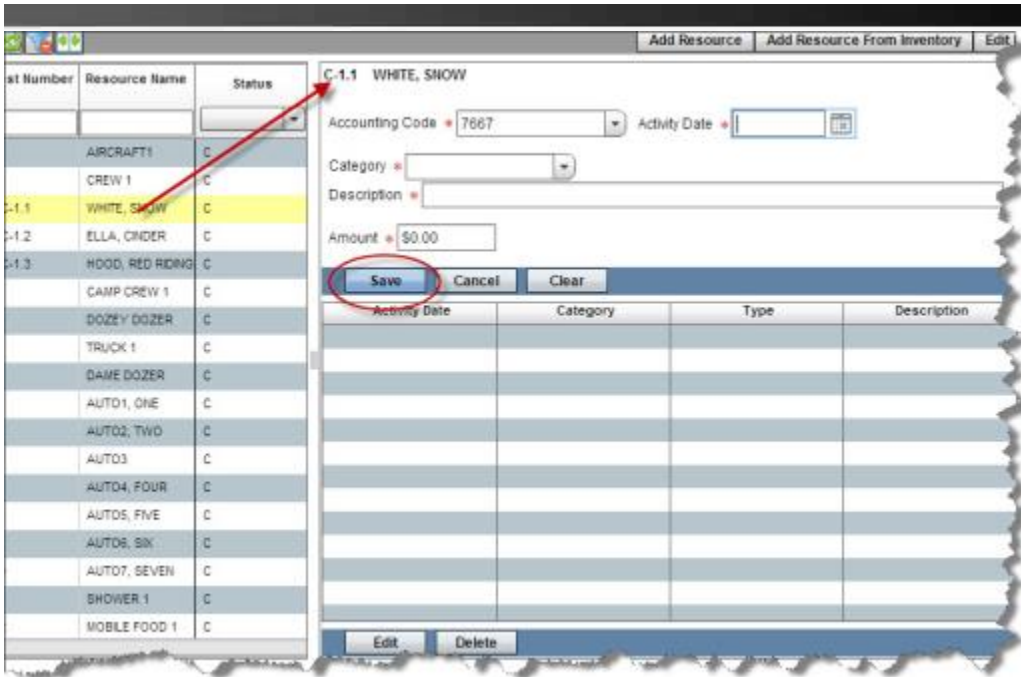
The same procedure that was used to post adjustments for a single, overhead resource apply to posting adjustments for crew members. The individual crew member must be selected from the main resource grid. Adjustments are dollar amounts either added to or deducted from a resource's wages or invoice.

Follow these steps to post an adjustment to a crew member:

1. Select the primary Crew record in the Resource grid and expand it to view the crew members. Select the crew member for which to post the adjustment OR, use the All Personnel filter to locate the crew member.
2. Click the **Post Adjustments** button.



3. The **Accounting Code** will default to the Resource's default accounting code. If needed, select a different accounting code from the drop-down list.
4. Enter the **Activity Date**.
5. If the resource has an AD employment type, select a **Category** (e.g., Meals, Lodging, etc.)
6. If the resource has a FED or OTHER employment type, select an **Adjustment Type** (i.e., Addition or Deduction).
7. Enter a **Description** of the commodity (e.g., socks, boots, toiletries, etc.)
8. Enter the **Amount** for the commodity.
9. Click the **Save** button to post the adjustment to the system. When the adjustment is saved it displays in the grid at the bottom of the window.



## Printing an Emergency Fire Fighter Time Report for Crews

This report is the standard timekeeping record and payment document for FED, casual (AD) and Other personnel resources involved in the incident. Follow the steps in this section to print an OF-288:

1. Click the **Time** button from the main toolbar.



2. In the Resources grid, select the primary Crew resource.
3. Click the **Invoices** button to open the Emergency Firefighter Time Report window.



**NOTE:** If the primary resource is an OF-286 resource, when the Invoice button is selected the system will allow the user to print an invoice for both the OF-286



resource and the subordinate OF-288 resources.

4. The **Last Date Included on Invoice** box contains the last date an invoice was posted for the resource. If needed, this date can be changed by either typing a new date or selecting it from the calendar.
5. If this is the final OF-288 for a resource leaving the incident, click to check the **Final Invoice** checkbox. If not, leave this checkbox blank. FINAL will print on the Invoice if the checkbox is checked, INTERIM will print on the invoice if the Final checkbox is not selected.
6. In the **Print Options** frame, click one of the following options to identify the type of invoice to create:
  - **Preview/Print DRAFT Invoice** - Generates a Draft Invoice. Review this invoice, before printing an Original copy. The word Draft prints on this invoice. When this option is selected, the user can choose to print the **OF-288 Invoice and Adjustments**, **OF-288 Invoice Only** or **OF-288 Adjustments Only**.

The screenshot shows a software window titled "Invoices" with a sub-header "Emergency Firefighter Time Report" and "C-1 CREW 1". It features a date input field for "Last Date To Include on Invoice" set to "09/23/2014" and a "Final Invoice" checkbox. Two panels, "Print Options" and "Report Options", contain radio button selections. The "Print Options" panel has "Preview/Print DRAFT Invoice" selected. The "Report Options" panel has "OF-288 Invoice and Adjustments" selected. At the bottom, there are "Open Invoice" and "Delete Last Invoice" buttons.

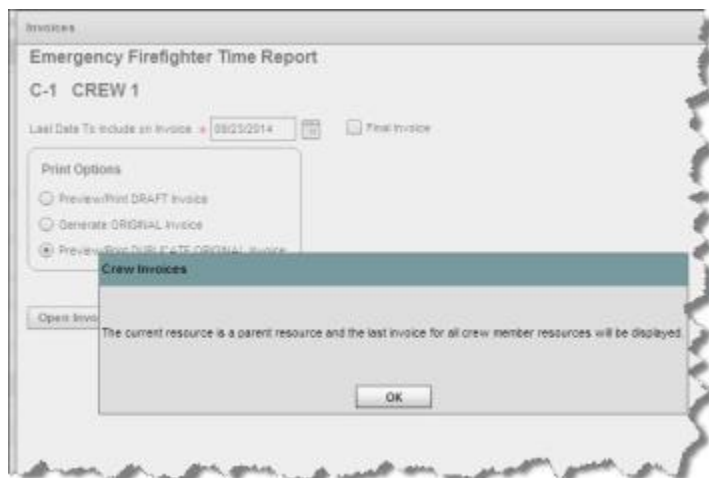
- **Generate ORIGINAL Invoice** - Generates an Original Invoice and locks all postings included in the invoice. When a posting is locked, the user cannot make any changes to it. When this option is selected, the system will generate both the **OF-288 Invoice** and the **OF-288 Adjustment** document, if applicable. The word Original prints on this invoice.

**NOTE:** Selecting **Generate Original Invoice** will lock the postings, whether the invoice has been printed or not. If a preview of the invoice is desired, select the

**Preview/Print DRAFT Invoice button.**



- **Preview/Print DUPLICATE ORIGINAL Invoice** - Generates a copy of an Original Invoice. A list of available invoices to select displays when this option is selected. Select the invoice to re-print from the list. The words Duplicate Original Invoice print on this invoice.



**NOTE:** When reprinting an invoice, only one invoice can be selected at a time even if multiple invoices were originally printed.

7. Click the **Open Invoice** button to first preview and then print the invoice.

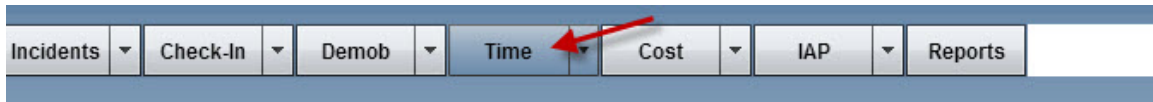




## Deleting an Invoice for the Entire Crew

Follow the steps in this section to delete the last invoice that was generated for a resource.

1. Select the **Time** menu button from the main toolbar.



2. In the Resources grid, select the Crew Resource for which the Emergency Firefighter Time Report (OF-288) is to be deleted.
3. Select the **Invoices** button to open the Emergency Firefighter Time Report window.



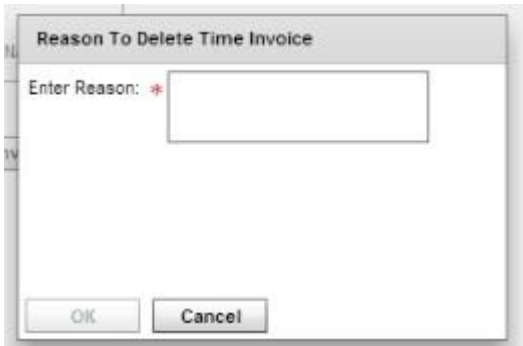
4. Select the **Delete Last Invoice** button.



5. When the message displays indicating that all time postings will be unlocked, select the **Yes** button to continue.



- When the **Reason** window opens, enter the reason for deleting the original invoice and click the **OK** button.



A dialog box titled "Reason To Delete Time Invoice". It contains a text input field with the label "Enter Reason: \*" and a red asterisk. Below the input field are two buttons: "OK" and "Cancel".

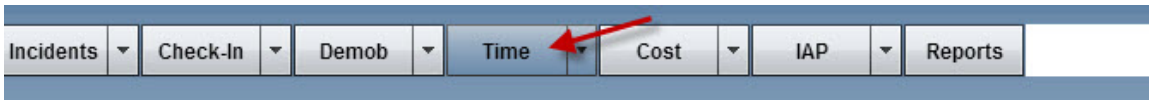
**NOTE:** All time postings that were included on the original invoice will be unlocked and available for editing.

**NOTE:** Invoices that have been included in a financial export cannot be deleted.

## Deleting an Invoice for a Single Crew member

To delete an invoice for a single crew member, follow the steps in this section.

- Select the **Time** menu from the main toolbar.



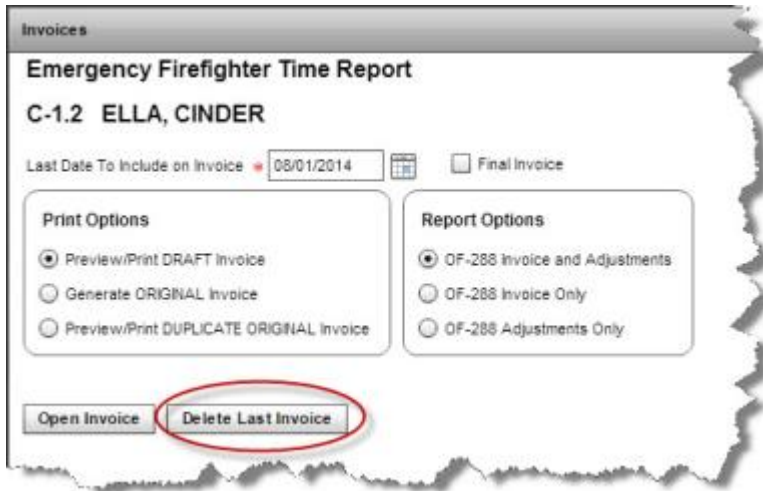
- In the Resources grid, select the Crew Resource of which the individual is a crew member.
- Expand the Crew roster in the Resources grid, and highlight the individual crew member.

OR

- Use the All Personnel Filter and select the crew member in the Resources grid.
- Select the **Invoices** button to open the Emergency Firefighter Time Report window.



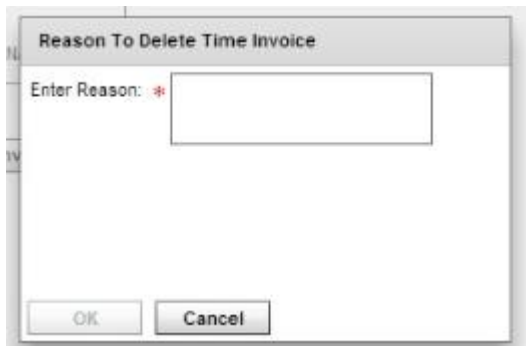
6. Select the **Delete Last Invoice** button.



7. When the message displays indicating that all time postings will be unlocked, select the **Yes** button to continue.



8. Enter the reason the invoice is being deleted in the window titled **Reason**, and click **OK**.



## Managing Time Data for Contractor/Cooperator

Follow the steps in this section to add and edit Time data for a Resource assigned to an Incident that will be paid with an OF-286 invoice. These resources are typically owned by a contractor or a cooperator, and are identified by checking the Invoice Setup OF-286 checkbox.

### Reviewing or Editing Common Data

1. From the Home page, select the **Incidents** button.



2. Select an Incident or Incident group.
3. Select the **Time** menu button from the main toolbar.



4. When adding a new resource select the **Add Resource** button and enter the appropriate Common Data.



5. If this resource is to be paid with an OF-286 Invoice, check the **Invoice Setup OF-286** checkbox. This checkbox enables the OF-286 Time Tab.

## Contractor information on the Time Data tab

1. In the Resources grid, select a resource that has the OF-286 Invoice checkbox checked or check the OF-286 checkbox in the Common Data area if appropriate.
2. Select the **Time Data** tab.
3. Select an existing **Contractor** from the drop-down list.

- If the contractor for the resource is not listed, there are two ways in which to add the contractor and agreement to the system:
  - a. Click the **+** button to add a Contractor.
  - b. Enter the **Contractor/Cooperator**.
  - c. Enter the **DUNS**.
  - d. Enter the **Address, City, State, ZIP and Phone**.

- e. Click the **Save** button.



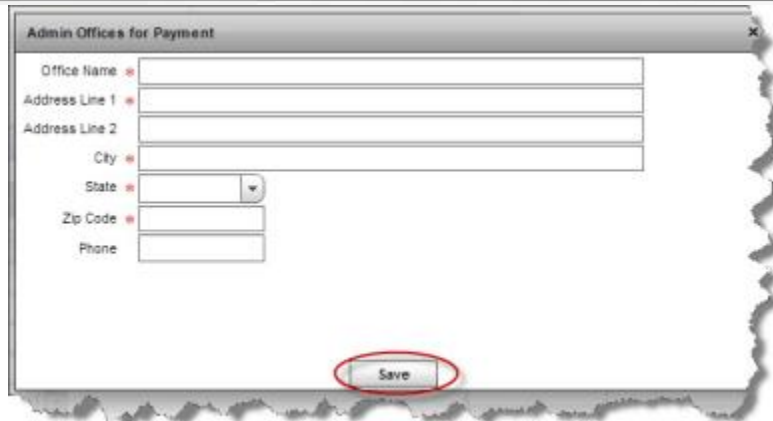
- f. Click the **+** button to add a Contract/Agreement #.

**NOTE:** Multiple contracts or agreements can be attached to a single contractor or cooperator.

- g. Enter the **Contract/Agreement #**.
- h. Enter the **Beginning Date** or select from the calendar.
- i. Enter the **Expiration Date** or select from the calendar.



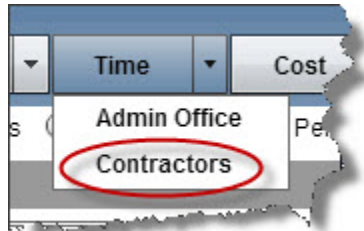
- j. Select an Admin Office For Payment from the drop-down list or
  - i. Click the **+** button to add an Admin Offices for Payment.
  - ii. Enter the **Office Name**.
  - iii. Enter the **Address, City, State, ZIP and Phone**.
  - iv. Click the **Save** button.



The screenshot shows a web form titled "Admin Offices for Payment". It contains several input fields: "Office Name", "Address Line 1", "Address Line 2", "City", "State" (a dropdown menu), "Zip Code", and "Phone". A "Save" button is located at the bottom center of the form and is circled in red.

From the Time menu button:

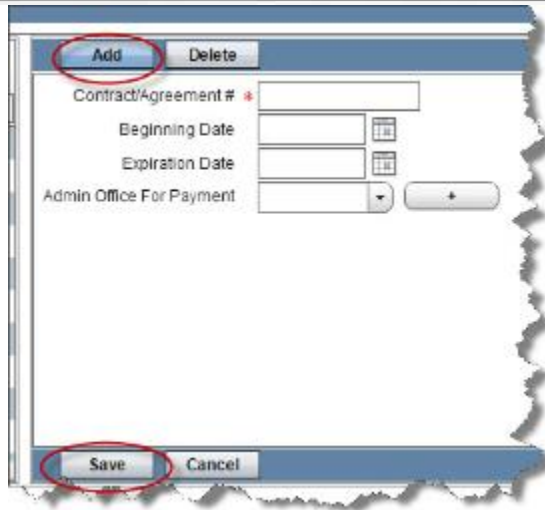
- a. Select the drop down arrow next to the **Time** menu button.



- b. Select the **Contractors** option.
- c. Click the **Add Contractor** button.



- d. Follow the steps outlines above to add Contractor or Cooperator information.
- e. **Save** the data.
- f. Highlight the contractor or cooperatoer.
- g. Select the **Add Agreement** button.
- h. Follow the steps outlined above to add a contract or agreement.
- i. **Save** the data.
- j. Repeat these steps to add additional contracts or agreements to a single Contractor or Cooperator.



4. Enter the **Unique Name or VIN**
5. Enter **Description 1** and **Description 2**.
6. Enter the **Hired Date**.
7. Enter the **Hired Time**.
8. Enter the **Point of Hire**.
9. If the resource will use a government operator, check the **Gov't Operator** checkbox.
10. If the government is providing supplies to the resource check the **Gov't Supplies** checkbox.
11. If the contract for the resource was withdrawn, check the **Withdrawn** checkbox.
12. Click the **Save** button.





Check-In Data Demob Data **Time Data** Cost Data

Employment Information Of-286 Remarks

Contractor/Cooperator  +  
Contract/Agreement #  +  
Unique Name or VIN   
Description 1   
Description 2   
Hired Date    
Hired Time   
Point of Hire   
 Govt Operator  Govt Supplies  Withdrawn

Rate Type	Time UOM

Follow these steps to add the appropriate rates to the contractor or cooperator resource.

**NOTE:** The contractor or cooperator information must be Saved first before rates can be added.

- Click the **Add** button that displays under the Rates grid.
- Select the **Rate Type** from the drop-down list.
- Select the **Time UOM** from the drop-down list.
- Enter the **Rate**.
- If appropriate enter a **Guarantee**.
- Optionally, enter a **Description**.
- Click the **Save** button.



**Add Rate**

Rate Type \*

Time UOM \*

Rate \* \$0.00

Guarantee \$0.00

Description

**Save**

NOTE: If no rates are defined for a Resource, time cannot be posted to that resource. A resource has to have at least one rate defined. A Resource can have multiple rates defined.

NOTE: For a Primary rate, a guarantee can be defined for Each, Hourly or Mileage.

NOTE: If a Guarantee rate is defined and a posting is for an amount under that Guarantee rate, the system will post the Guarantee rate on the invoice. The system will reflect the amount for actual time worked if it exceeds the Guarantee.


- To edit a rate, select the rate from the table and click the **Edit** button.
- To delete a rate, select the rate from the table and click the **Delete** button.

Rate Type	Time UOM	Rate	Guarantee
PRIMARY	DAILY	\$25.00	\$0.00
SPECIAL	EACH	\$10.00	\$0.00

**Add** **Edit** **Delete**

NOTE: Contractor Rates that are included in a time posting for a resource cannot be deleted.

13. Click the **OF-286 Remarks** tab and enter any remarks for the resource. Remarks will print on the OF-286 Invoice.



The screenshot shows a software window with a tabbed interface. The tabs at the top are 'Check-In Data', 'Demob Data', 'Time Data', and 'Cost Data'. The 'Time Data' tab is currently selected. Below the tabs, there is a section titled 'Employment Information' with a sub-tab 'OF-286 Remarks' circled in red. Below this sub-tab is a large text area labeled 'OF-286 Remarks'. At the bottom of the window, there are four buttons: 'Save', 'Save and Roster', 'Cancel', and 'Roster'. The 'Save' button is circled in red.

14. Click the **Save** button to save the resource's data.



## Manage Contractors

Follow the steps in this section to manage Contractors in the e-ISuite system. (Add Contractor information is included in the Manage Time Data for Contractor/Cooperator, and is repeated here with additional information on Editing and Deleting Contractors).

### Add Contractor(s)

1. From the Home page, select the **Incidents** button.



2. Select an Incident or an Incident Group.
3. Select the drop down arrow next to the **Time** menu button.



4. Select the **Contractors** option.
5. Click the **Add Contractor** button.



4. Enter the **Contractor/Cooperator** name.
5. Enter the **DUNS**.
6. Enter the **Address, City, State** and **Zip**.



7. Enter the **Phone** number.
8. Click the **Save** button.

The screenshot shows a web form titled "Add Contractor". It has several input fields: "Contractor/Cooperator" (with a red asterisk), "DUNS", "Address 1", "Address 2", "City", "State" (a dropdown menu), "ZIP", and "Phone". At the bottom center of the form, there is a "Save" button which is circled in red.

To add a contract or agreement:

9. Select the Contractor/Cooperator from the grid.
10. Enter the **Contract/Agreement #**.
11. Enter the **Beginning Date**.
12. Enter the **Expiration Date**.
13. Select the **Admin Office for Payment** from the drop-down menu or click the + sign to add a new Admin Office for Payment.

The screenshot shows a web form titled "Add Contract/Agreement for ZEN CONTRACTORS". It has several input fields: "Contract/Agreement #" (with a red asterisk), "Beginning Date" (with a calendar icon), "Expiration Date" (with a calendar icon), and "Admin Office For Payment" (a dropdown menu with a "+" button). At the bottom center of the form, there is a "Save" button which is circled in red.



14. Click the **Save** button.

15. The agreement just entered will now show in the Contract/Agreement grid.

**NOTE:** Multiple contracts or agreements can be added to a single contractor or cooperator.

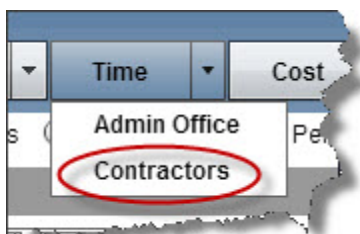
## Edit Contractor(s)

1. From the Home page, select the **Incidents** button.



2. Select an Incident or an Incident Group.

3. Select the drop down arrow next to the **Time** menu button.



4. Select the **Contractors** option.



5. Select the Contractor to edit or utilize the search fields at the top of each column.
6. Click the **Edit Contractor** button.



7. The Contractor's information populates the Contractor fields.
8. Make the appropriate changes to the Contractor data and click the Save button.
9. Enter the **Contractor/Cooperator** Name.
10. Enter the **DUNS**.
11. Enter the **Address, City, State** and **Zip**.
12. Enter the **Phone** number.
13. Click the **Save** button.
14. Enter the **Contract/Agreement #**.
15. Enter the **Beginning Date**.
16. Enter the **Expiration Date**.
17. Select the **Admin Office for Payment** from the drop-down menu or click the **+** sign to add a new Admin Office for Payment.
18. Click the **Save** button.



**Add Contract/Agreement for ZEN CONTRACTORS**

Contract/Agreement # \*

Beginning Date

Expiration Date

Admin Office For Payment

**Admin Offices for Payment**

Office Name \*

Address Line 1 \*

Address Line 2

City \*

State \*

Zip Code \*

Phone

## Delete Contractor(s)

1. From the Home page, select the **Incidents** button.

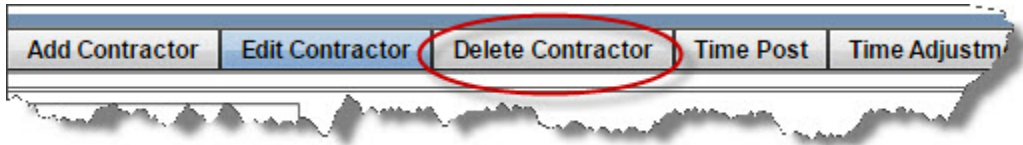


2. Select an Incident or an Incident Group.
3. Select the drop down arrow next to the **Time** menu button.

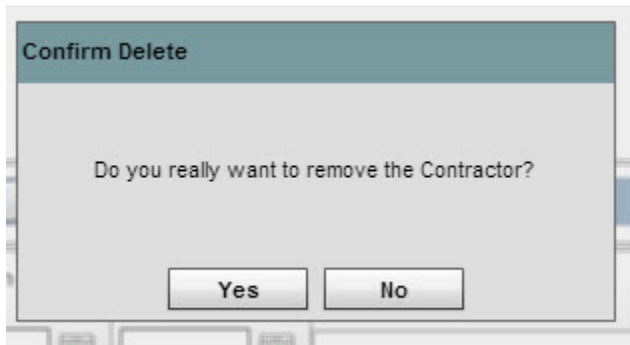




4. Select the **Contractors** option.
5. Select the Contractor to delete or utilize the search fields at the top of each column.
6. Click the **Delete Contractor** button.



7. A confirmation message will display.
8. Click **Yes** to delete the contractor.

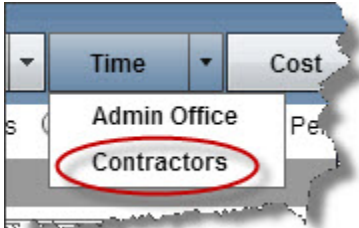


## Delete a Contract/Agreement

1. From the Home page, select the **Incidents** button.



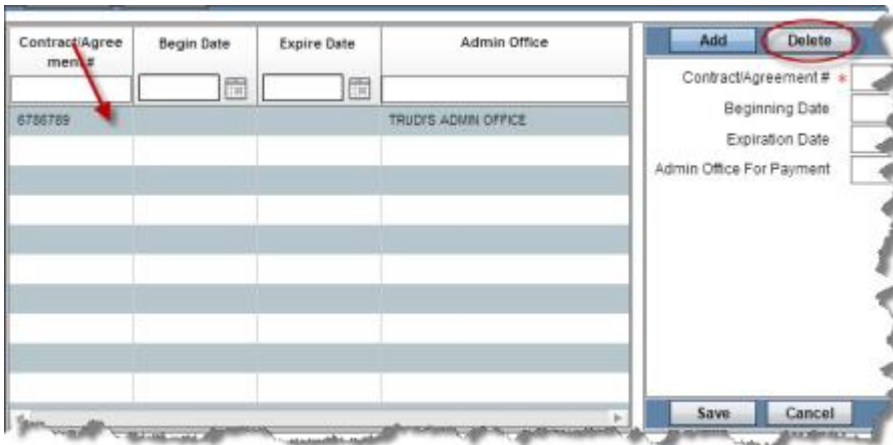
2. Select an Incident or an Incident Group.
3. Select the drop down arrow next to the **Time** menu button.
4. Select the **Contractors** option.



4. Select the Contractor to edit or utilize the search fields at the top of each column.
5. Click the **Edit Contractor** button.



6. The Contractor's information populates the Contractor fields.
7. In the Contract/Agreement grid, select the Contract/Agreement to delete.



9. Click the **Delete** button.
10. A confirmation message will display.
11. Click **Yes** to delete the Contract/Agreement.



## Rostering Resources to Contractor/Cooperator

Follow the steps in this section to roster resources to a Contractor or Cooperator resource.

NOTE: Not all resources rostered to a Contractor/Cooperator resource require time data.

NOTE: The resources may have been rostered to the Contractor/Cooperator resource during the initial check in process.

1. From the Home page, select the **Incidents** button.



2. Select an Incident or Incident group.
3. Click the **Time** button from the main toolbar.



4. Select the Contractor/Cooperator Resource from the Resources grid to which other resources will be rostered.
5. Click the **Roster** button at the bottom of the window. The Roster Resources window displays.



Request Number	Resource Name
REDNECK, CLARENCE	C
FROG, KERMIT	C
BEAR, FOZZY	C
GREAT, GONZO TH	C
WEEDS, TUMBLE	C
BLOSSOM, DAISY	C
DOG, DEPUTY	C
PYTHON, MONTE	C
MARTIAN, MARVIN	C
SERLING, ROD	C
TESTER	C
BIG BUBBA	C

Other Employment Information    Mailing Address

Other Rate: \$0.00

OF-288 Remarks:

Save    Save and Roster    Cancel    **Roster**

6. Enter the appropriate information for the rostered resources into the fields on this window. (See *Rostering Resources*).
7. Click the **Save** button to save the rostered resource to the Contractor/Cooperator resource.

Roster Resources

Request Number: O-323    Resource Name: FROG, KERMIT

Roster New Resource    Roster Existing Incident Resource    Roster From Resource Inventory

Accounting Code: 7667    Unit ID: OR-5005

Request Number: O-323    Agency: OR

Status: C    Mobilization Date: [calendar icon]

Person:     Check-in Date: 08/01/2014

Invoice Setup (OF-288):     Check-in Time: 0800

Resource Name: [text field]    Actual Release Date: [calendar icon]

Cell Phone #: [text field]    Actual Release Time: [text field]

Item Code: [dropdown]    [text field]

Item Name: [text field]

Check-In Data    Demob Data    Time Data    Cost Data

Check-In    Check-In Remarks    Other Fields

Demob City: [text field]    First Work Day: [calendar icon]

Demob State: [dropdown]    Length of Assignment: 0

Mobilization Travel Method: [dropdown]    Demob Date: [calendar icon]

Mobilization Jetport: [dropdown]    Days Left: [text field]

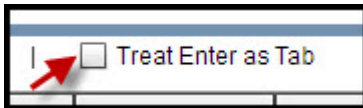
Number of Personnel: 0

Roster New    **Save**    Cancel    Unroster

## Posting Time for a Contractor or Cooperator Resource

Follow the steps in this section to post time to a resource that will receive an OF-286 invoice for payment:

NOTE: For ease of data entry check the Treat Enter as Tab checkbox that displays in the filter bar. When the Treat Enter as Tab checkbox is checked use the Enter key to tab through time postings instead of the Tab key.



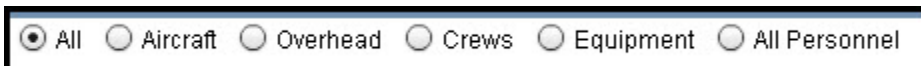
1. From the Home page, select the **Incidents** button.



2. Select an Incident or an Incident Group.
3. Click the **Time** button from the main toolbar.



4. Select a contractor or cooperator resource or search by **All**, **Aircraft**, **Overhead**, **Crews**, **Equipment** or **All Personnel** by clicking the appropriate radio button at the top of the window.

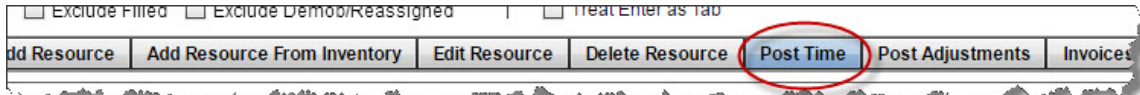


NOTE: A user can also filter the columns in the grid by entering a search term into the filter above the column.



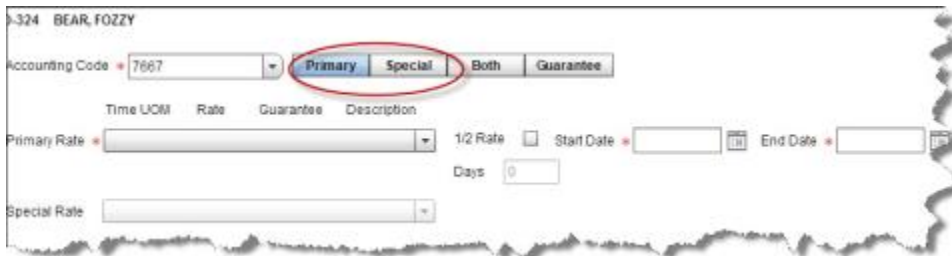
Treat Enter as Tab

7. With the resource selected, click the **Post Time** button.



8. The **Accounting Code** will default to the resource's default accounting code. If needed, a different accounting code can be selected from the drop-down list.

9. Click the **Primary** button to post a Primary rate. Click the **Special** button to post a Special rate. Click the **Both** button to post both a Primary and a Special Rate at the same time. Click the **Guarantee** button to post a Guaranteed rate.



**NOTE:** If **Guarantee** is selected, only the Guarantee rate is required. Only use this option when there is no work time documented (i.e. the resource was in Staging all day).

10. From the **Primary Rate** drop-down list, select the appropriate Primary rate for the contracted resource.
  - When posting a **Daily** rate, enter the Start and Stop Dates.
  - When posting an **Each** rate, enter a Date and the total number of Units.
  - When posting an **Hourly** rate, enter a Date and a Start Time and Stop Time.
  - When posting a **Mileage** rate, enter a Date and the total number of Miles.



O-324 BEAR, FOZZY

Accounting Code \* 7667

Primary Special Both Guarant

Time UOM	Rate	Guarantee	Description
DAILY	\$160.00	[NO GUARANTEE]	[N...
DAILY	\$160.00	\$0.00	
EACH	\$50.00	\$0.00	

1/2 Rate  Start Date \*  End Date \*

Days 0

11. From the **Special Rate** drop-down list, select the appropriate Special rate for the contracted resource, if applicable.

- When posting a **Daily** rate, enter the Start and Stop Dates.
- When posting an **Each** rate, enter a Date and the total number of Units.
- When posting an **Hourly** rate, enter a Date and a Start Time and Stop Time.
- When posting a **Mileage** rate, enter a Date and the total number of Miles.

O-324 BEAR, FOZZY

Accounting Code \* 7667

Primary Special

Time UOM	Rate	Guarantee	Description
DAILY	\$160.00	[NO GUARANTEE]	[N...
DAILY	\$65.00	[NO GUARANTEE]	[NO...
DAILY	\$65.00	\$0.00	

1/2 Rate  Start Date \*  End Date \*

Days 0

12. If 1/2 Rate applies, click to check the 1/2 **Rate** checkbox.

O-324 BEAR, FOZZY

Accounting Code \* 7667

Primary Special Both Guarantee

Time UOM	Rate	Guarantee	Description
DAILY	\$160.00	[NO GUARANTEE]	[N...
DAILY	\$65.00	[NO GUARANTEE]	[NO...

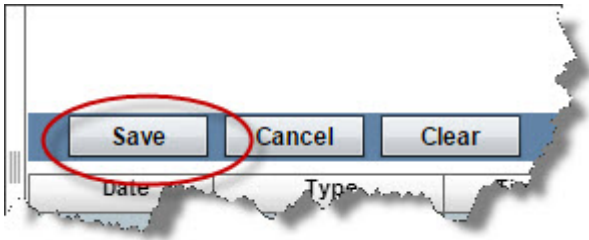
1/2 Rate  Start Date \*  End Date \*

Days 0





13. Click the **Save** button.



NOTE: When a time posting is included on an Original Invoice, the system will lock the time posting, display the time posting in red within the grid and include a checkmark in the Invoiced column.

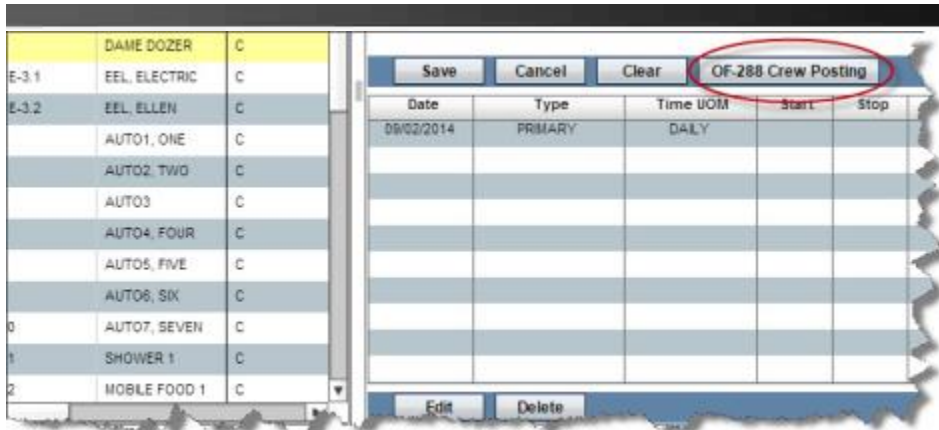
NOTE: A contractor can have two different time postings on the same day with no notification, as long as the Unit of Measure is different. If a posting is added during the same date with the same Unit of Measure a "Post Anyway, Overwrite or Cancel Post" message will display.

NOTE: If the user posts time that overlaps another time posting, a message will display indicating that the time is overlapping. Select from **Post Anyway**, **Overwrite**, or **Cancel** the time posting. If the user selects **Post Anyway**, there will be two time postings that overlap.

## Posting Time to a Contractor/Cooperator Resource with OF-288 Subordinates

Follow the steps in this section to post time to a Contractor or Cooperator resource that has subordinates rostered to it that will be paid with an OF-288 Invoice.

1. Select the primary Contractor/Cooperator resource.
2. Enter the appropriate time posting data for the resource and click the **Save** button.
3. Click the **OF-288 Crew Posting** button.



4. Select the appropriate subordinate resources in the Crew Member grid.
5. Enter the time posting data for the subordinate resources and click the **Save** button.
6. For more information, see the *Crew Post* instructions.

**NOTE:** To return to the OF-286 Time Posting page, click the **Return to OF-286** Time Post button.

## Edit Posted Contracted Time

Follow the steps in this section to edit time that was posted for a contracted resource:

1. In the Resources grid, click the contracted resource with the posted time to edit.
2. Click the **Post Time** button.
3. In the time post grid, click anywhere in the row with the posting to edit.
4. Click the **Edit** button.
5. Make changes to the time posting data.

**NOTE:** When editing a Daily time posting, the Start Date and End Date fields are disabled. To change the dates, delete the time posting and create a new time posting.

6. Click the **Save** button.



NOTE: A user can only edit or delete time postings that have not been included on an Original Invoice.

## Deleting Posted Contracted Time

Follow the steps in this section to delete time that was posted for a contracted resource:

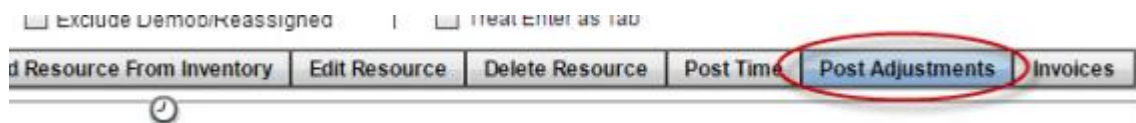
1. In the Resources grid, click the contracted resource with the posted time to delete.
2. Click the **Post Time** button.
3. In the time post grid, click anywhere in the row with the posting to delete.
4. Click the **Delete** button.
5. A confirmation message will display, click the **Yes** button.

NOTE: A user can only edit or delete time postings that have not been included on an Original Invoice.

## Post Adjustments for Contractor or Cooperator Resources

Follow these steps to post an adjustment to an OF-286 Resource.

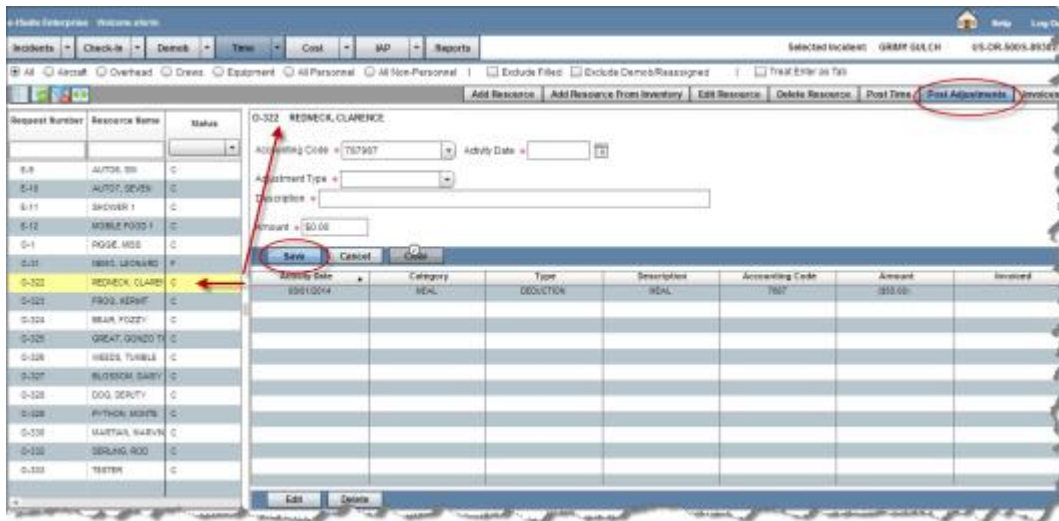
1. Select the OF-286 resource in the Resources grid.
2. Select the **Post Adjustments** button.



3. The **Accounting Code** will default to the Resource's default accounting code. If needed, a different accounting code can be selected from the drop-down list.
4. Enter the **Activity Date**.
5. Select the **Adjustment Type** (i.e. Addition or Deduction).



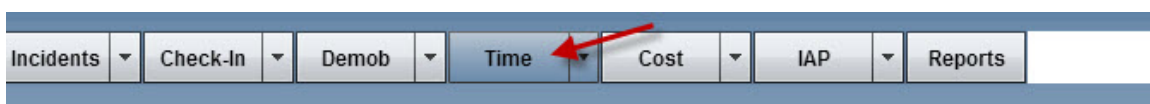
6. Enter a **Description** of the commodity (e.g., socks, boots, toiletries, etc.)
7. Enter the **Amount** of the adjustment.
8. Click the **Save** button to post the adjustment to the system. When the adjustment is saved, it displays in the grid at the bottom of the window.



## Printing an Emergency Equipment Report (OF-286)

This report is the standard timekeeping record and payment document for resources that have the OF-286 checkbox checked (Contractors and Cooperators). Follow the steps in this section to print an OF-286:

1. Click the **Time** button from the main toolbar.



2. In the Resources grid, select the OF-286 Resource for which to print the Emergency Equipment Report (OF-286).
3. Click the **Invoices** button to open the Emergency Equipment - Use Invoice and Itemized Deductions Report window.



at Enter as Tab

Delete Resource Post Time Post Adjustments **Invoices**

NOTE: If an OF-286 resource is selected and there are OF-288 subordinates rostered to it, the system will provide the option to print both the OF-286 invoice and the OF-288 invoice.

4. The **Last Date Included on Invoice** box contains the last date an invoice was posted for the resource. If needed, this date can be changed by either typing a new date or selecting it from the drop-down calendar.
5. If this is the final OF-286 for a resource leaving the incident, click to check the **Final Invoice** checkbox. If not, leave this checkbox blank. If the Final Invoice is checked, FINAL will print on the invoice. If it is not checked, INTERIM will be printed on the invoice.

6. In the **Print Options** frame, click one of the following options to identify the type of invoice to create:
  - **Preview/Print DRAFT Invoice** - Generates a Draft Invoice. Review this invoice, before printing an Original copy. The word Draft prints on this invoice. When this option is selected, the user can choose to print **OF-286 Invoice and Adjustments**, **OF-286 Invoice Only** or **OF-286 Adjustments Only**.

Invoices

**Emergency Equipment - Use Invoice and Itemized Deductions**

**O-322 REDNECK, CLARENCE**

Last Date to Include on Invoice: 09/23/2014  Final Invoice

**Print Options**

Preview/Print DRAFT Invoice

Generate ORIGINAL Invoice

Preview/Print DUPLICATE ORIGINAL Invoice

**Report Options**

OF-286 Invoice and Adjustments

OF-286 Invoice Only

OF-286 Adjustments Only

- **Generate ORIGINAL Invoice** - Generates an Original Invoice and locks all postings included in the invoice. When a posting is locked, changes cannot be made to it. When this option is selected, the system will generate both the **OF-286 Invoice** and the **OF-286 Adjustment** document, if applicable. The word Original prints on this invoice.

Invoices

**Emergency Equipment - Use Invoice and Itemized Deductions**

**O-322 REDNECK, CLARENCE**

Last Date to Include on Invoice: 09/23/2014  Final Invoice

**Print Options**

Preview/Print DRAFT Invoice

Generate ORIGINAL Invoice

Preview/Print DUPLICATE ORIGINAL Invoice

- **Preview/Print DUPLICATE ORIGINAL Invoice** - Generates a copy of an Original Invoice. A list of available invoices to select from displays when this option is selected. Select the invoice to re-print from the list. The words Duplicate Original Invoice print on this invoice.

Invoices

**Emergency Equipment - Use Invoice and Itemized Deductions**

**O-322 REDNECK, CLARENCE**

Last Date to Include on Invoice: 09/23/2014  Final Invoice

**Print Options**

Preview/Print DRAFT Invoice

Generate ORIGINAL Invoice

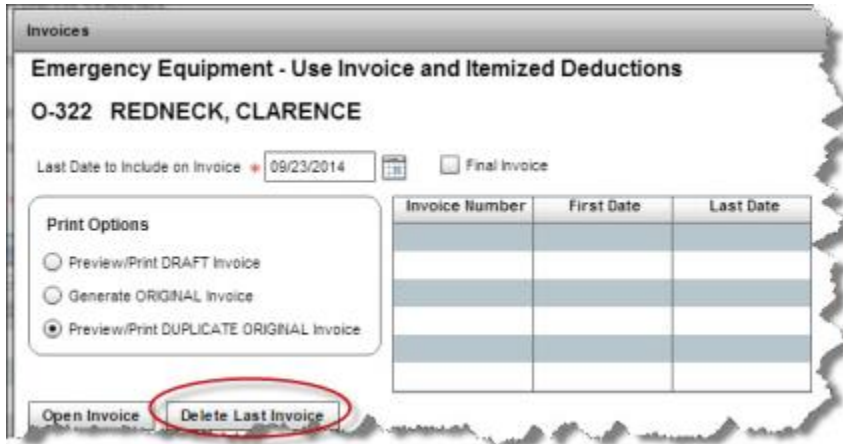
Preview/Print DUPLICATE ORIGINAL Invoice

Invoice Number	First Date	Last Date



NOTE: When reprinting an invoice, only one invoice can be selected at a time, even if multiple invoices were originally printed.

7. To delete the last invoice for the selected resource, click the **Delete Last Invoice** button. Two different warning messages display. Click the **Yes** button on each window to delete the invoice.



NOTE: An OF-286 Invoice can only be deleted if it has not been included in a financial export.



# Printing Time Reports

Follow the steps in this section to print Time Invoices and Reports in the e-ISuite system:

1. From the Home page click the **Incidents** button.
2. Click **Reports** on the main toolbar.
3. Select the **Time** tab from the toolbar.
4. Click one of the following options to identify the type of information to include on the report:

## Time Invoices

- [OF-286 Invoice](#)
- [OF-288 Invoice](#)

## Time Reports

- [Shifts in Excess of Standard Hours](#)
- [Personnel Time Report](#)
- [Work/Rest Ratio](#)
- [Summary of Hours Worked](#)
- [Missing Days of Postings](#)
- [Crew Roster](#)
- [Vendor Resource Summary](#)

## OF-286 Invoice

This report is the standard timekeeping record and payment document for FED and casual (AD) personnel involved in the incident.





NOTE: These instructions pertain to a single, overhead resource and all agency personnel rostered to hand crews, camp crews and engines.

NOTE: The user can print this Invoice from the Reports page or by clicking the Invoice button on the Time Posting page.

1. From the selection panel, click the radio button to select either **Select Request Number** or **Select Resource**.
2. Select **Request Number** or **Resource** from the drop-down menu.
3. If the resource was Demobed, enter the **Actual Release Date** and **Time** for the resource. To save the release date and time information to the resource, click the **Save Release Date/Time** button.
4. Enter the **Last Date to Include on Invoice** by entering the date or clicking on the calendar icon to the right of the date box and clicking on the appropriate date.
5. If the OF 286 is a final invoice, click the **Final Invoice** checkbox.
6. Under Print Options, click one of the following options to identify the type of invoice to create:
  - **Preview/Print DRAFT Invoice** -- Generates a Draft Invoice. Review this invoice before printing an Original copy. The word DRAFT prints on this invoice. When a user selects this option, the user can choose to print the **OF-286 Invoice and Adjustments**, **OF-286 Invoice Only** or **OF-286 Adjustments Only**.
  - **Generate ORIGINAL Invoice** -- Generates an Original Invoice and locks all postings included in the invoice. When a posting is locked, changes cannot be made to it. When you select this option, the system will generate both the OF-286 Invoice and the OF-286 Adjustments document, if applicable. The word Original prints on this invoice.
  - **Preview/Print DUPLICATE ORIGINAL Invoice**-- Generates a copy of the Original Invoice. A list of available invoices displays when you click this option. Select the invoice to re-print from the list. The words Duplicate Original Invoice print on this invoice.

NOTE: When reprinting an invoice, only one invoice can be selected even if multiple invoices were originally printed.



NOTE: When generating an ORIGINAL OF-286 the system will also print the following report, if applicable: Emergency Equipment Deductions and Additions report.

7. Select **Open Invoice** to view the selected invoice.
8. Select the **Delete Last Invoice** button to remove the last Original invoice that was generated.

NOTE: When the last Original invoice is removed, the system will unlock all time postings for that invoice.

Original ( 05/29/2014 - 06/29/2014 )										
Emergency Equipment - Use Invoice					Invoice F-2014-CA-LPF-003810-14994-B					
This invoice has not received a final audit and is subject to change prior to payment					Official 1		Page 1 of 1			
1. CONTRACTOR (Name and address) CREW SOLUTIONS 123 MAIN ST PRINEVILLE OR 98800 b. DUNS: 9998887777 c. TIN/EIN:					2. INCIDENT OR PROJECT NAME PFEIFFER CA-LPF-003810					
					3. AGREEMENT NUMBER (From OF-294) 987987654321					
					4. EFFECTIVE DATES OF AGREEMENT a. Beginning 05/15/2014 b. Ending 05/14/2013					
5. EQUIPMENT(List make, model, serial no., etc.) Unique ID: ENG3 LP17 Make: ENG3 LP17 Model: TYPE 3					6. POINT OF HIRE (Location when hired)					
					7. DATE OF HIRE		8. TIME OF HIRE			
9. ADMINISTRATIVE OFFICE FOR PAYMENT OREGON DEPARTMENT OF 39655 GLANDER STREET PORTLAND OR 97544					10. THE WORK RATE IS BASED ON ALL OPERATING SUPPLIES BEING FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR(wet) <input type="checkbox"/> GOVERNMENT(dry)					
					11. OPERATOR FURNISHED BY <input checked="" type="checkbox"/> CONTRACTOR <input type="checkbox"/> GOVERNMENT					
					12. RESOURCE ORDER NUMBER E-4					
13. YEAR		14. WORK OR DAILY RATE			15. SPECIAL RATE			16. TOTAL EARNED (14c + 15c)	17. GUARANTEE	18. AMOUNT
2014		a. UNITS WORKED (M/NR/DA)	b. RATE	c.	a. UNITS WORKED (M/NR/DA)	b. RATE	c.			
MO	DA									
6	29	1.0 DAILY	\$	\$ 2,000.00				\$ 2,000.00		\$ 2,000.00
19. CHARGE CODE PFD1		20. OBJECT CODE			25. GROSS AMOUNT DUE			\$ 2,000.00		
21. EQUIPMENT WAS Date: <input type="checkbox"/> RELEASED <input type="checkbox"/> WITHDRAWN Time:		24. ITEM 23 FROM PREVIOUS PAGE			25. TOTAL AMOUNT DUE			\$ 2,000.00		
22. REMARKS <b>INTERIM</b> <i>Prior Partial Payments</i> 06250014 - 06280014 for \$ 500.00		26. DEDUCTIONS (attach statement)			27. ADDITIONS (attach statement)			(\$ 100.00 )		
		28. NET AMOUNT DUE						\$ 1,900.00		
29. NOTE: CONTRACT RELEASE FOR AND IN CONSIDERATION OF RECEIPT OF PAYMENT IN THE AMOUNT SHOWN ON "NET AMOUNT DUE" LINE 28. CONTRACTOR HEREBY RELEASES THE GOVERNMENT FROM ANY AND ALL CLAIMS ARISING UNDER THIS AGREEMENT EXCEPT AS RESERVED IN "REMARKS" BLOCK 22.					30. CONTRACTOR SIGNATURE		31. DATE		32. RECEIVING OFFICER'S SIGNATURE	
					33. DATE		34. PRINT NAME AND TITLE		35. PRINT NAME AND TITLE	

Printed: 09/29/2014 12:45 Date Form Modified: 5/17/07 OPTIONAL FORM 298



Activity Date		Description	Deductions	Addition
6/29/2014		MEALS	(\$ 100.00)	
<b>Totals</b>			(\$ 100.00)	

## OF-288 Invoice

NOTE: The user can print this Invoice from the Reports page or by clicking the Invoice button on the Time Posting page.

- From the selection panel, click the radio button to select either **Select Request Number**, **Select Crew** or **Select Person**.
- Select **Request Number**, **Crew Name**, **Person Name** from the drop-down menu.
- Enter the **Last Date to Include on the Invoice** by entering the date or clicking on the calendar icon to the right of the date box and clicking on the appropriate date.
- If the OF-288 is a final invoice, click the **Final Invoice** checkbox.
- Under Print Options, click one of the following options to identify the type of invoice to create:
  - Preview/Print DRAFT Invoice** -- Generates a Draft Invoice. Review this invoice before printing an Original Copy. The word DRAFT prints on this invoice. When this option is selected, choose to print **OF-288 Invoice and Adjustments**, **OF-288 Invoice Only** or **OF-288 Adjustments Only**.
  - Generate ORIGINAL Invoice** -- Generates an Original Invoice and locks all postings included in the invoice. When a posting is locked,



changes cannot be made to it. When this option is selected, the system will generate both the OF-288 Invoice and the OF-288 Adjustments document, if applicable. The word Original prints on this invoice.

- **Preview/Print DUPLICATE ORIGINAL Invoice**-- Generates a copy of an Original Invoice. A list of available invoices to select from displays when this option is selected. Select the invoice to re-print from the list. The words Duplicate Original Invoice print on this invoice.

NOTE: When reprinting an invoice, only one invoice can be selected, even if multiple invoices were originally printed.

6. Select **Open Invoice** to view the selected invoice.
7. Select the **Delete Last Invoice** button to remove the last Original invoice that was generated.

NOTE: When the last Original invoice is removed, the system will unlock all time postings for that invoice.



### Emergency FireFighter Time Report, OF-288

<b>O-4 GERWE, GERI</b>				Original				06/26/2014 - 07/03/2014				1. Identification Number F-2014-CA-LPF-003810- Official # 1			
3. ECUSDA 0001234567		5. Initial Employment (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No		4. Type of Employment (X one) <input checked="" type="checkbox"/> Casual <input type="checkbox"/> Regular Govt Employee <input type="checkbox"/> Other		7. Employee Has (X) been Discharged <input type="checkbox"/> Out <input type="checkbox"/>		8. Entitled To Return Travel Time (X one) <input type="checkbox"/> Yes <input type="checkbox"/> No		9. Entitled to Return Transportation (X) <input type="checkbox"/> Yes <input type="checkbox"/> No					
5. Transferred From CA-LPR		ZIP CODE MUST BE ENTERED BELOW										IN CASE OF ACCIDENT NOTIFY			
10. Name (First, Middle, Last) GERI GERWE						15. Name									
11. Street Address FAX: Phone:						16. Street Address									
12. City		13. State		14. Zip Code		17. City		18. State		19. Telephone (Include Area Code)					
20. FIRE LOCATION IDENTIFICATION															
Column A				Column B				Column C				Column D			
1. Fire Name <b>PFEIFFER</b>		3. Unit/Account <b>0507/PF01</b>		1. Fire Name <b>PFEIFFER</b>		3. Unit/Account <b>12345</b>		1. Fire Name <b>PFEIFFER</b>		3. Unit/Account <b>0507/PF01</b>					
2. Fire No. <b>CA-LPF-003810</b>		5. State <b>CA</b>		2. Fire No. <b>CA-LPF-003810</b>		5. State <b>CA</b>		2. Fire No. <b>CA-LPF-003810</b>		5. State <b>CA</b>					
4. Fire Location <b>LPR</b>		7. Rate <b>\$ 17.08</b>		4. Fire Location <b>LPR</b>		7. Rate <b>\$ 17.08</b>		4. Fire Location <b>LPR</b>		7. Rate <b>\$ 17.08</b>					
6. Firefighter <b>AD-C DIVS</b>		8. Date and a. Year <b>2014</b>		6. Firefighter <b>AD-C DIVS</b>		8. Date and a. Year <b>2014</b>		6. Firefighter <b>AD-C DIVS</b>		8. Date and a. Year <b>2014</b>					
Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours	Mo	Day	Start	Stop	Hours	
6	2	06:00	20:00	14.0	6	3	06:00	18:00	12.0	7	1	06:00	20:00	14.0	
6	2	06:00	19:00	13.0						7	2	06:00	20:00	14.0	
6	2	06:00	18:00	12.0						7	3	06:00	20:00	14.0	
6	2	06:00	20:00	14.0											
9. Total Hours →				<b>53.0</b>	9. Total Hours →				<b>12.0</b>	9. Total Hours →				<b>42.0</b>	
10. Gross Amount (See 7a Item) →				<b>\$ 905.24</b>	10. Gross Amount (See 7a Item) →				<b>\$ 204.96</b>	10. Gross Amount (See 7a Item) →				<b>\$ 717.36</b>	
11. Inclusive Dates →				<b>6/26 - 6/29</b>	11. Inclusive Dates →				<b>6/30 - 6/30</b>	11. Inclusive Dates →				<b>7/1 - 7/3</b>	
12. Time Officer's Signature					12. Time Officer's Signature					12. Time Officer's Signature					
13. Date Signed					13. Date Signed					13. Date Signed					
21. Show "Y" for Hazard Pay and "E" Plus "K" for Environment in the "HOURS" Column for Regular Employees.												22. Commissary Record			
A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
Comp	Rate	Rate	Accounting Classification												Amount
00280			0507/PF01												
														Gross Salary or Equip. Rental	
														24. ADD Check Number and Stamp	
23. Previous Invoices												\$	Gross Earning		
												(\$)	Comm. Deduct		
NOTE: The above items are correct and proper payment from available												\$	Net Earning		
25. Employee Signature						26. Time Officer (Signature)									

Printed: 06/26/2014 12:54 Page 1 of 1 OPTIONAL FORM 288 Rev. 04/2005 v.



O-4 Emergency FireFighter Commissary Record			
06/26/201-07/03/201		(For use with OF-288 Block 22 Commissary Original	F-2014-CA-LPF-003810- Official # 1
1. Name (First, Middle, Last) GERI GERWE		7. Fire Name PFEIFFER	
2. Social Security Number 0001234567		8. Fire No. CA-LPF-003810	
3. Street Address		9. Fire Location LPF	10. State
4. City	5. State	6. Zip Code	11. Unit Code CA-LPF
Block 22 Commissary Record (From OF-288)			
a. Date	b. Category	c. Item	d. Amount
06/28/2014	MEALS	MEALS	(\$ 100.00)
Total			(\$ 100.00)

## Shifts in Excess of Standard Hours Report

The Shifts in Excess of Standard Hours report shows posted hours that are in excess of the Standard Hours defined.



1. Select one of the following Sort Report By options: **Request Number**, **Person** or **Total**.

### Shifts in Excess of Standard Hours

**Sort Report By**

- Request Number
- Person
- Total

Select Request Number    Select Person    Select All Personnel

Request Number

Start Date \*     End Date \*

Standard Hours \*

2. Select one of the following options to identify how to select the resources to include in the report: **Select Request Number**, **Select Person** or **Select All Personnel**.
3. If the user selected the **Select Request Number** option, select the **Request Number** from the drop-down list. If the user selected the **Select Person** option, select the **Person Name** from the drop-down list.
4. Enter the **Start Date** and **End Date** for the report.
5. Enter the **Standard Hours** to use in calculating the excess hours (e.g., if 8 is entered, the report will include employees with hours in excess of 8).
6. Click the **Preview/Print** button to generate the report.



SHIFTS IN EXCESS OF STANDARD HOURS					09/29/20	13:04
Incident Name: PFEIFFER (US-CA-LPF-003810)						
Start: 06/10/2014					Stop: 09/29/2014	
Standard Hours: 10.00						
Request #	Name	Shift End	Total Shift Hours	Amount Excess		
O-4	GERWE, GERI	06/26/2014	14.00	4.00		
O-4	GERWE, GERI	06/27/2014	13.00	3.00		
O-4	GERWE, GERI	06/28/2014	12.00	2.00		
O-4	GERWE, GERI	06/29/2014	14.00	4.00		
O-4	GERWE, GERI	06/30/2014	12.00	2.00		
O-4	GERWE, GERI	07/01/2014	14.00	4.00		
O-4	GERWE, GERI	07/02/2014	14.00	4.00		
O-4	GERWE, GERI	07/03/2014	14.00	4.00		
O-11	ARROYO, ALEX	06/19/2014	15.00	5.00		
O-22	CURTIS, CARMELA	06/17/2014	14.00	4.00		
O-127	GRIFFIN, GRETCHEN	06/20/2014	14.00	4.00		
O-127	GRIFFIN, GRETCHEN	06/21/2014	15.00	5.00		
O-127	GRIFFIN, GRETCHEN	06/22/2014	14.50	4.50		

## Personnel Time Report (Print/Fax)

The Personnel Time Report allows the user to either print or fax directly from the e-ISuite system. This report identifies posted time for FED or OTHER personnel. Only those personnel that meet the following requirements are included in the report:

- Time is posted for the Resource during the defined date range.
- A fax number is defined for the Resource in the e-ISuite system.
- The Employment Type is FED or OTHER.
- The Resource has an Agency defined.
- The Resource does not have a D (Demobed) Status.

1. Select a Date Range for the report by entering a **Start Date** and an **End Date** or by clicking on the calendar icon to the right of the date box and clicking on the appropriate date.
2. Select the **Agencies** to include on the report by selecting the checkbox next to the applicable agency or by clicking the **Check All** or **Clear All** buttons.
3. Enter the **Time Unit Leader Name**.





4. Enter the **Time Unit Leader Phone #**.
5. If the fax numbers are long distance, click to check the **Assume Calls are Long Distance** checkbox.
6. If a number must be dialed before placing a phone call (e.g., the user has to dial 9 to get an outside line), click to check the **Dial Outside Line** checkbox. Then enter the number that must be dialed for the outside line.
7. Click the **Preview/Print** button to preview and then print the report.
8. Click the **Fax** button to fax the report directly from the e-ISuite system to the fax number identified for the selected agencies.
9. Click the **Export to Excel** option to export the report to a format the user can import into an Excel document.

Report Of Personnel Time For PFEIFFER US-CA-LPF-003810 6/10/2014 through 9/29/2014 For Timekeeper at (111) 111-1111		NOTE - This report assumes that: - Employees have employment code of "FED" or "Other." - Employees have a valid 10-digit Fax # like (123) 456-7890. - Employees have time posted within the dates shown. - Employees status is not "D" for Demobilized.				
Questions? Contact Time Unit		MURRAY MUNCHKIN at (999) 999-9999				
Date	Accounting	Start Time	Stop Time	Hours	Premium	
<b>MURRAY, KEVIN V</b>						
Thu, 26 Jun	PF01	06:00	20:00	14.00		
Fri, 27 Jun	PF01	06:00	20:00	14.00		
Sat, 28 Jun	PF01	06:00	18:00	12.00		
Sun, 29 Jun	PF01	06:00	19:00	13.00		
<b>STEIDLEY, DEREK</b>						
Thu, 26 Jun	PF01	06:00	20:00	14.00		
Fri, 27 Jun	PF01	06:00	21:00	15.00		
Sat, 28 Jun	PF01	06:00	20:00	14.00		
Sun, 29 Jun	PF01	06:00	18:00	12.00		

## Work/Rest Ratio Report



The Work/Rest Ratio report identifies the ratio between work and rest for a Resource at the Incident.

1. Select a Date Range for the report by entering a **Start Date** and an **End Date** or by clicking on the calendar icon to the right of the date box and clicking on the appropriate date.
2. Select one of the following options to identify how to select the resources to include in the report: **All Resources** or **Specific Resource**.
3. If Specific Resource is selected, select a **Request Number** and **Resource Name** from the drop box.
4. Select one of the following **Group By** options:
  - **None** -- Select this option if the user does not want to group the data in the report.
  - **Section** -- Select this option to group the data in the report by section. When this option is selected, the system allows the user to select one or more of the following sections to group by:
    - All
    - Command
    - Operations
    - Finance
    - Planning
    - Logistics
    - External
  - **Date** -- Select this option to group the data in the report by date. When this option is selected, the user can group the data in either Ascending or Descending order.
5. Select the order in which to sort the data in the report. Data can be sorted by **Request Number** or **Name**.
6. To exclude resources with either a Demobed or Reassigned Status, check the **Exclude Demob/Reassigned** checkbox.



7. Click the **Preview/Print** button to preview and then print the report.

Work/Rest Ratio Report							
Incident: PFEIFFER US-CA-LPF-003810						Date Range: 06/10/2014 - 09/29/2014	
Request #	Resource Name	Item Code	Status	Shift Start Date	Hours of Work	Hours of Rest	Hours Exceeding Work/Rest Ratio
0-9	JARVIS, JON	SOFR	C	06/27/2014	17.0	7.0	1.5

## Summary of Hours Worked

The Summary of Hours Worked report prints a summary for All Personnel or a Specific Individual.

1. Select a Date Range for the report by entering a **Start Date** and an **End Date** or by clicking on the calendar icon to the right of the date box and clicking on the appropriate date.
2. Select the **All Resources** or **Specific Resource** radio button.
3. If Specific Resource is selected, select a **Request Number** and **Resource Name** from the drop-down menu.
4. Select one of the following Group By options:
  - **None** -- Select this option if the user does not want to group the data in the report.
  - **Section** -- Select this option to group the data in the report by section. When this option is selected, the system allows the user to select one or more of the following sections to group by:
    - Command
    - External
    - Finance
    - Logistics
    - Operations



- Plans

When the user selects **Section**, the system also allows you to select an option to use in sorting the data. Available sort options include:

- Shift Start Date
  - Request Number
  - Name
- To exclude resources with either a Demobed or Reassigned Status, check the **Exclude Demob/Reassigned** checkbox.
  - Click the **Preview/Print** button to preview and then print the report.

Summary of Hours Worked											e-ISuite Report Time
10003 PFEIFFER (US-CA-LPF-003810)											
Starting Date: 06/20/2014 Ending Date: 09/01/2014											
Request #	Name	Item Code	Status	06/20/2014	06/21/2014	06/22/2014	06/23/2014	06/24/2014	06/25/2014	06/26/2014	Total Hours
O-11	ARROYO, ALEX	DOCL	C	6.0							6.0
O-127	GRIFFIN, GRETCHEN	TIME	C	14.0	15.0	14.5	7.5				51.0
O-4	GERWE, GERI	DIVS	C							14.0	14.0
O-5	STEIDLEY, SCOTT	DIVS	P							14.0	14.0
O-6	MURRAY, MATTHEW	DIVS	C							14.0	14.0
O-9	JARVIS, JON	SOFR	C							16.0	16.0
Request #	Name	Item Code	Status	06/27/2014	06/28/2014	06/29/2014	06/30/2014	07/01/2014	07/02/2014	07/03/2014	Total Hours
O-11	ARROYO, ALEX	DOCL	C								
O-127	GRIFFIN, GRETCHEN	TIME	C								
O-4	GERWE, GERI	DIVS	C	13.0	12.0	14.0	12.0	14.0	14.0	14.0	93.0
O-5	STEIDLEY, SCOTT	DIVS	P	15.0	14.0	12.0					41.0
O-6	MURRAY, MATTHEW	DIVS	C	14.0	12.0	13.0					39.0
O-9	JARVIS, JON	SOFR	C	17.0	15.0						32.0

## Missing Days of Postings Report

This report details Resources with missing postings in a selected Date Range in the system.

- Select a Date Range for the report by entering a **Start Date** and an **End Date** or by clicking on the calendar icon to the right of the date box and clicking on the appropriate date.



2. Select one of the following options to identify the information to include in the report:
  - **Personnel**-- Select this option to only include personnel (OF-288) resources.
  - **Vendor**-- Select this option to only include vendor (OF-286) resources.
3. Select the **Personnel** option to limit the report to a specific agency by selecting an agency from the **Agency** drop-down list. The user can also limit the report to a specific employment type by selecting a type from the **Employment Type** drop-down list.
4. Select the **Personnel** option to group the data in the report by **None** or **Agency**.
5. Select the **Personnel** option to sort the data in the report by **Request Number**, **Resource Name**, **Agency** or **Employment Code**.
6. Select the **Vendor** option to sort the data in the report by **Request Number** and **Resource Name**.
7. To exclude resources with either a Demobed or Reassigned Status, check the **Exclude Demob/Reassigned** checkbox.
8. Click the **Preview/Print** button to preview and then print the report.



Missing Days of Postings by Personnel Report					
Incident: PFEIFFER (US-CA-LPF-003810)					
06/20/2014 - 07/15/2014					
Incident: PFEIFFER (US-CA-LPF-003810)					
Request #	Name	Date	Request #	Name	Date
0-11	ALEX ARROYO	06/10/14			07/04/2014
		06/11/14			07/05/2014
		06/12/14			07/06/2014
		06/13/14			07/07/2014
		06/14/14			07/08/2014
		06/15/14			07/09/2014
		06/16/14			07/10/2014
		06/17/14			07/11/2014
		06/18/14			07/12/2014
		06/19/14			07/13/2014
		07/01/2014			07/14/2014
		07/02/2014			07/15/2014
		07/03/2014			
		07/04/2014			
		07/05/2014			
		07/06/2014			
		07/07/2014			
		07/08/2014			
		07/09/2014			
		07/10/2014			
07/11/2014					
07/12/2014					
07/13/2014					
07/14/2014					
07/15/2014					
0-12	GRETCHEN GRIFFIN	06/24/2014			07/09/2014
		06/25/2014			07/10/2014
		06/26/2014			07/11/2014
		06/27/2014			07/12/2014
		06/28/2014			07/13/2014
		06/29/2014			07/14/2014
		06/30/2014			07/15/2014
		07/01/2014			
		07/02/2014			
		07/03/2014			
		07/04/2014			
		07/05/2014			
		07/06/2014			
		07/07/2014			
		07/08/2014			
		07/09/2014			
		07/10/2014			
		07/11/2014			
		07/12/2014			
		07/13/2014			
07/14/2014					
07/15/2014					

## Crew Roster

This report details members of a Crew Roster.

1. Select a **Request Number** from the drop-down menu.
2. Select a **Resource Name** from the drop-down menu.
3. To exclude resources with either a Demobed or Reassigned Status, check the **Exclude Demob/Reassigned** checkbox.
4. Click the **Preview/Print** button to preview and then print the report.



PFEIFFER US-CA-LPF-003810											
Crew Roster Report for C-1: HCS1; S/T 934; C-1											
Request #	Name	Item Code	Check-In Date	Employment Type	Trainee Status	Status	Unit ID	First Work Day	Length of Assignment	Last Work Day	Actual Release Date
C-1	HCS1; S/T 934; C-1	HCS1	06/16/2014			C	CA-SLU	06/16/2014	14	06/29/2014	
C-1.1	ELMORE, PETER	STCR	06/16/2014			C	CA-SLU	06/16/2014	14	06/29/2014	
C-1.2	HC1; CASTA 17; C-1.2	HC1	06/16/2014			C	CA-SLU	06/16/2014	14	06/29/2014	
C-1.3	HC1; CASTA 15; C-1.3	HC1	06/16/2014			C	CA-BDF	06/16/2014	14	06/29/2014	

## Vendor Resource Summary

This report details the management of Vendor Equipment including name, request number, type of equipment, and date hired for operation in the Incident.

1. Select one of the following Group By criteria:

- **None** -- Select this option if the user does not want to group the data in the report.
- **Item Code** -- Select this option to group the data by the Item Code assigned to the OF-286 Resources.
- **Vendor** -- Select this option to group the data by the Contractor and Agreement data for the OF-286 Resources.
- **Hire Date** -- Select this option to group the data by the Hire Date defined for the OF-286 Resources.

2. Select one of the following Sort By criteria:

- Request Number -- Sorts the data in the report in Request Number order.
- Item Code -- Sorts the data in the report by Item Code.
- Vendor -- Sorts the data in the report by Contractor.



- Hire Date -- Sorts the data in the report by Hire Date.
3. To exclude resources with either a Demobed or Reassigned Status, check the **Exclude Demob/Reassigned** checkbox.
  4. Click the **Preview/Print** button to preview and then print the report.

PFEIFFER US-CA-LPF-003810 Vendor Resource Summary Report									
Request #	Resource Name	Item Code	Status	Vendor/Agreement Number	Unique Name	Hire Date	Hire Time	Release Date	Release Time
C-20	CREW-MEISTERS	HC2	C	CREW SOLUTIONS 987987854321	CREWZ1	07/14/2014	0000		
E-4	ENG3; LP 17; E-4	ENG3	C	CREW SOLUTIONS 987987854321	ENG3 LP17				





# Index

## A

### Adjustments

- deleting an adjustment, 26
- editing an adjustment, 25
- time, 24

## C

### Common Data, 4

### Contractors

- manage, 58

## P

### Posting, 36

## R

### Reports

- time reports, 77

## T

### Time

- common data, 4
- FED resource, 16
- manage contractors, 58
- overview, 3
- posting adjustments, 24
- printing reports, 77