

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 Elsuite.
- Rates are Elsuite 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 Elsuite.
- *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

- Part time 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 Elsuite.
- Chapter 10/Blue Page rates are used based on position on the Resource Order. (Actual pay rates for Seasonals only will differ from Chap 10/Blue Pages.)
- *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 Elsuite.
- Use Chap 10/Blue Page rate for cost tracking purposes although this is not their true pay rate.
- *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.