

Getting Help

- Access the e-ISuite website at: <http://famit.nwcg.gov/applications/eISuite>
- Contact the Helpdesk at: (866) 224-7677

Personnel Data

- Personnel data is initially defined in Resources. Before a user can Post Time, they must edit the Resource records and add Time data.
- Assign one of the following **Employment Type's** to the resource:
 - AD
 - FED
 - OTHER
- If the **Employment Type** is **AD**, enter an Employee Common Identifier (ECI). A number with less than 10 characters will be formatted with leading zeros. For example, the number 1234567 would be formatted 0001234567.
- Resources with an **AD Employment Type** must have an ECI defined before an **Original OF-288** will print.
- An AD must have a correct **Unit ID** and **Item Code** defined to process payments.

Post Personnel Time

1. The **Date** field is a required field for all time postings. When posting time that extends beyond midnight, the posting will reflect both dates in the grid. If the time post extends beyond midnight, the user must verify the overlap before proceeding.
2. When posting **GUAR, COP** or **DAY OFF** time for a **FED** or **Other** resource, the **Start Time** and **Stop Time** boxes are disabled. A Start and Stop Time do not need to be defined for these **Special** time postings.
3. When posting **GUAR, COP** or **DAY OFF** time for an **AD** resource, the **Start Time** and **Stop Time** boxes are disabled and the **Hours** box is enabled. Enter the number of hours for the AD resource in this box. The maximum number of hours a user can enter is **8**.
4. When the **Post Start Time Only** checkbox is checked:
 - a. **Travel Pay** is automatically inserted into the **Special** box.
 - b. **Number of Hours** is set to **0** (zero).
 - c. Only a **Start Time** is required.
5. When the **Travel Pay** code is selected from the **Special** drop-down and the **Post Start Time Only** checkbox is NOT checked:
 - a. A **Start Time** and a **Stop Time** are both required.
 - b. The **Number of Hours** for travel is calculated from the **Start Time** and **Stop Time**.

Crew Time

1. Personnel data is generally defined at Check-in. Before time can be posted, the resource records must be edited to add Time data.
2. All crew members must have an **Item Code** for their position. Do NOT use HC1 or HC2 for an individual member. This will affect payment for an AD employee, and will cause the cost to reflect as a hand crew for each member.
3. Assign one of the following **Employment Type's** to the crew members or operators:
 - i. AD
 - ii. FED
 - iii. OTHER
4. If the **Employment Type** is **AD**, enter an Employee Common Identifier (**ECI**). A number with less than 10 characters will be formatted with leading zeros. For example, the number 1234567 would be formatted as 0001234567.
5. Crew members with an **AD Employment Type** must have an **ECI** defined before an **Original OF-288** will print for them.
6. An AD must also have a correct **Unit ID** and **Item Code** defined to process payments.

Post Crew Time

1. Highlight the Primary crew or equipment resource in the Resource Grid.
2. A Post Time area displays that allows the user to select all or one or more of the subordinate crew members.
3. Click the **Select All** button to select all crew members listed in the **Crew Members** grid.
4. To select one or more, but not all, members click on the desired members in the grid.
5. Click the **Select None** button to unselect any members selected in the **Crew Members** grid.
6. Click the **Invert** button to select those crew members who are not selected and unselect those crew members who are selected.
7. Time can only be posted to crew members with a **Checked In Status**.

Request #	Resource Name	Item Code	Status
> C-4	COOPER IHC	HC1	C
E-3	RHONDA'S RENTALS	LITE	C
E-24	SAMS SAW SHOP	MISC	C

C-4 COOPER IHC		
Name	Status	Emp Type
DAVIS, KELLY	C	FED
JENSEN, LYNN	C	FED

OF-288

1. Select **Preview/Print DRAFT Invoice** to generate a Draft Invoice. Review the invoice before printing an Original copy. The word **DRAFT** prints on this invoice.
2. Select **Generate ORIGINAL Invoice** to generate an Original Invoice. This locks all postings included in the invoice. When a posting is locked, changes cannot be made to it.
3. Select **Preview/Print DUPLICATE ORIGINAL Invoice** to generate a copy of an Original Invoice. A list of available invoices from which a user can select displays when this option is clicked.
4. When generating a **DRAFT Invoice**, the user can generate an **OF-288 with Adjustments**, an **OF-288 Only**, or **Adjustments Only**.
5. When generating an **ORIGINAL Invoice** or a **DUPLICATE ORIGINAL Invoice**, the user can only generate an **OF-288 with Adjustments**.
6. To generate a **Final Invoice** for a resource, click to check the **Final Invoice** checkbox.
7. For an Interim Payment do NOT select **Final Invoice**.
8. Make sure the **Last Date to Include on Invoice** is set to include ALL posted time. The **Last Date to Include on Invoice** defaults to the last date to which time was posted.
9. Only the last column of posted time requires a signature. Signature boxes for all other columns with posted time are grayed out. When the user selects **Final Invoice**, a blank column for **Travel Time** is included on the invoice.

Invoices

Incident Time Report
O-4 SPARROW, JANE

Last Date to include on Invoice * Final Invoice

Print Options	Report Options
<input checked="" type="radio"/> Preview/Print DRAFT Invoice	<input checked="" type="radio"/> OF-288 Invoice and Adjustments
<input type="radio"/> Generate ORIGINAL Invoice	<input type="radio"/> OF-288 Invoice Only
<input type="radio"/> Preview/Print DUPLICATE ORIGINAL Invoice	<input type="radio"/> OF-288 Adjustments Only

Correct an Original Printed Invoice

1. To correct an Original Invoice that was previously printed, delete the old invoice, make the appropriate corrections to the Postings, and then create and print the new invoice. This can only be done prior to the Financial Export.
2. On the Invoice window, click the **Delete Last Invoice** button. Click **Yes** on the message that displays.

Finance Data Export

1. Auditing is critical before processing a **Financial Export**.
2. The procedure will export finalized accrual data, **Original OF-288** invoices for Casual (AD) employees and **Original OF-286** invoices that have been processed for payment.
3. OF-288 original invoices cannot be deleted or edited and accrual data cannot be modified once this export is completed.

Contracted Time

1. It is not mandatory to have a Contract and an Agreement established prior to posting Time, but it will be necessary before processing an invoice.
2. Verify whether the contractor is defined in the database before creating a Contract record. If the contractor is not defined, select the **Contractors** option from the **Time** menu to add a new contractor.
3. If a contract/agreement is not defined in the database for the Contractor, select a Contractor on the **Contractor** page and enter the **Contract/Agreement** information.
4. If the appropriate administrative office is not defined in the database, select the **Admin Office** option from the **Time** menu to add a new administrative office.
5. After entering the **Contractor/Cooperator**, **Contract/Agreement #**, **Unique Name** or **VIN** and the other information, click on **Save** to activate the **Rates** area.
6. Enter the **Rate Type** and **Time UOM** for the contracted resource as reflected in the contract.
7. Rostering a **Member/Operator** is the same as adding and editing **Crews**.
8. Not all **Members/Operators** require Time data.

Post Contracted Time

1. To post a **Daily Rate** for a Contracted Resource, complete the **Start Date** and **End Date** boxes.
2. A user can post for one date or for a range of up to five dates.
3. To post an **Hourly Rate** for a Contracted Resource, complete the **Date**, **Start Time** and **Stop Time** boxes.
4. To post **Mileage** for a Contracted Resource, complete the **Date** and **Miles** boxes.
5. To post **Each** for a Contracted Resource, complete the **Date** and **Units** boxes.
6. When no actual work is performed under hire, select the **Guarantee Post** option and enter the applicable date(s).
7. The **1/2 Rate** can apply to the **Primary**, **Special** or **Both Rates** when posting. The **1/2 Rate** reduces the **Guarantee Amount** on **Daily** by half.
8. The **Guarantee Amount** only displays on the **OF-286**.
9. **Post Options** display based on the **Primary** and **Special UOM's** selected.
8. When a user reposts **Contracted Resource Time**, they can add to the original posting or overwrite the existing entry.

Request #	Resource Name	Item Code	St
> C-1	WACO REGS	HC2I	C
C-1234	SNOWVILLE WFM	FUMD	C
E-3	FRED'S TENDER	WEED	C
E-4	HONEY POTS	TLT	C
E-1234	RALPH'S ENGINES	ENG4	C
O-1	KAVANAUGH, KEVIN	BCMG	C
O-2	BACKSTROM, ANNIE	FFT1	C
O-3	MITCHELL, MIKE	OPBD	C

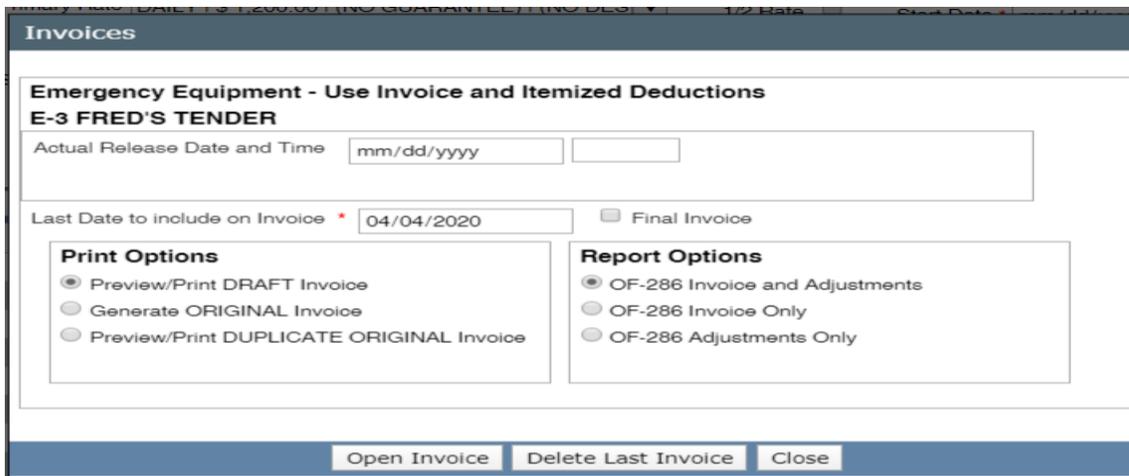
E-3 FRED'S TENDER

Accounting Code * 987456

TIME UOM	Rate	Guarantee	Description
Primary Rate	DAILY \$ 1,200.00 (NO GUARANTEE) (NO DES		1/2 Rate <input type="checkbox"/> Star
			Days <input type="text"/>
Special Rate	DAILY \$ 250.00 (NO GUARANTEE) (NO DESCRIP		

OF-286

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2. Select **Generate ORIGINAL Invoice** to generate an Original Invoice. This locks all postings included in the invoice. When a posting is locked, the user cannot make any changes to it.
3. After an Original OF-286 invoice is printed, the e-ISuite application will not allow the Contractor or Agreement to be deleted or changed for that Resource.
4. Select **Preview/Print DUPLICATE ORIGINAL Invoice** to generate a copy of an Original Invoice. A list of available invoices from which the user can select displays when the option is clicked.
5. When generating a **DRAFT** Invoice, the user can generate an **OF-286 with Adjustments**, an **OF-286 Only**, or **Adjustments Only**.
6. When generating an **ORIGINAL** Invoice or a **DUPLICATE ORIGINAL** Invoice, the user can only generate an **OF-286 with Adjustments**.
7. To assign an **Actual Release Date and Time** to the resource from the OF-286 window, enter the date and time into the **Actual Release Date and Time** boxes.
8. Make sure the **Last Date to Include on Invoice** is set to include ALL posted time. The **Last Date to Include on Invoice** defaults to the last date to which time was posted.
9. The user can only make changes by deleting the Original Invoice, if the invoice was not submitted for payment. Once an **Original Invoice** is included in the **Financial Export**, the user will not be able to delete it



Invoices

Emergency Equipment - Use Invoice and Itemized Deductions
E-3 FRED'S TENDER

Actual Release Date and Time

Last Date to include on Invoice * 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

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2. On the Invoice window, click the **Delete Last Invoice** button. Then click **Yes** on the messages that displays.

Invoices

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2. The procedure will export finalized accrual data, **Original OF-288** invoices for Casual (AD) employees and **Original OF-286** invoices that have been processed for payment.
3. OF-286 original invoices cannot be deleted or edited and accrual data cannot be modified once this export is completed.