**TIME UNIT CHEAT SHEET**

**USE BLUE INK ONLY**

**AD/CASUALS**

* They should have their Casual Hire Form with them at Check In. Make a copy for the file.
* Classification is per the Resource Order.
* AD is Employment Type in EIsuite.
* Rates are EIsuite AD Rates.
* *FS – travel time home is estimated and closed out.*
* *DOI – travel time home is started and left open.*
* If there is a pay rate change at the incident, the incident supervisor will record the pay rate/position change on the CTR. Note in REMARKS on the OF-288. A new Casual Hire form is not necessary.
* Original OF-288 is given to the Casual with a copy kept in Finance with the original CTR and the Casual Hire form. (Final processing may be different depending upon the complexity of the incident.)

**GS/WG**

* Full time Federal employees and would be treated the same as full time State employees.
* CTR’s should be collected and posted for Work/Rest, Hours Tracking, Cost.
* FED is Employment Type in EIsuite.
* *Travel time home is started and left open.*
* Original OF-288 is given to the FED employee with a copy left in Finance with the original CTR. (OF-288 is not used as a pay document.)

**EFF/State Seasonals**

* Temporary employees hired as needed by the state.
* Hire paperwork is done at the local unit/land office.
* CTR’s are collected and posted.
* Use OTHER for Employment type in EIsuite.
* EFF Pay Plan and Position Matrix rates are used based on position on the Resource Order.
* *Travel time home is started and left open.*
* Original OF-288 is given to EFF with a copy left in Finance with the Original CTR.

**FULL TIME STATE**

* CTR’s should be collected and posted for Work/Rest, Hours tracking, Cost.
* Use OTHER for the Employment Type in EIsuite.
* Use EFF Pay Plan and Position Matrix rate for cost tracking purposes although this is not their true pay rate, or leave open and allow the system to accrue based on position.
* *Travel time home is started and left open.*
* Original OF-288 is given to State employee with a copy left in Finance with the original CTR. (OF-288 is not used as a pay document.)

In all instances, make sure all OF-288’s are reviewed and signed by the employee prior to Demob.