



TIME

Version 2.0.1

Wednesday, June 3, 2020

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Time Overview

The Time section explains how to use the Time module to manage incident time for Federal, Casual (AD), and Other personnel, as well as for Contractor and Cooperator Resources. In Time, pay documents can be created such as the Incident Time Report (OF-288) and the Emergency Equipment Use Invoice (OF-286).

- [Managing Time Data for a Single, Overhead Resource](#)
 - [Manage Time Postings for a Single, Overhead Resource](#)
- [Managing Time Data for a Crew](#)
 - [Managing Time Postings for a Crew](#)
- [Managing Time Data for a Contractor or Cooperator Resource](#)
 - [Managing Time Postings for a Contractor or Cooperator resource](#)
- [Posting Time Adjustments](#)
- [Manage Contractors/Cooperators](#)
- [Manage Admin Offices for Payment](#)
- [Invoices](#)
- [Printing Time Reports](#)

In e-ISuite, a user has the ability to Add, Edit, Delete and Roster a resource with each of the following roles:

- Check-in/Demob
- Time
- Cost

Please refer to the *Check-In* section of the User Guide for additional information on adding, editing and deleting or rostering a resource.

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.

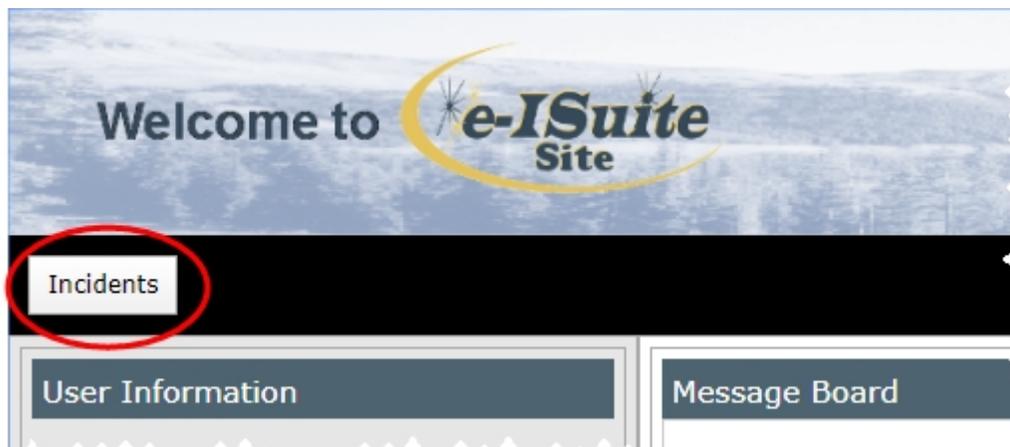
Follow the steps in this section to add and edit Time data for a Non-Contracted, Person Resource at an Incident.

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.

e-ISuite Time

e-ISuite Site Welcome jdoe Active Database: HOPEVALLEY

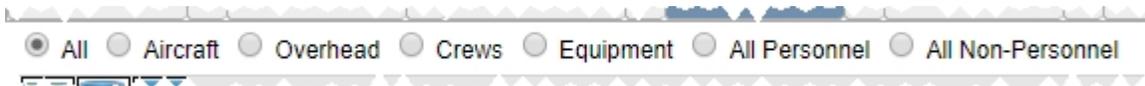
Incidents Check-In Demob **Time** Cost IAP Training Reports

Incident Name Incident # Event Type Start Date Jurisdiction Det

Incident Name	Incident #	Event Type	Start Date	Jurisdiction	Det
BLUE LAKE	US-WA-ABDN-389283	FIRE - WILDFIRE	02/01/2020	USFS	345
FLAMINGO ROW	US-WA-ABDN-389833	FIRE - WILDFIRE	02/01/2020	USFS	234
GREEN LAKE	US-WA-ABDN-2389832	FIRE - WILDFIRE	02/01/2020	USFS	
HOPE VALLEY	US-WA-ABDN-8978888	FIRE - WILDFIRE	02/01/2020	USFS	119
HOT VALLEY	US-WA-ABDN-3892898	FIRE - WILDFIRE	11/01/2019	USFS	238
LAKE WOEBEGONE	US-WA-ABDN-2839893	FIRE - WILDFIRE	02/01/2020	USFS	
RED LAKE	US-WA-ABDN-387283795	FIRE - WILDFIRE	11/01/2019	USFS	981
SCHAEFFER	US-CA-SQF-001317	FIRE - WILDFIRE	06/24/2017	USFS	
TEST ADDING	US-WA-ABDN-897897987	FIRE - WILDFIRE	02/01/2020	USFS	138

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.

Add Resource
 Edit Resource
 Delete Resource
 Post Time
 Post Adjustments
 Invoices

Accounting Code: 1199
 Request Number: O-144
 Status: C
 Person:
 Invoice OF-286:

Last Name: * CARLYLE
 First Name: * JESSICA
 Cell Phone #:
 Item Code: * CART
 Trainee:
 Item Name: CARTOGRAPHER

Unit ID: * WA-ABDN
 Agency: USFS
 Mobilization Date: 02/01/2020
 Check-In Date: 02/01/2020
 Check-In Time: 0600
 Actual Release Date: mm/dd/yyyy
 Actual Release Time:

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.

NOTE: If a resource has time or adjustment postings and the Employment Type is changed, the system will display a message indicating that the postings should be reviewed before making the change. Click the OK button to save the change. Click the Cancel button to cancel the change.

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 (ECI)**.

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. The **Point of Hire** auto-fills, based on the **Unit ID** for the selected AD. It can be changed to another **Point Of Hire**, as needed.
5. Select the **Class** from the drop-down list.
6. The **Current Rate** will automatically populate based on the Class.
7. Enter the **Hiring Unit Name**, **Hiring Unit Phone Number**, **Hiring Unit Fax Number** and any OF-288 Remarks in the **Remarks** box. These comments will print on the OF-288 form. Up to 50 characters can be entered.
8. Click the **Save** button.

Check-In Data	Demob Data	Time Data	Cost Data
Employment Type	AD		
Employee Common Identifier	5463456345	Hiring Unit Name	ABERDEEN FIRE DEPARTMENT
Point of Hire *	WA-ABDN	Hiring Unit Phone Number	(999) 888-7777
Class *	AD-E	Hiring Unit Fax Number	(888) 777-6666
Current Rate	\$ 22.92		
+ Employee Common Identifier Field 1234567 will be formatted as 0001234567 + Employee Common Identifier Field will be required prior to generating an invoice			
Remarks			
Save	Save and Roster	Cancel	Roster Resources

FED Resource

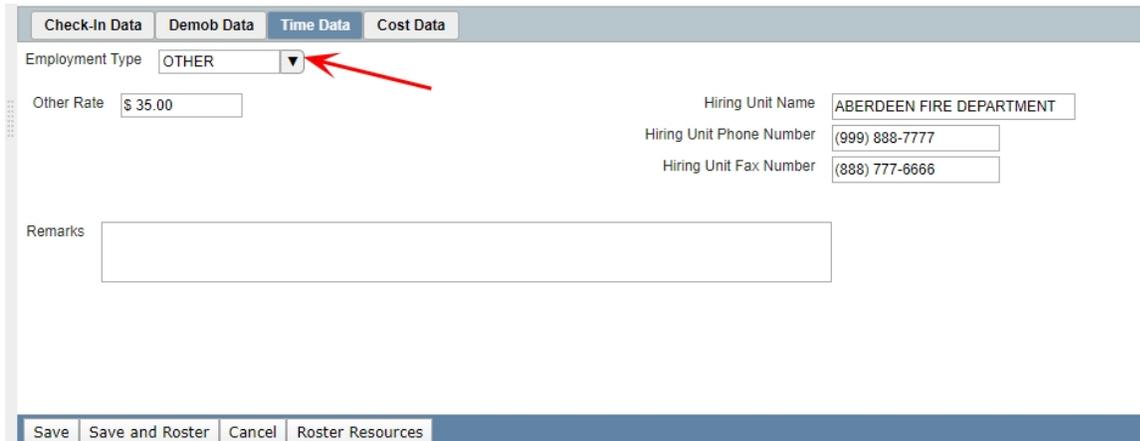
1. Select the **FED Employment Type** from the drop-down list.
2. Enter the **Hiring Unit Name, Hiring Unit Phone Number, Hiring Unit Fax Number** and any OF-288 Remarks in the **Remarks** box. These comments will print on the OF-288 form. Up to 50 characters can be entered.
3. Click the **Save** button.

Check-In Data	Demob Data	Time Data	Cost Data
Employment Type	FED		
		Hiring Unit Name	ABERDEEN FIRE DEPARTMENT
		Hiring Unit Phone Number	(999) 888-7777
		Hiring Unit Fax Number	(888) 777-6666
Remarks			
Save	Save and Roster	Cancel	Roster Resources

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**, if applicable.

4. Enter the **Hiring Unit Name**, **Hiring Unit Phone Number**, **Hiring Unit Fax Number** and any OF-288 Remarks in the **Remarks** box. These comments will print on the OF-288 form. Up to 50 characters can be entered.
5. Click the **Save** button.



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

Employment Type OTHER ▼

Other Rate \$ 35.00

Hiring Unit Name ABERDEEN FIRE DEPARTMENT

Hiring Unit Phone Number (999) 888-7777

Hiring Unit Fax Number (888) 777-6666

Remarks

Save Save and Roster Cancel Roster Resources

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.

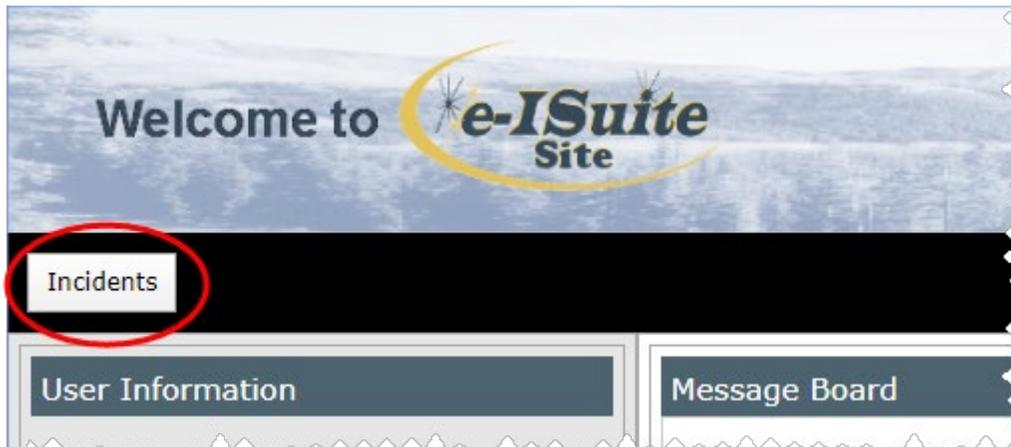
Time Postings for an AD Resource

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 posting fields instead of the **Tab** key.

Treat Enter as Tab

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.

e-ISuite Site		Welcome jdoe		Active Database: HOPEVALLEY			
Incidents	Check-In	Demob	Time	Cost	IAP	Training	Reports
Add Incident							
Incident Name ↑	Incident #	Event Type	Start Date	Jurisdiction	Det		
<input type="text"/>	<input type="text"/>						
SITE_GROUP							
BLUE LAKE	US-WA-ABDN-389283	FIRE - WILDFIRE	02/01/2020	USFS	345		
FLAMINGO ROW	US-WA-ABDN-389833	FIRE - WILDFIRE	02/01/2020	USFS	234		
GREEN LAKE	US-WA-ABDN-2389832	FIRE - WILDFIRE	02/01/2020	USFS			
HOPE VALLEY	US-WA-ABDN-8978888	FIRE - WILDFIRE	02/01/2020	USFS	115		
HOT VALLEY	US-WA-ABDN-3892898	FIRE - WILDFIRE	11/01/2019	USFS	238		
LAKE WOEBEGONE	US-WA-ABDN-2839893	FIRE - WILDFIRE	02/01/2020	USFS			
RED LAKE	US-WA-ABDN-387283795	FIRE - WILDFIRE	11/01/2019	USFS	981		
SCHAEFFER	US-CA-SQF-001317	FIRE - WILDFIRE	06/24/2017	USFS			
TEST ADDING	US-WA-ABDN-897897987	FIRE - WILDFIRE	02/01/2020	USFS	138		

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**.
 - **(Casuals) Hazardous Fuels** -- Select this option to post Hazard time for the resource.
 - **(Casuals) Instructor** -- Select this option to post time for AD instructors.
 - **(Casuals) Training** -- 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

[Add Resource](#) [Edit Resource](#) [Delete Resource](#) [Post Time](#) [Post Adjustments](#) [Invoices](#)

O-103 CRUTCH, LUCAS

Accounting Code * 1199 Start * 0500 Class * AD-D Item Code * DPIC
Date * 02/03/2020 Stop * 1200 Rate \$ 20.84 Trainee
Special Hours 7 Post Start Time Only

Save Cancel Add Edit Delete

Date	Start	Stop	Class	Rate	Item Code	Special Rate	Quantity	Accounting Code	Inv
02/01/2020	0600	1800	AD-D	\$ 20.84	DPIC		12	1199	
02/02/2020	0600	1800	AD-D	\$ 20.84	DPIC		12	1199	

NOTE: To change the AD Class, Item Code or Trainee status for the remainder of the assignment, click on the **Edit Resource** button and edit the information on that screen. Edits on the Edit Resource screen will apply to all subsequent time postings.

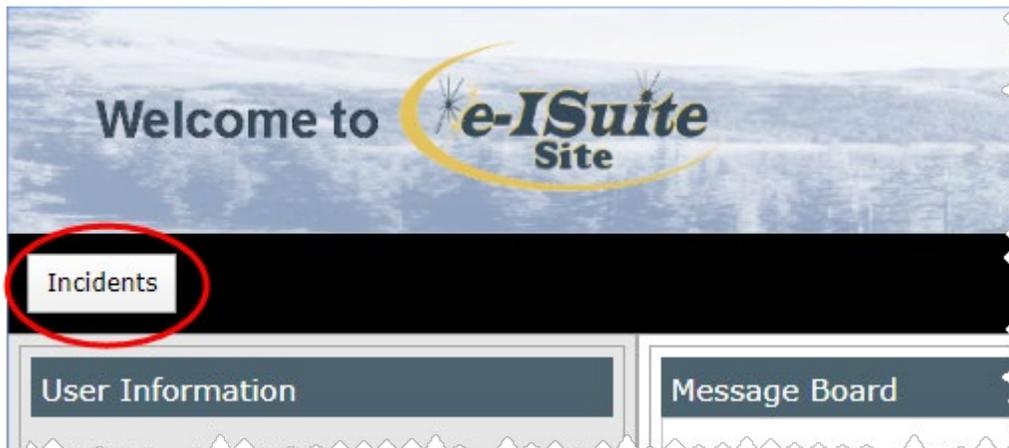
Time Postings for an Other Resource

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.



e-ISuite Site Welcome jdoe Active Database: HOPEVALLEY							
Incidents	Check-In	Demob	Time	Cost	IAP	Training	Reports
Add Incident							
Incident Name ↑	Incident #	Event Type	Start Date	Jurisdiction	Det		
▼ SITE_GROUP							
BLUE LAKE	US-WA-ABDN-389283	FIRE - WILDFIRE	02/01/2020	USFS	345		
FLAMINGO ROW	US-WA-ABDN-389833	FIRE - WILDFIRE	02/01/2020	USFS	234		
GREEN LAKE	US-WA-ABDN-2389832	FIRE - WILDFIRE	02/01/2020	USFS			
HOPE VALLEY	US-WA-ABDN-8978888	FIRE - WILDFIRE	02/01/2020	USFS	119		
HOT VALLEY	US-WA-ABDN-3892898	FIRE - WILDFIRE	11/01/2019	USFS	238		
LAKE WOEBEGONE	US-WA-ABDN-2839893	FIRE - WILDFIRE	02/01/2020	USFS			
RED LAKE	US-WA-ABDN-387283795	FIRE - WILDFIRE	11/01/2019	USFS	981		
SCHAEFFER	US-CA-SQF-001317	FIRE - WILDFIRE	06/24/2017	USFS			
TEST ADDING	US-WA-ABDN-897897987	FIRE - WILDFIRE	02/01/2020	USFS	138		

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

13. If appropriate, change the **Trainee** status.

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.

14. 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**.

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 data 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 user has the option to either **Overwrite** the existing time posting or **Cancel** the entry.

[Add Resource](#) | [Edit Resource](#) | [Delete Resource](#) | [Post Time](#) | [Post Adjustments](#) | [Invoices](#)

O-105 COLUMBO, RALPH

Accounting Code * Start * Other Rate Item Code *

Date * Stop * Trainee

Special Hours Post Start Time Only

Date ↑	Start	Stop	Rate	Item Code	Special Rate	Quantity	Accounting Code	Invoiced
02/01/2020	0600	1800	\$ 45.00	PIOF		12	1199	
02/02/2020	0600	1800	\$ 45.00	PIOF		12	1199	

NOTE: To change the Item Code, Rate or Trainee status, click on the **Edit Resource** button and edit the information on that screen. Edits on the Edit Resource screen will apply to all subsequent time postings.

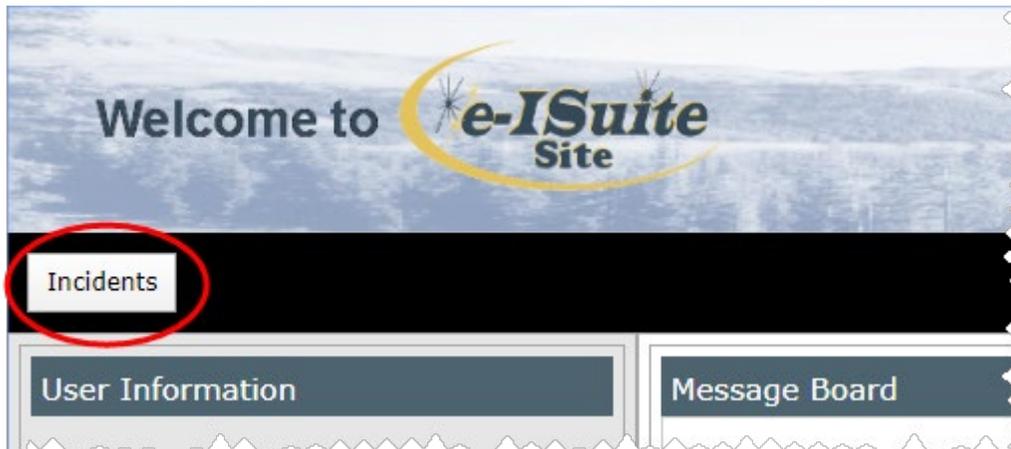
Time Postings for a FED Resource

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.

 Treat Enter as Tab

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.

e-ISuite Site		Welcome jdoe		Active Database: HOPEVALLEY			
Incidents	Check-In	Demob	Time	Cost	IAP	Training	Reports
Add Incident							
Incident Name ↑	Incident #	Event Type	Start Date	Jurisdiction	Det		
▼	▼	▼	▼	▼	▼		
▼ SITE_GROUP							
BLUE LAKE	US-WA-ABDN-389283	FIRE - WILDFIRE	02/01/2020	USFS	345		
FLAMINGO ROW	US-WA-ABDN-389833	FIRE - WILDFIRE	02/01/2020	USFS	234		
GREEN LAKE	US-WA-ABDN-2389832	FIRE - WILDFIRE	02/01/2020	USFS			
HOPE VALLEY	US-WA-ABDN-8978888	FIRE - WILDFIRE	02/01/2020	USFS	115		
HOT VALLEY	US-WA-ABDN-3892898	FIRE - WILDFIRE	11/01/2019	USFS	238		
LAKE WOEBOGONE	US-WA-ABDN-2839893	FIRE - WILDFIRE	02/01/2020	USFS			
RED LAKE	US-WA-ABDN-387283795	FIRE - WILDFIRE	11/01/2019	USFS	981		
SCHAEFFER	US-CA-SQF-001317	FIRE - WILDFIRE	06/24/2017	USFS			
TEST ADDING	US-WA-ABDN-897897987	FIRE - WILDFIRE	02/01/2020	USFS	138		

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.

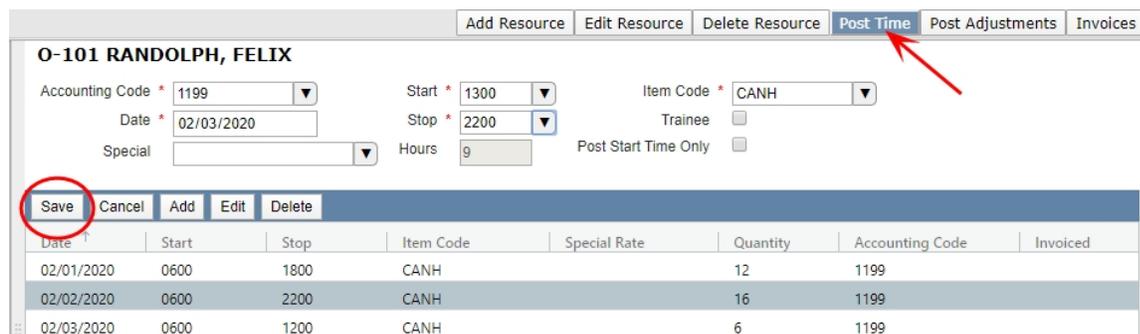
NOTE: When the **Post Start Time Only** checkbox is checked the system will automatically populate the **Special** field with the **Travel** option. The system will only require a **Start Time**.

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.



O-101 RANDOLPH, FELIX

Accounting Code * 1199 Start * 1300 Item Code * CANH
 Date * 02/03/2020 Stop * 2200 Trainee
 Special Hours 9 Post Start Time Only

Save Cancel Add Edit Delete

Date	Start	Stop	Item Code	Special Rate	Quantity	Accounting Code	Invoiced
02/01/2020	0600	1800	CANH		12	1199	
02/02/2020	0600	2200	CANH		16	1199	
02/03/2020	0600	1200	CANH		6	1199	

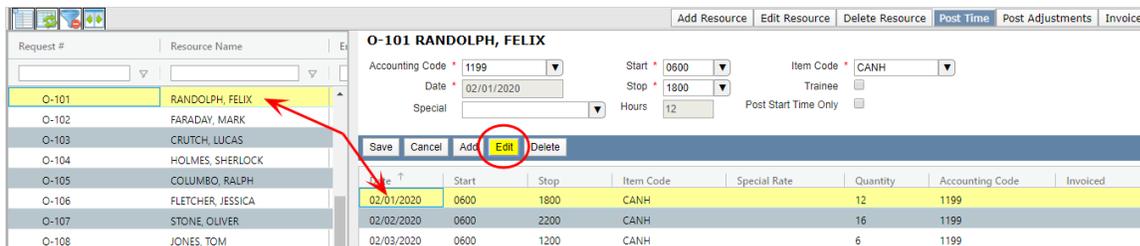
NOTE: To change the Item Code or Trainee status, click on the **Edit Resource** button and edit the information on that screen. Edits on the Edit Resource screen will apply to all subsequent time postings.

Managing Time Postings

Editing a Time Posting Entry

1. Click the **Post Time** button to open the Post Time area.
2. In the Resources grid, click the Personnel Resource with the posted time to be edited.
3. Select the Time posting to edit from the time posting grid.
4. Click the **Edit** button.
5. Make the appropriate changes to the information in the time posting.
6. Click the **Save** button to save any changes made to the time posting.

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



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.

e-ISuite Time

Request # [] Resource Name []

O-101 RANDOLPH, FELIX

Accounting Code * 1199 Start * 0600 Item Code * CANH
Date * 02/01/2020 Stop * 1800 Trainee
Special [] Hours 12 Post Start Time Only

Save Cancel Add Edit **Delete**

Date	Start	Stop	Item Code	Special Rate	Quantity	Accounting Code	Invoiced
02/01/2020	0600	1800	CANH		12	1199	
02/02/2020	0600	2200	CANH		16	1199	
02/03/2020	0600	1200	CANH		6	1199	

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

Confirm Delete

Do you really want to remove the Time Posting?

Yes No

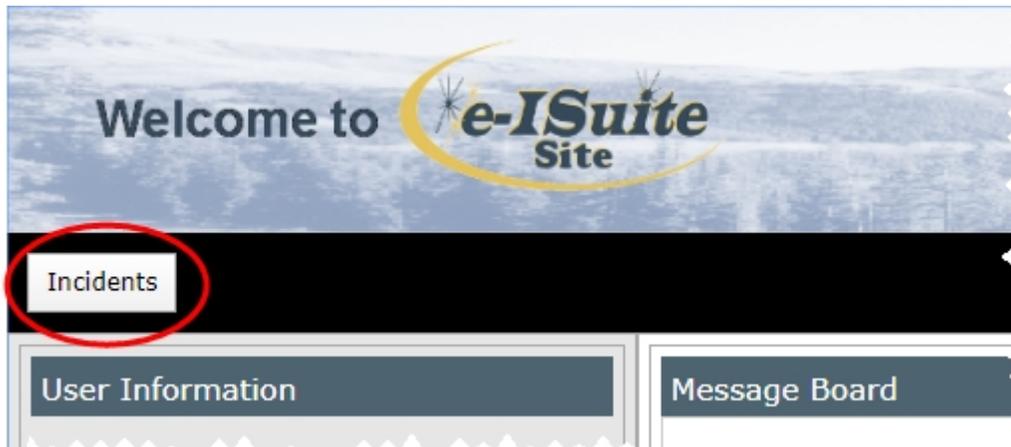
NOTE: See the Reports section of this document for instructions on printing an OF-288 Invoice for an Overhead resource.

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

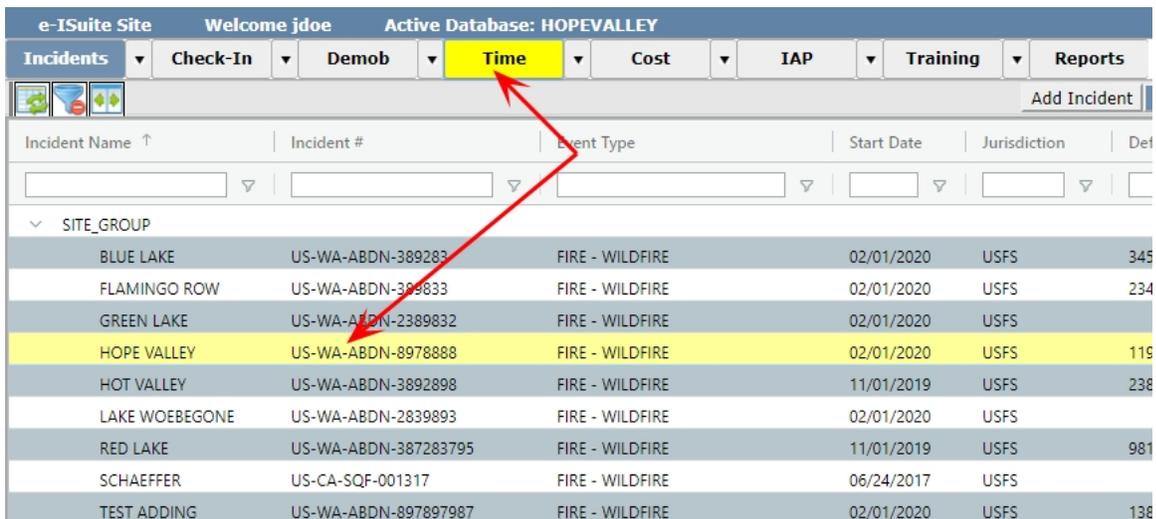
Posting Time Adjustments

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.



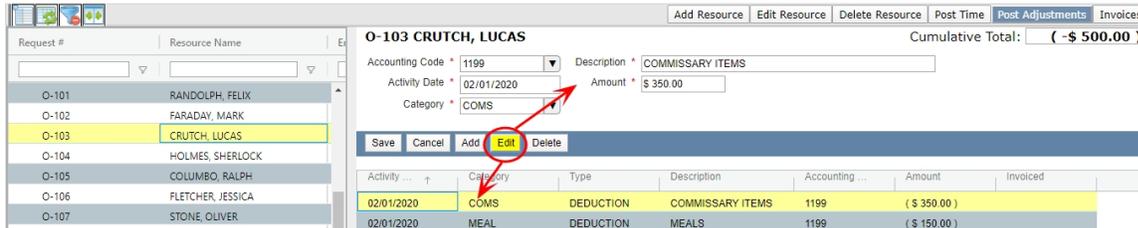
Editing an Adjustment

Follow these steps to edit an adjustment:

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

1. Click the **Post Adjustments** button.
2. Select the Resource with the adjustment that needs editing.
3. Select the adjustment to edit from the grid.

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.

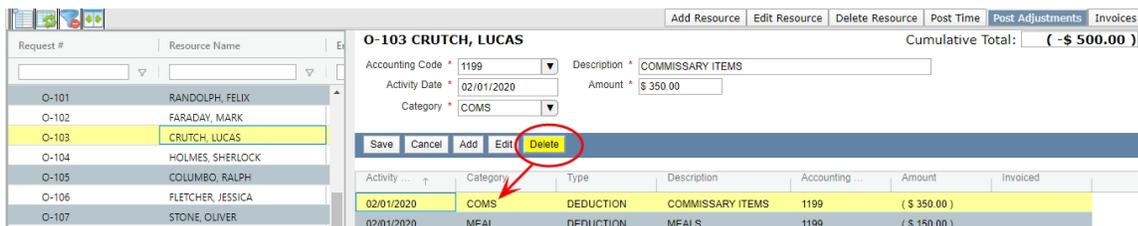


Deleting an Adjustment

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. Click the **Post Adjustments** button.
2. Select the Resource with the adjustment that needs to be deleted.
3. Select the adjustment to delete from the grid.
4. Click the **Delete** button.



5. A confirmation message will display. Click **Yes**.

Confirm Delete

Do you really want to remove the Time Adjustment?

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, see the *Check-In User Guide* section, *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.

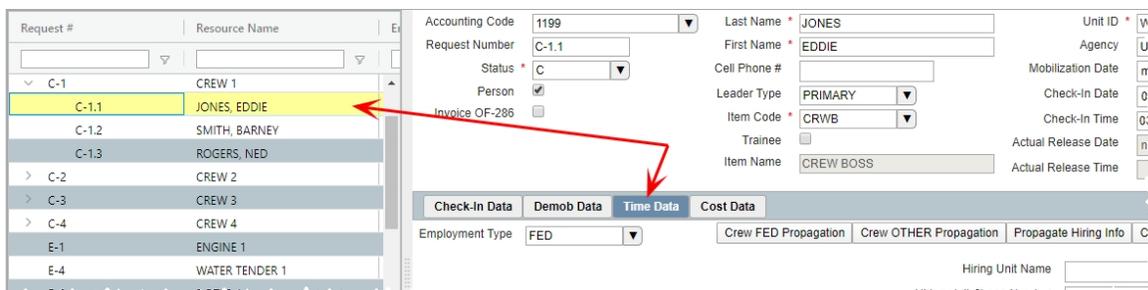
To post time to a crew, their employment type has to be identified. The initial crew screen has button features that will propagate the crew employment type to all crew members allowing the user to enter the information only once.

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

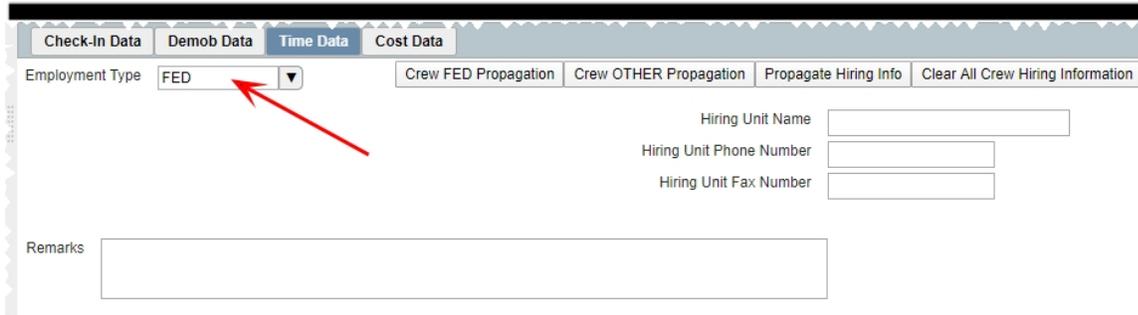
- The crew members must have an Employment Type.
- The crew members must have an Accounting Code.
- The crew members must have a Status of C (Checked-in) or P (Pending Demob).

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

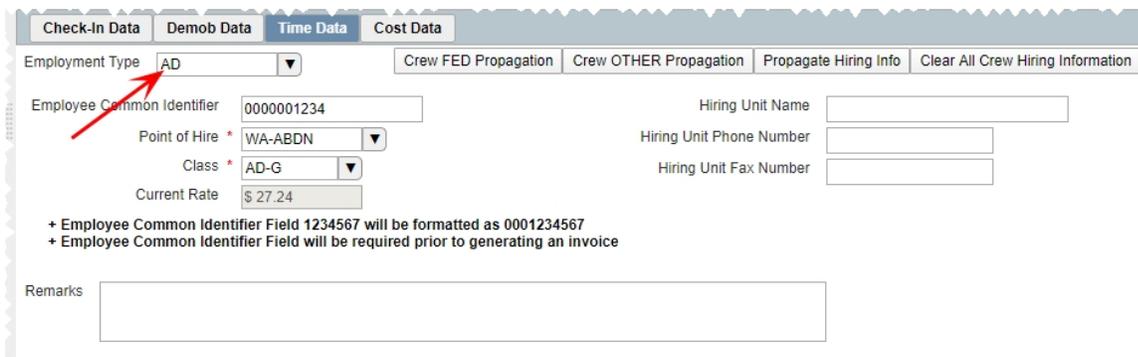
1. Select a crew resource from the resource grid.
2. Click the **Edit Resource** button.
3. Click the **Time Data** tab.



4. For a FED resource, select the **FED Employment Type** and enter the **Hiring Unit Name, Hiring Unit Phone Number, Hiring Unit Fax Number** and any **OF-288 Remarks**.



- For an AD resource, select the **AD Employment Type** then enter the **Employee Common Identifier**, **Point of Hire** and **Class**. Also enter the **Hiring Unit Name**, **Hiring Unit Phone Number**, **Hiring Unit Fax Number** and any **OF-288 Remarks**.



- For an Other resource, select the **Other Employment Type** then enter the **Other Rate**, **Hiring Unit Name**, **Hiring Unit Phone Number**, **Hiring Unit Fax Number** and any **OF-288 Remarks**.

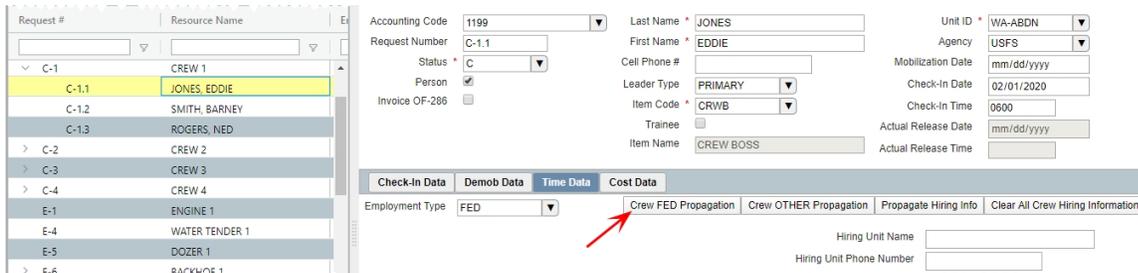


- Click the **Save** button.

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.



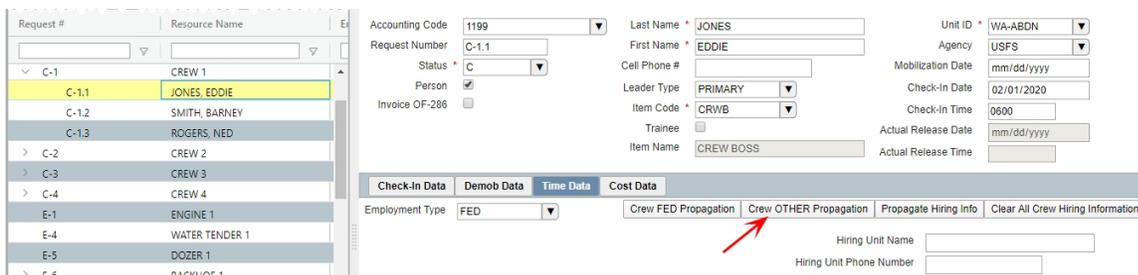
The screenshot shows the 'Time Data' tab in the software interface. On the left, a list of crew resources is visible, with 'C-1.1 JONES, EDDIE' selected. The main form contains fields for Accounting Code (1199), Request Number (C-1.1), Status (C), and Person (checked). The employee's name is JONES, EDDIE, with a Last Name of JONES and First Name of EDDIE. The Leader Type is PRIMARY, Item Code is CRWB, and Item Name is CREW BOSS. The Employment Type is set to FED. At the bottom, there are four buttons: 'Crew FED Propagation', 'Crew OTHER Propagation', 'Propagate Hiring Info', and 'Clear All Crew Hiring Information'. A red arrow points to the 'Crew FED Propagation' button.

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. A rate is not required. If applicable, the rate will need to be entered for each new crew member. This information does not propagate. Only the OTHER Employment Type propagates to the crew resources.



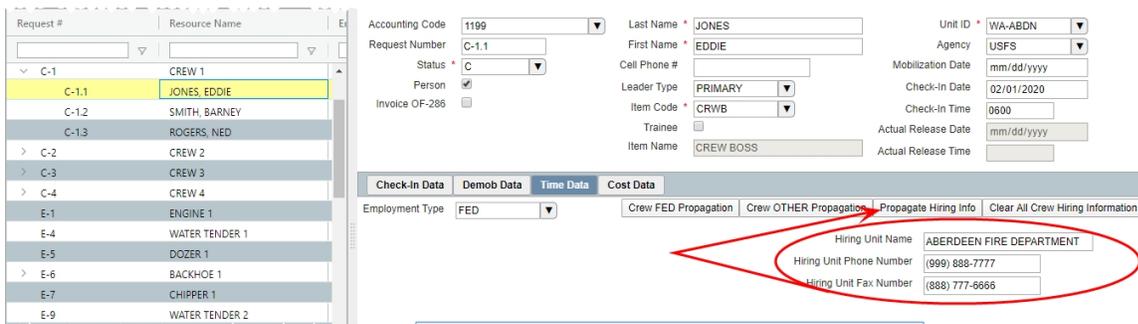
This screenshot is identical to the one above, showing the 'Crew FED Propagation' button highlighted. However, a red arrow now points to the 'Crew OTHER Propagation' button, illustrating the step for propagating the OTHER Employment Type.

Propagate Hiring Unit

Follow the steps in this section to propagate the Hiring Unit information from one crew member to other crew members that do not already have hiring unit information defined:

1. Select a crew member.
2. Enter the Hiring Unit information for that crew member.
3. Click the **Save** button to save the data to the crew member.
4. Click the **Propagate Hiring Unit** button to propagate that hiring unit information to all crew members that do not already have a hiring unit defined.

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



The screenshot displays the 'Time Data' tab of the e-ISuite Time interface. On the left, a list of crew members is shown, with 'C-1.1 JONES, EDDIE' selected. The main form area contains various fields for crew member information, including 'Last Name: JONES', 'First Name: EDDIE', 'Unit ID: WA-ABDN', and 'Agency: USFS'. At the bottom of the form, there are four buttons: 'Check-In Data', 'Demob Data', 'Time Data', and 'Cost Data'. Below these buttons, there are four tabs: 'Employment Type', 'Crew FED Propagation', 'Crew OTHER Propagation', and 'Propagate Hiring Info'. The 'Propagate Hiring Info' tab is active, and the 'Propagate Hiring Info' button is circled in red. The 'Hiring Unit Name' field is populated with 'ABERDEEN FIRE DEPARTMENT', and the 'Hiring Unit Phone Number' and 'Hiring Unit Fax Number' fields are also populated.

Clear all Crew Hiring Information

Follow the steps in this section to clear all Crew Hiring Information:

1. Select a crew member.
2. Click the **Clear all Crew Hiring Information** button to clear hiring information for all crew members.

Request #	Resource Name	Accounting Code	1199	Last Name *	JONES	Unit ID *	WA-ABDN
Request Number	C-1.1	Request Number	C-1.1	First Name *	EDDIE	Agency	USFS
Status *	C	Status *	C	Cell Phone #		Mobilization Date	mm/dd/yyyy
Person	<input checked="" type="checkbox"/>	Person	<input checked="" type="checkbox"/>	Leader Type	PRIMARY	Check-In Date	02/01/2020
Invoice OF-286	<input type="checkbox"/>	Invoice OF-286	<input type="checkbox"/>	Item Code *	CRWB	Check-In Time	0600
		Traine	<input type="checkbox"/>	Item Name	CREW BOSS	Actual Release Date	mm/dd/yyyy
		Actual Release Time				Actual Release Time	

Check-In Data	Demob Data	Time Data	Cost Data
Employment Type	FED	Crew FED Propagation	Crew OTHER Propagation
		Propagate Hiring Info	Clear All Crew Hiring Information
		Hiring Unit Name	
		Hiring Unit Phone Number	

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 is 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

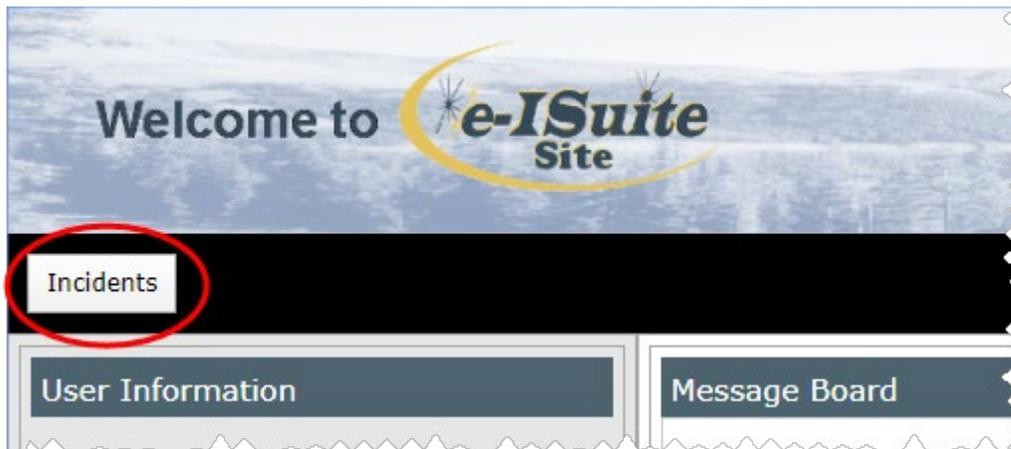
Refer to the *Check-in* portion of the User Guide for information on rostering crew members. This can be done from the **Time** Menu button. It is not necessary that the user has the Check-in/Demob role.

Posting Crew Time

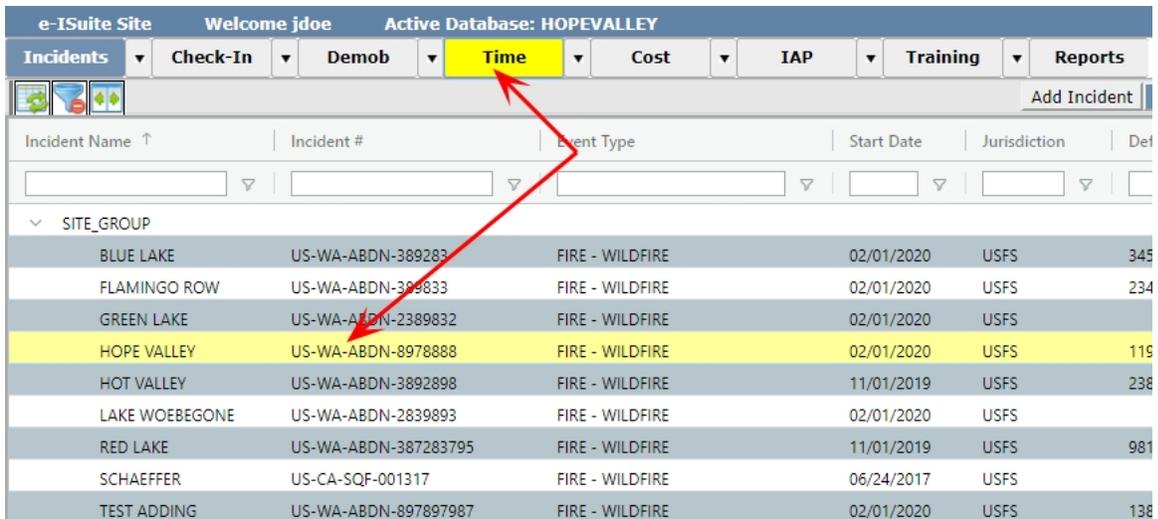
Follow the steps in this section to Post Time to a **Crew** in the e-ISuite system:

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.

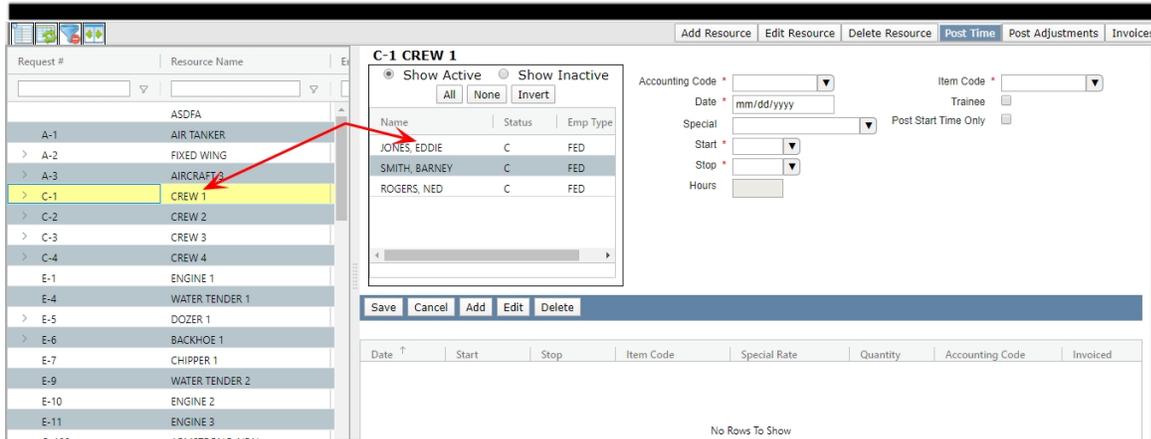
1. From the Home page, select the Incidents button.



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.

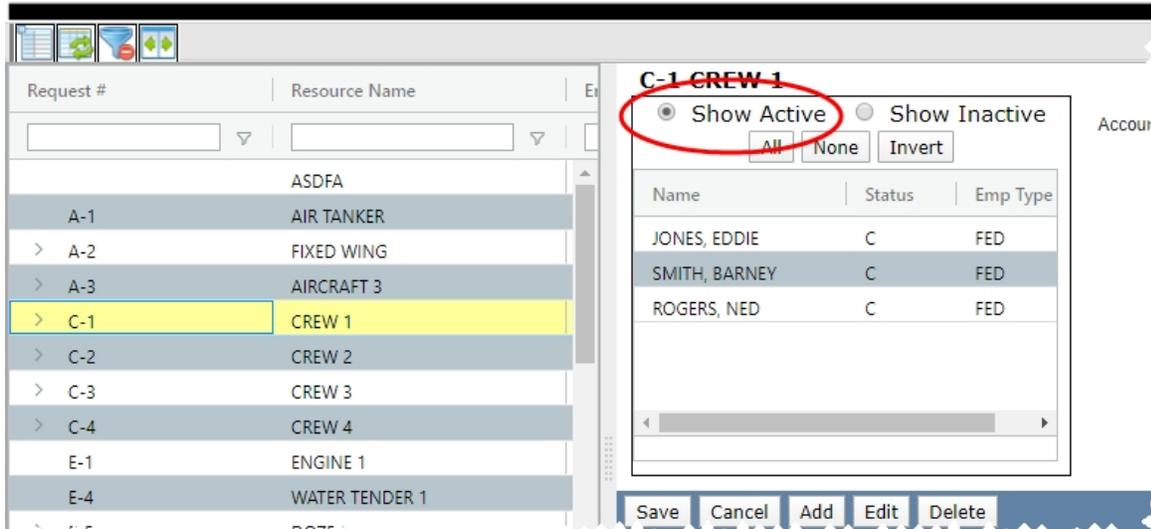


NOTE: To post time for the entire crew, select a primary Crew Resource, not a crew member. To post time for an individual crew member, highlight that crew member in the resources grid. The system will bring up the Personnel Time Posting screen rather than the Crew Time Posting screen.

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.

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.

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 for FED and Other employment types. For AD employment types, enter up to 8 hours in the **Hours** field that displays.
- **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 for FED and Other employment types. For AD employment types, enter either 0 or 8 in the **Hours** field that displays.
- **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 for FED and Other employment types. For AD employment types, enter up to 8 hours in the **Hours** field that displays.
- **Hazard Pay** -- Select this option to post Hazard time for the resource.
- **(Casuals) Hazardous Fuels** -- Select this option to post Hazard time for the resource.
- **(Casuals) Instructor** -- Select this option to post time for an AD that instructed a course while under hire.
- **(Casuals) Training** -- 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 Start and a Stop Time are entered. This is a display only.
9. Click **Save**.
10. A Crew Time Posting Results window displays with a list of all crew members to which the time posting was applied. Click the **OK** button to continue.

Crew Time Posting Results

The following time posts were created/updated.

Resource ↑	Employment Type	Date	Start	Stop	Class	Rate	Item C...	Special Rate	Quant...	Accounting Code
JONES, EDDIE	FED	02/02/2...	0600	1800		\$.00	CRWB		12	1199
ROGERS, NED	FED	02/02/2...	0600	1800		\$.00	FFT1		12	1199
SMITH, BARNEY	FED	02/02/2...	0600	1800		\$.00	FFT1		12	1199

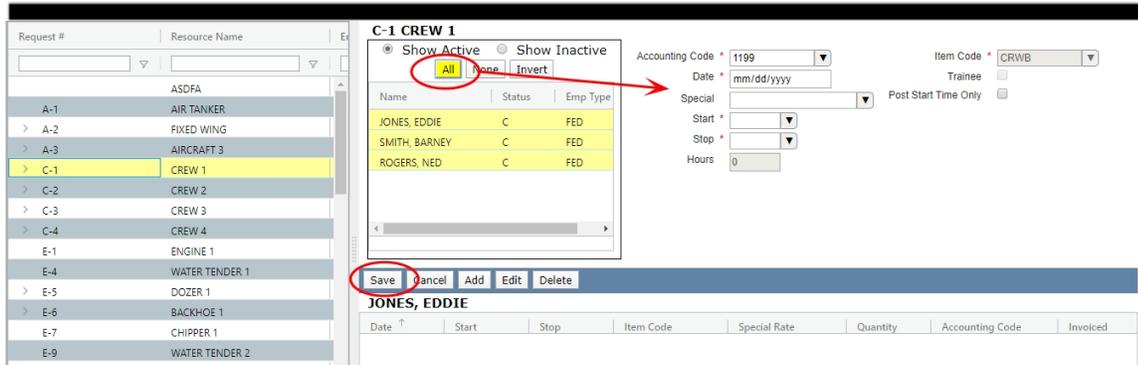
Ok

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

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.



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.

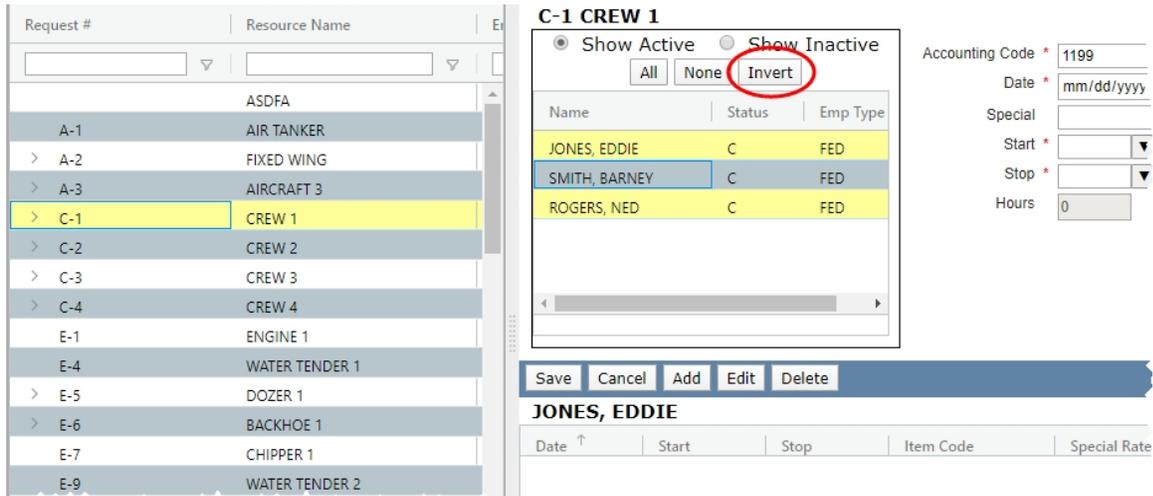
Posting to All and then Editing the Exceptions

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.

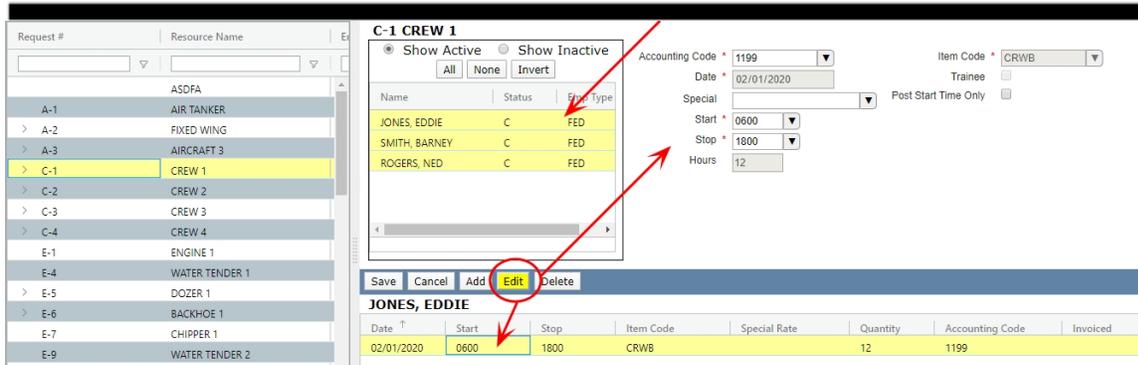
2. Post the time and click **Save**.
3. Click the **Invert** button to change the selection to those crew members with different time postings.
4. Post the time and click **Save**.



The screenshot displays the 'e-ISuite Time' interface. On the left is a 'Resources' grid with columns for 'Request #' and 'Resource Name'. The 'C-1 CREW 1' resource is highlighted in yellow. To the right is a 'C-1 CREW 1' dialog box with radio buttons for 'Show Active' (selected) and 'Show Inactive'. Below these are 'All', 'None', and 'Invert' buttons, with 'Invert' circled in red. A table lists crew members: JONES, EDDIE; SMITH, BARNEY; and ROGERS, NED, with columns for Name, Status, and Emp Type. To the right of the dialog is a form for 'Accounting Code * 1199', 'Date * mm/dd/yyyy', 'Special', 'Start *', 'Stop *', and 'Hours 0'. At the bottom are 'Save', 'Cancel', 'Add', 'Edit', and 'Delete' buttons. Below the dialog, the name 'JONES, EDDIE' is displayed above a table with columns for Date, Start, Stop, Item Code, and Special Rate.

Editing Crew Time

1. In the Resources grid on the Post Time screen, click a primary Crew Resource that has subordinate resources with time postings that need to be edited.
2. In the Crew Post grid, select the crew members that need time postings edited.
3. Select the Time posting to edit from the time posting grid.
4. Click the **Edit** button.
5. Make the appropriate changes to the information in the time posting.
6. 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.**

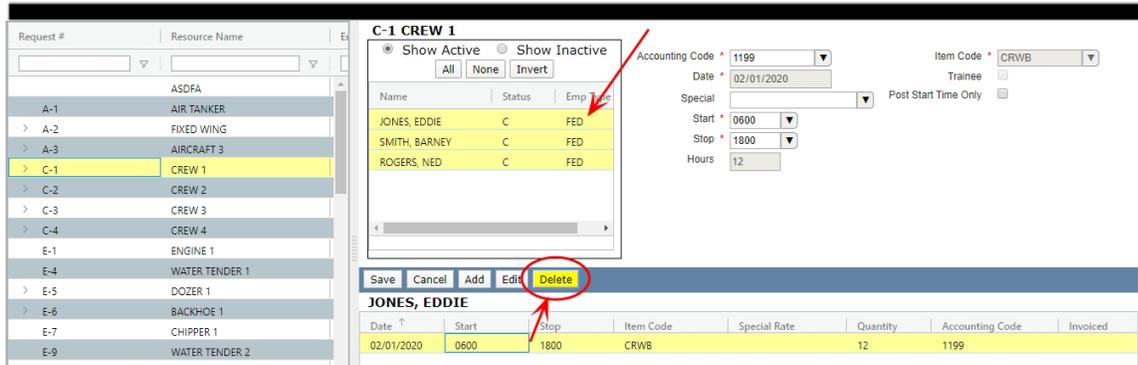
NOTE: The user can only edit time postings that have not been included on an Original Invoice.

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 9/5/2018 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.

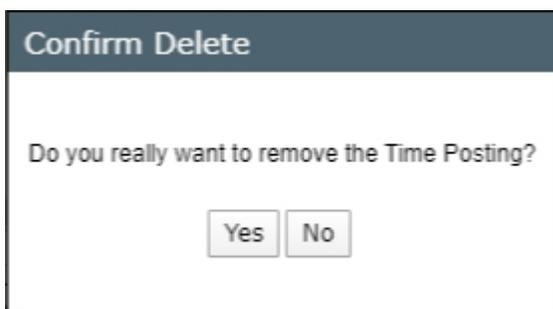
Deleting Posted Crew Time

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**.



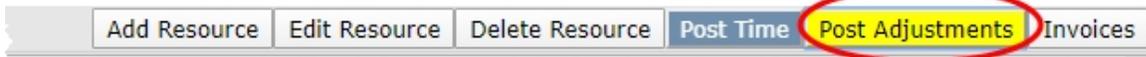
NOTE: The user can only delete time postings that have not been included on an Original Invoice.

Post Adjustments for Crew Resources

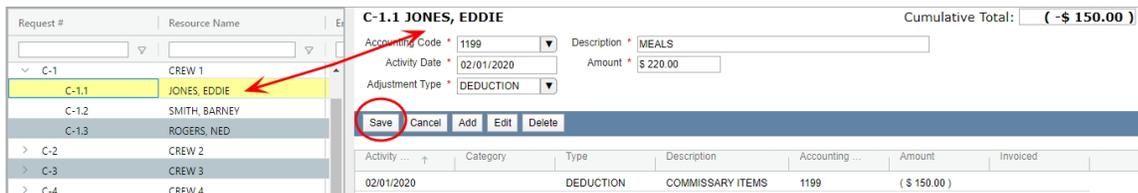
The same procedure that was used to post adjustments for a single, overhead resource apply to posting adjustments for individual crew members. The individual crew member must be selected from the main resource grid. Adjustments are dollar amounts either added to or deducted from a resource's wages or invoice. Please refer to the AD Batch Adjustments section for information on how to post adjustments for more than one AD crew member.

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.

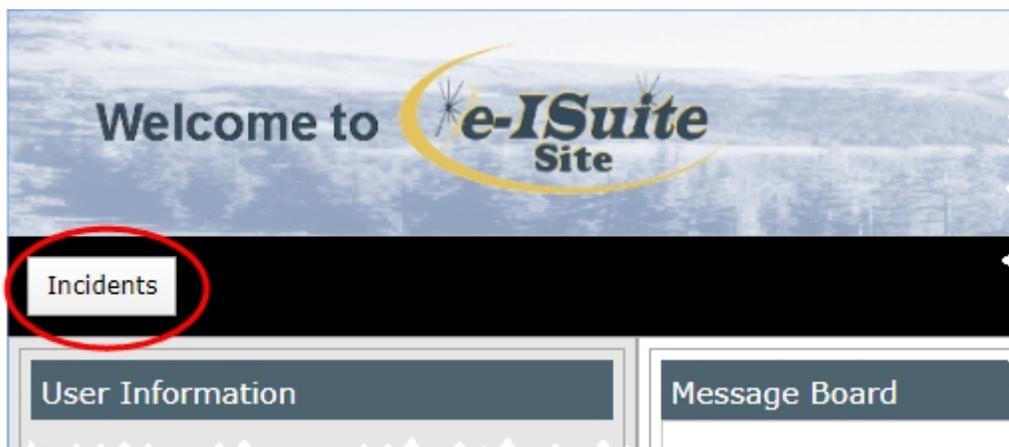


3. The **Accounting Code** will default to the Resource's default accounting code. If needed, select a different accounting code from the drop-down list.
4. Enter the **Activity Date**.
5. If the resource has an AD employment type, select a **Category** (e.g., Meals, Lodging, etc.)
6. If the resource 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.



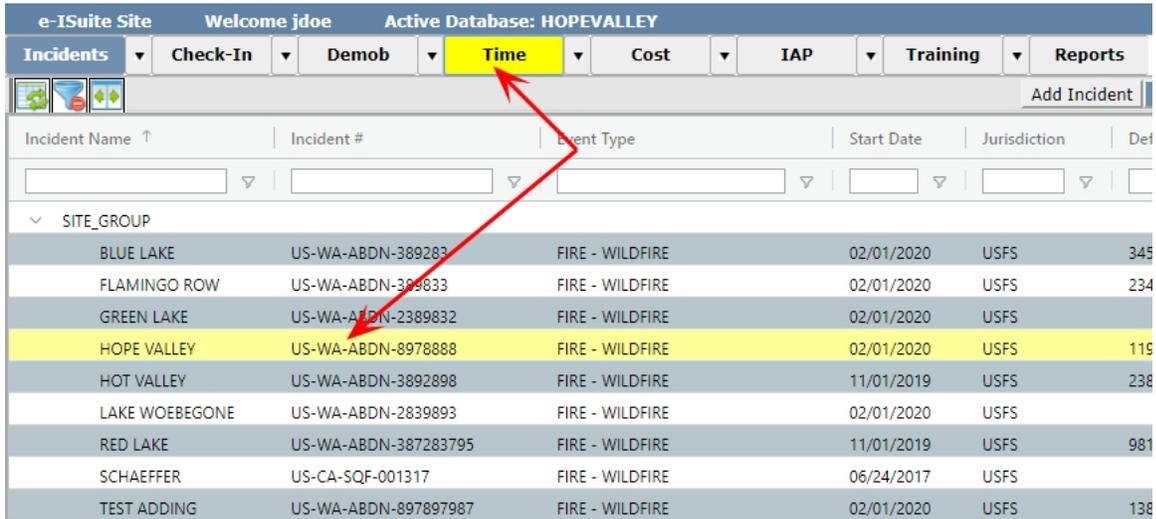
AD Batch Adjustments

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 resource that has one or more AD resources rostered to it.
5. Select the **Post Adjustments** button. The system displays a grid that includes all crew members with an AD Employment Type at the top of the Adjustments screen.

NOTE: Click the **All** button to select all resources. Click the **None** button to unselect all resources. Click the **Invert** button to unselect the selected resources and select the unselected resources. The CTRL or Shift keys can also be used to select multiple resources in the grid.

6. Select one or more AD crew members in the Crew Members grid.
7. The **Accounting Code** will default to the first selected resource's default accounting code. If needed, select a different accounting code from the drop-down list.
8. Enter the **Activity Date** or select from the calendar.
9. Select a **Category** from the drop-down list.
10. Enter a **Description** for the adjustment.
11. Enter the **Amount** of the adjustment.
12. Click the **Save** button to save the adjustment to all selected AD resources.

Request # | Resource Name

C-5 CREW 5

Posting Batch Adjustments only applies to resources with AD as their Employment Type.

Cumulative Total: (-\$ 150.00)

Name	Status	Emp Type
JOHNSON, JACK	C	AD
GROBAN, JOSH	C	AD
MAYER, JOHN	C	AD

Accounting Code * 1199

Activity Date * 02/01/2020

Category * MEAL

Description * MEALS

Amount * \$ 25.00

Save Cancel Add Edit Delete

Activity	Category	Type	Description	Accounting ...	Amount	Invoiced
02/01/2020	COMS	DEDUCTION	COMMISSARY ITEMS	1199	(\$ 150.00)	

13. An **AD Batch Adjustment Results** window opens that contains a list of AD resources and the adjustment amount that was applied to those resources. Click the **OK** button to close the window.

AD Batch Adjustments Results

The following AD adjustments were posted.

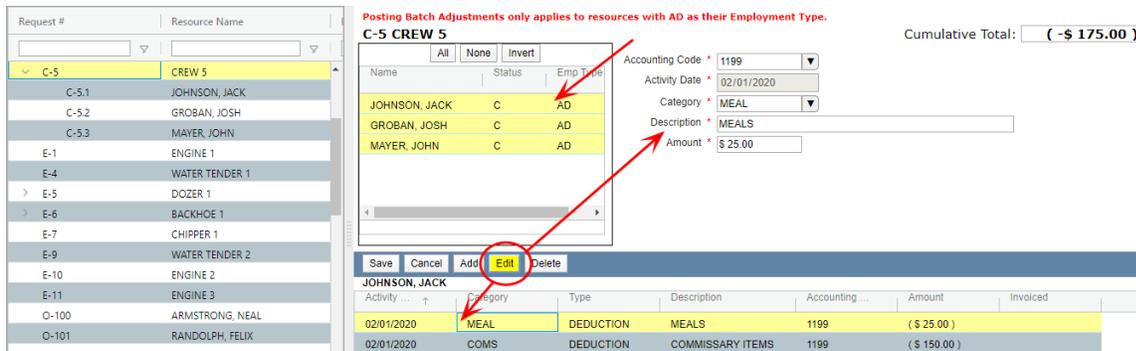
Request # ↑	Resource Name	Date	Category	Amount
C-5.1	JOHNSON, JACK	02/01/2020	MEALS	\$ 25.00
C-5.2	GROBAN, JOSH	02/01/2020	MEALS	\$ 25.00
C-5.3	MAYER, JOHN	02/01/2020	MEALS	\$ 25.00

Ok

Editing an AD Batch Adjustment

Follow these steps to edit an adjustment:

1. Select the primary Resource to which the AD resources with the batch adjustment are rostered.
2. Click the **Post Adjustments** button.
3. Select all of the AD resources to which the changes should be applied in the Crew Member grid.
4. In the Adjustments grid, select the adjustment to edit.
5. Click the **Edit** button. The selected data will populate the fields.
6. Make the appropriate changes to the adjustment.
7. Click the **Save** button to save the changes to all selected AD resources.



Request # | Resource Name

C-5 CREW 5

Accounting Code * 1199
Activity Date * 02/01/2020
Category * MEAL
Description * MEALS
Amount * \$ 25.00

Cumulative Total: (-\$ 175.00)

Name	Status	Emp Type
JOHNSON, JACK	C	AD
GROBAN, JOSH	C	AD
MAYER, JOHN	C	AD

Save Cancel Add **Edit** Delete

Activity	Category	Type	Description	Accounting ...	Amount	Invoiced
02/01/2020	MEAL	DEDUCTION	MEALS	1199	(\$ 25.00)	
02/01/2020	COMS	DEDUCTION	COMMISSARY ITEMS	1199	(\$ 150.00)	

8. An **AD Batch Adjustment Results** window opens that contains a list of AD resources to which the changes were applied. Click the **OK** button to close the window.

AD Batch Adjustments Results

The following AD adjustments were posted.

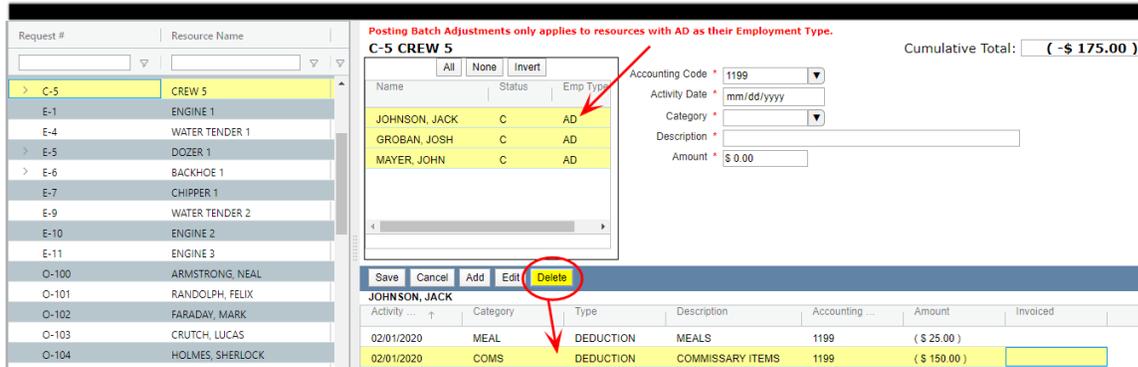
Request # ↑	Resource Name	Date	Category	Amount
C-5.1	JOHNSON, JACK	02/01/2020	MEALS	\$ 25.00
C-5.2	GROBAN, JOSH	02/01/2020	MEALS	\$ 25.00
C-5.3	MAYER, JOHN	02/01/2020	MEALS	\$ 25.00

Ok

Deleting an AD Batch Adjustment

Follow the steps in this section to delete an adjustment:

1. Select the primary Resource to which the AD resources with the batch adjustment are rostered.
2. Click the **Post Adjustments** button.
3. Select all of the AD resources for which the AD batch adjustment should be deleted in the Crew Member grid.
4. Select the adjustment to delete.
5. Click the **Delete** button.



Request # | Resource Name

C-5 CREW 5

Accounting Code * 1199
Activity Date * mm/dd/yyyy
Category *
Description *
Amount * \$ 0.00

Cumulative Total: (-\$ 175.00)

Name	Status	Emp Type
JOHNSON, JACK	C	AD
GROBAN, JOSH	C	AD
MAYER, JOHN	C	AD

Save Cancel Add Edit **Delete**

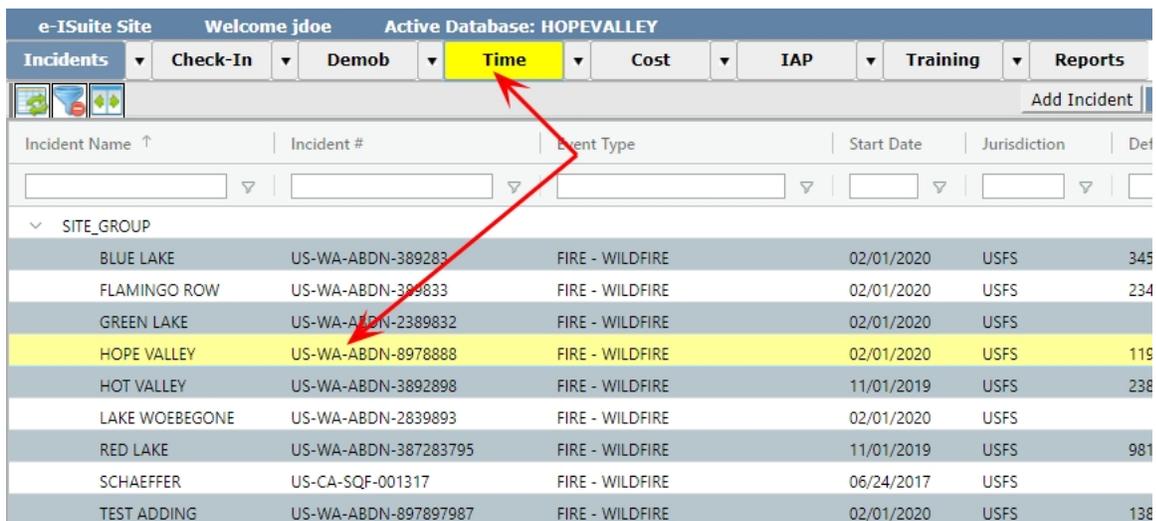
Activity	Category	Type	Description	Accounting ...	Amount	Invoiced
02/01/2020	MEAL	DEDUCTION	MEALS	1199	(\$ 25.00)	
02/01/2020	COMS	DEDUCTION	COMMISSARY ITEMS	1199	(\$ 150.00)	

6. When the **Confirm Delete** message displays, click the **Yes** button.

Printing an Incident 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.



e-ISuite Site | Welcome jdoe | Active Database: HOPEVALLEY

Incidents | Check-In | Demob | **Time** | Cost | IAP | Training | Reports

Incident Name ↑ | Incident # | Event Type | Start Date | Jurisdiction | Def

Incident Name	Incident #	Event Type	Start Date	Jurisdiction	Def
BLUE LAKE	US-WA-ABDN-389283	FIRE - WILDFIRE	02/01/2020	USFS	345
FLAMINGO ROW	US-WA-ABDN-389283	FIRE - WILDFIRE	02/01/2020	USFS	234
GREEN LAKE	US-WA-ABDN-2389832	FIRE - WILDFIRE	02/01/2020	USFS	
HOPE VALLEY	US-WA-ABDN-8978888	FIRE - WILDFIRE	02/01/2020	USFS	119
HOT VALLEY	US-WA-ABDN-3892898	FIRE - WILDFIRE	11/01/2019	USFS	238
LAKE WOBEGONE	US-WA-ABDN-2839893	FIRE - WILDFIRE	02/01/2020	USFS	
RED LAKE	US-WA-ABDN-387283795	FIRE - WILDFIRE	11/01/2019	USFS	981
SCHAEFFER	US-CA-SQF-001317	FIRE - WILDFIRE	06/24/2017	USFS	
TEST ADDING	US-WA-ABDN-897897987	FIRE - WILDFIRE	02/01/2020	USFS	138

2. In the Resources grid, select the primary Crew resource.

3. Click the **Invoices** button to open the Incident Time Report window.

e: HOPEVALLEY Home Page Logout Help

Cost IAP Training Reports Selected Incident: HOPE VALLEY US-WA-ABDN-8978888

All Non-Personnel
 Exclude Filled
 Exclude Demob/Reassigned
 Resources Selected in Grid

O-101 RANDOLPH, FELIX

Accounting Code * 1199 Start * [] Item Code * CANH
 Date * mm/dd/yyyy Stop * [] Trainee
 Special [] Hours 0 Post Start Time Only

Date ↑	Start	Stop	Item Code	Special Rate	Quantity	Accounting Code	Invoiced
02/01/2020	0600	1800	CANH		12	1199	

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**.

Invoices

Incident Time Report
C-5 CREW 5

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-288 Invoice and Adjustments

OF-288 Invoice Only

OF-288 Adjustments Only

- 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 or not the invoice has been printed. If a preview of the invoice is desired, select the **Preview/Print DRAFT Invoice** option.

Invoices

Incident Time Report
C-5 CREW 5

Last Date to include on Invoice * Final Invoice

Print Options

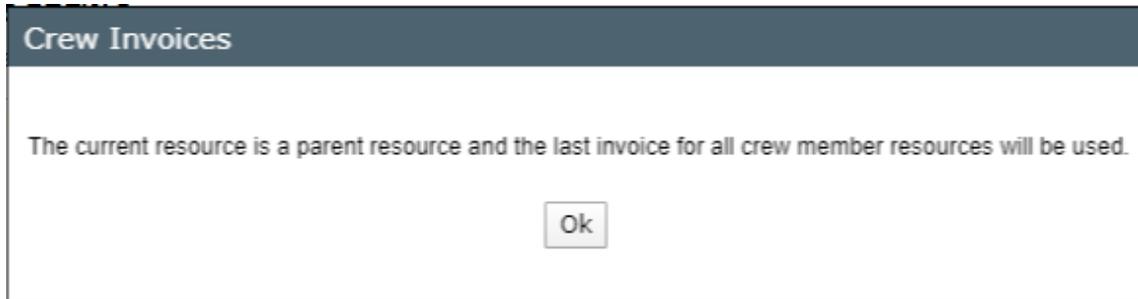
Preview/Print DRAFT Invoice

Generate ORIGINAL Invoice

Preview/Print DUPLICATE ORIGINAL Invoice

- Preview/Print DUPLICATE ORIGINAL Invoice** - Generates a copy of an Original Invoice. A message displays indicating that a parent

resource is selected and the last invoice for all crew member resources will display. The words Duplicate Original Invoice print on this invoice.



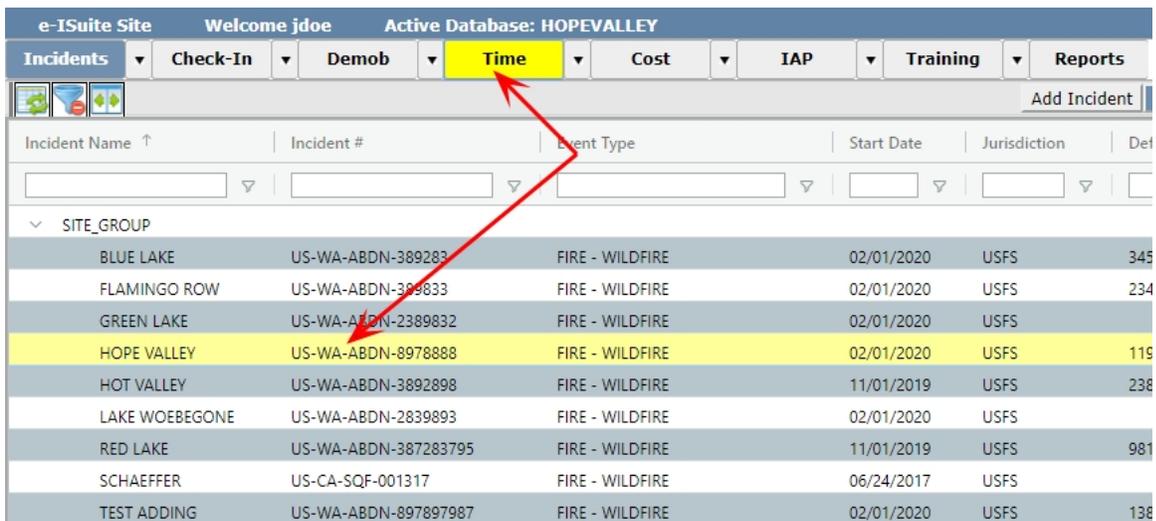
NOTE: When reprinting an invoice, only one invoice can be selected at a time, even if multiple invoices were originally printed.

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 Incident Time Report (OF-288) is to be deleted.
3. Select the **Invoices** button to open the Incident Time Report window.

e: HOPEVALLEY Home Page Logout Help

Cost IAP Training Reports Selected Incident: HOPE VALLEY US-WA-ABDN-8978888

All Non-Personnel
 Exclude Filled
 Exclude Demob/Reassigned
 Resources Selected in Grid

[Add Resource](#)
[Edit Resource](#)
[Delete Resource](#)
[Post Time](#)
[Post Adjustments](#)
[Invoices](#)

O-101 RANDOLPH, FELIX

Accounting Code * 1199 Start * [] Item Code * CANH
 Date * mm/dd/yyyy Stop * [] Trainee
 Special [] Hours 0 Post Start Time Only

[Save](#)
[Cancel](#)
[Add](#)
[Edit](#)
[Delete](#)

Date ↑	Start	Stop	Item Code	Special Rate	Quantity	Accounting Code	Invoiced
02/01/2020	0600	1800	CANH		12	1199	

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

Invoices

Incident Time Report
C-5 CREW 5

Last Date to include on Invoice * 02/01/2020 Final Invoice

Print Options

Preview/Print DRAFT Invoice
 Generate ORIGINAL Invoice
 Preview/Print DUPLICATE ORIGINAL Invoice

[Open Invoice](#)
[Delete Last Invoice](#)
[Close](#)

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

Time Reports

This will delete the last invoice for each crew member?

Do you want to continue?

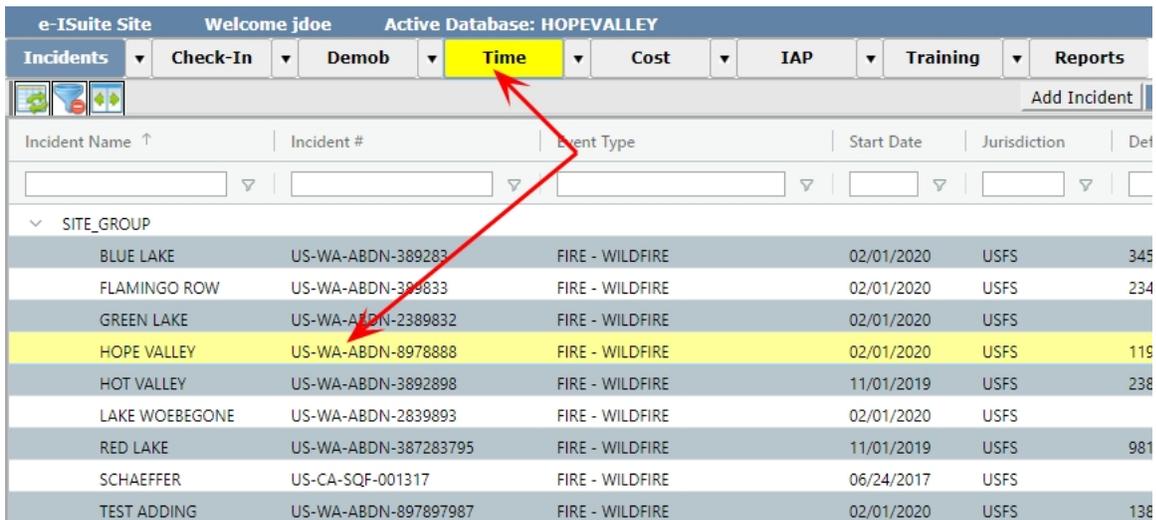
NOTE: All time postings that were included on the original invoice will be unlocked and available for editing.

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.

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



e-ISuite Site Welcome jdoe Active Database: HOPEVALLEY							
Incidents	Check-In	Demob	Time	Cost	IAP	Training	Reports
Add Incident							
Incident Name ↑	Incident #	Event Type	Start Date	Jurisdiction	Def		
▼ SITE_GROUP							
BLUE LAKE	US-WA-ABDN-389283	FIRE - WILDFIRE	02/01/2020	USFS	345		
FLAMINGO ROW	US-WA-ABDN-399833	FIRE - WILDFIRE	02/01/2020	USFS	234		
GREEN LAKE	US-WA-ABDN-2389832	FIRE - WILDFIRE	02/01/2020	USFS			
HOPE VALLEY	US-WA-ABDN-8978888	FIRE - WILDFIRE	02/01/2020	USFS	119		
HOT VALLEY	US-WA-ABDN-3892898	FIRE - WILDFIRE	11/01/2019	USFS	238		
LAKE WOEBEGONE	US-WA-ABDN-2839893	FIRE - WILDFIRE	02/01/2020	USFS			
RED LAKE	US-WA-ABDN-387283795	FIRE - WILDFIRE	11/01/2019	USFS	981		
SCHAEFFER	US-CA-SQF-001317	FIRE - WILDFIRE	06/24/2017	USFS			
TEST ADDING	US-WA-ABDN-897897987	FIRE - WILDFIRE	02/01/2020	USFS	138		

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

OR

4. Use the All Personnel Filter and select the crew member in the Resources grid.
5. Select the **Invoices** button to open the Incident Time Report window.

e: HOPEVALLEY Home Page Logout Help

Cost IAP Training Reports Selected Incident: HOPE VALLEY US-WA-ABDN-8978888

All Non-Personnel
 Exclude Filled
 Exclude Demob/Reassigned
 Resources Selected in Grid

[Add Resource](#)
[Edit Resource](#)
[Delete Resource](#)
[Post Time](#)
[Post Adjustments](#)
[Invoices](#)

O-101 RANDOLPH, FELIX

Accounting Code * 1199 Start * [] Item Code * CANH
 Date * mm/dd/yyyy Stop * [] Trainee
 Special [] Hours 0 Post Start Time Only

[Save](#) [Cancel](#) [Add](#) [Edit](#) [Delete](#)

Date ↑	Start	Stop	Item Code	Special Rate	Quantity	Accounting Code	Invoiced
02/01/2020	0600	1800	CANH		12	1199	

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

Invoices

Incident Time Report
C-5.1 JOHNSON, JACK

Last Date to include on Invoice * 03/13/2020 Final Invoice

Print Options

Preview/Print DRAFT Invoice
 Generate ORIGINAL Invoice
 Preview/Print DUPLICATE ORIGINAL Invoice

Report Options

OF-288 Invoice and Adjustments
 OF-288 Invoice Only
 OF-288 Adjustments Only

[Open Invoice](#)
[Delete Last Invoice](#)
[Close](#)

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

Time Reports

Deleting Invoice F-2020-WA-ABDN-8978888-0084A will unlock all time postings included in the invoice.

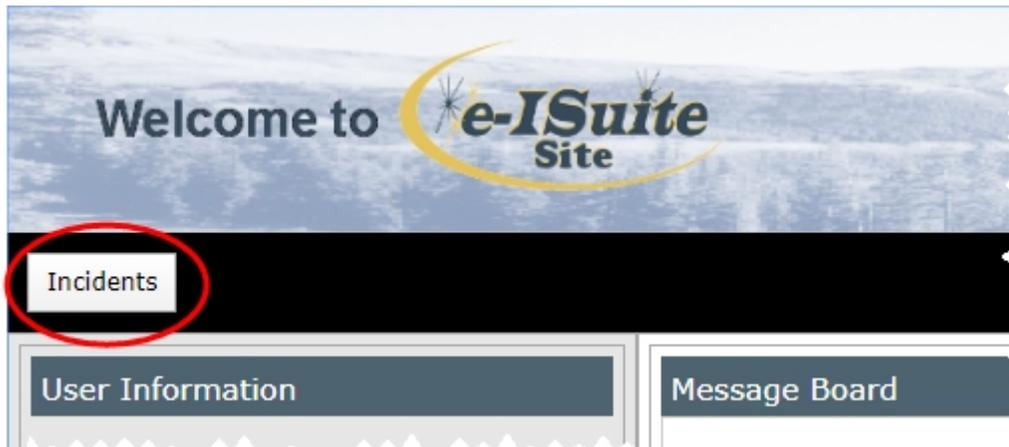
Do you want to continue?

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 an Incident Group.
3. Select the **Time** menu button from the main toolbar.

e-ISuite Site Welcome jdoe Active Database: HOPEVALLEY							
Incidents	Check-In	Demob	Time	Cost	IAP	Training	Reports
Add Incident							
Incident Name	Incident #	Event Type	Start Date	Jurisdiction	Det		
SITE_GROUP							
BLUE LAKE	US-WA-ABDN-389283	FIRE - WILDFIRE	02/01/2020	USFS	345		
FLAMINGO ROW	US-WA-ABDN-389833	FIRE - WILDFIRE	02/01/2020	USFS	234		
GREEN LAKE	US-WA-ABDN-2389832	FIRE - WILDFIRE	02/01/2020	USFS			
HOPE VALLEY	US-WA-ABDN-8978888	FIRE - WILDFIRE	02/01/2020	USFS	119		
HOT VALLEY	US-WA-ABDN-3892898	FIRE - WILDFIRE	11/01/2019	USFS	238		
LAKE WOEBEGONE	US-WA-ABDN-2839893	FIRE - WILDFIRE	02/01/2020	USFS			
RED LAKE	US-WA-ABDN-387283795	FIRE - WILDFIRE	11/01/2019	USFS	981		
SCHAEFFER	US-CA-SQF-001317	FIRE - WILDFIRE	06/24/2017	USFS			
TEST ADDING	US-WA-ABDN-897897987	FIRE - WILDFIRE	02/01/2020	USFS	138		

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

Add Resource			Edit Resource	Delete Resource	Post Time	Post Adjustments	Invoices
Accounting Code	1199	Resource Name *	ENGINE 12	Unit ID *	WA-ABDN	Agency	USFS
Request Number	E-12	Cell Phone #		Mobilization Date	mm/dd/yyyy	Check-In Date	03/01/2020
Status *	C	Item Code *	ENG1	Check-In Time	0600	Actual Release Date	mm/dd/yyyy
Person	<input type="checkbox"/>	Item Name	ENGINE, TYPE 1	Actual Release Time			
Invoice OF-286	<input checked="" type="checkbox"/>						

Contractor information on the Time Data tab

- 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.
- Select the **Time Data** tab.
- Select an existing **Contractor** from the drop-down list.

e-ISuite Time

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

Contractor/Cooperator BOB'S CONTRACTORS +

Contract/Agreement # +

Unique Name or VIN *

Description 1

Description 2

Hired Date mm/dd/yyyy

Hired Time

Point of Hire

Gov't Operator OF-286 Remarks

Gov't Supplies

Withdrawn

Rate Type	Time ...	Rate	Guarantee	Description
No Rows To Show				

- If the contractor and agreement 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 next to the **Contractor** field 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.

Add Contractor

Contractor/Cooperator * JERRY'S RENTALS

DUNS 238923893

Address 1 111 S 222 E

Address 2 SUITE 10

City OLYMPIA

State WA

Zip 89888

Phone (999) 888-7777

Save Close

- f. Click the **+** button next to the **Contract/Agreement #** field 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.



Add Contract/Agreement for JERRY'S RENTALS

Contract/Agreement # * 1234567890

Beginning Date 03/01/2020

Expiration Date 03/01/2021

Admin Office For Payment BLM - OC-622 PAYMENTS T.. ▼ +

Save Close

- 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.

Admin Offices for Payment

Office Name * WASHINGTON STATE PAYMENT OFFIC

Address Line 1 * 111 S. 222 E.

Address Line 2 SUITE 100

City * SEATTLE

State * WA

Zip Code * 99999

Phone (999) 888-7777

Save Close

- k. Click the **Save** button.
- From the Time menu button:
 - a. Select the drop down arrow next to the **Time** menu button.

Incidents ▾ Check-In ▾ Demob ▾ **Time** ▾ Cost ▾

All Aircraft Overhead Crews Equipment **Admin Office** All Non-Personnel

Contractors

Request # Resource Name Accounting Code 1199

Request Number E-9

Status * C

Person

Invoice OF-286

- b. Select the **Contractors** option.
- c. Click the **Add Contractor** button.
- d. Follow the steps outlined above to add Contractor or Cooperator information.
- e. **Save** the data.

Add Contractor Edit Contractor Delete Contractor Time Post Time Adjustments

Contractor/Cooperator * JERRY'S RENTALS Address 1 111 E. 222 S.

DUNS 89899898 Address 2 SUITE 100

City TACOMA

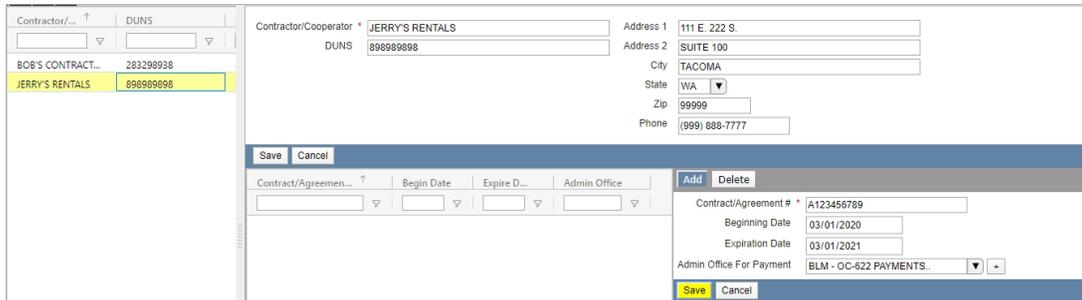
State WA

Zip 99999

Phone (999) 888-7777

Save Cancel

- f. Contract/Agreement # fields display on the screen after saving the Contractor/Cooperator.
- g. Populate the Contract/Agreement # information following the steps outlined above.
- h. **Save** the data.



The screenshot shows a software interface with the following fields and data:

- Contractor/Cooperator:** JERRY'S RENTALS
- DUNS:** 898989898
- Address 1:** 111 E 222 S
- Address 2:** SUITE 100
- City:** TACOMA
- State:** WA
- Zip:** 99999
- Phone:** (999) 888-7777

Below the contractor information, there is a table with the following data:

Contract/Agreement #	Begin Date	Expire D...	Admin Office
BOB'S CONTRACT...	283298938		
JERRY'S RENTALS	898989898		

At the bottom right, there is a form for adding a new contract with the following data:

- Contract/Agreement #:** A123456789
- Beginning Date:** 03/01/2020
- Expiration Date:** 03/01/2021
- Admin Office For Payment:** BLM - OC-622 PAYMENTS.

- i. 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 resource was withdrawn from the incident by the contractor, check the **Withdrawn** checkbox.
 12. Enter any remarks for the resource in the **OF-286 Remarks** field. Remarks will print on the OF-286 Invoice.
 13. Click the **Save** button.

e-ISuite Time

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

Contractor/Cooperator: JERRY'S RENTALS +
Contract/Agreement #: A123456789 +
Unique Name or VIN: ENGINE 12
Description 1:
Description 2:
Hired Date: 03/01/2020
Hired Time: 0800
Point of Hire: ABERDEEN

Gov't Operator: OF-286 Remarks:
Gov't Supplies:
Withdrawn:

Rate Type	Time ...	Rate	Guarantee	Description
No Rows To Show				

Save Save and Roster Cancel Roster Resources Capture screenshot

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 Contractor Rate

Rate Type * ▼

Time UOM * ▼

Rate *

Guarantee

Description

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. Make the appropriate changes to the data and click **Save**.

Check-In Data Demob Data Time Data Cost Data

Contractor/Cooperator +

Contract/Agreement # +

Unique Name or VIN

Description 1

Description 2

Hired Date

Hired Time

Point of Hire

Gov't Operator OF-286 Remarks

Gov't Supplies

Withdrawn

Rate Type	Time ...	Rate	Guarantee	Description
PRIMARY	DAILY	\$ 2500...	\$ 0.00	

Save
Save and Roster
Cancel
Roster Resources

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

Time

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

Contractor/Cooperator JERRY'S RENTALS +
Contract/Agreement # * A123456789 +
Unique Name or VIN * ENGINE 12
Description 1
Description 2
Hired Date 03/01/2020
Hired Time 0800
Point of Hire ABERDEEN

Gov't Operator OF-286 Remarks
Gov't Supplies
Withdrawn

Rate Type	Time ...	Rate	Guarantee	Description
PRIMARY	DAILY	\$ 2500...	\$ 0.00	

Add Edit **Delete**

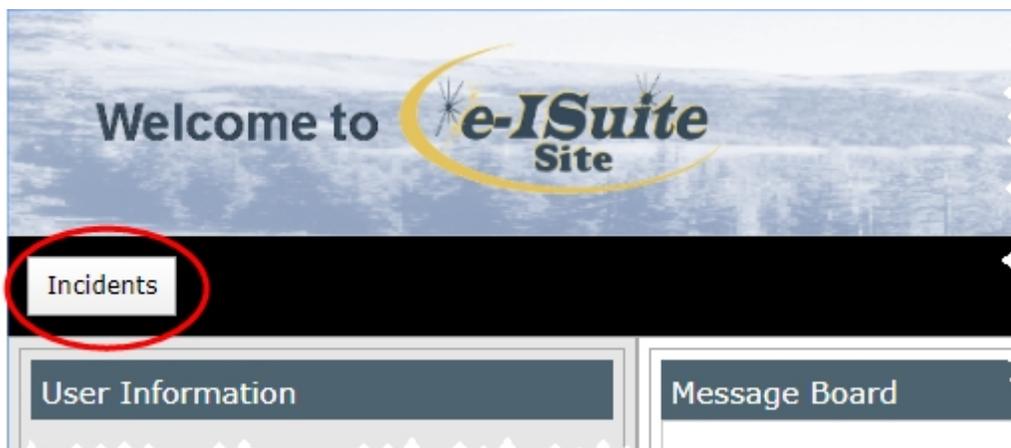
Save Save and Roster Cancel Roster Resources

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

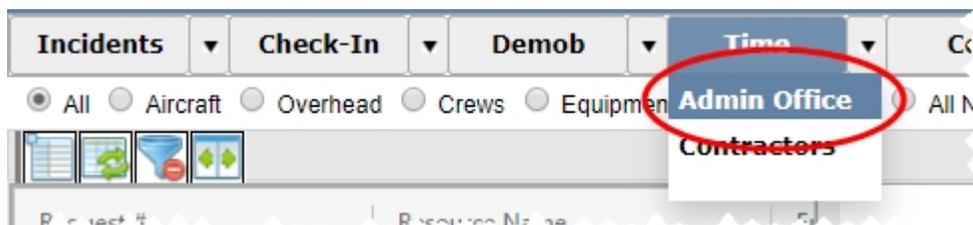
Manage Admin Offices for Payment

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.

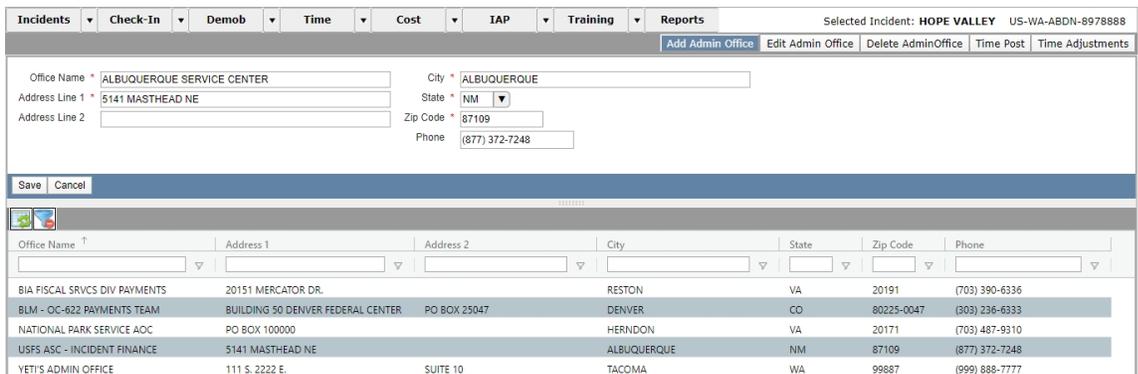


Add a new Admin Office for Payment

1. Click the **Add Admin Office** button.
2. Enter the following Admin Office information:
 - **Office Name**
 - **Address Line 1**
 - **Address Line 2**

- City
- State
- Zip Code
- Phone

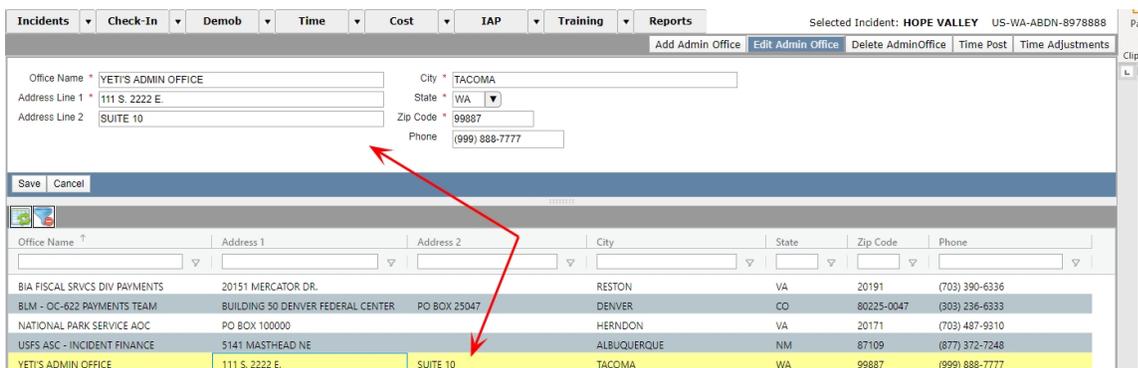
3. Click the **Save** button to save the new Admin Office.



Office Name	Address 1	Address 2	City	State	Zip Code	Phone
BIA FISCAL SRVCS DIV PAYMENTS	20151 MERCATOR DR.		RESTON	VA	20191	(703) 390-6336
BLM - OC-622 PAYMENTS TEAM	BUILDING 50 DENVER FEDERAL CENTER	PO BOX 25047	DENVER	CO	80225-0047	(303) 236-6333
NATIONAL PARK SERVICE AOC	PO BOX 100000		HERNDON	VA	20171	(703) 487-9310
USFS ASC - INCIDENT FINANCE	5141 MASTHEAD NE		ALBUQUERQUE	NM	87109	(877) 372-7248
YETI'S ADMIN OFFICE	111 S. 2222 E.	SUITE 10	TACOMA	WA	99887	(999) 888-7777

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 to the Admin Office information.
4. Click the **Save** button to save the changes.



Office Name	Address 1	Address 2	City	State	Zip Code	Phone
BIA FISCAL SRVCS DIV PAYMENTS	20151 MERCATOR DR.		RESTON	VA	20191	(703) 390-6336
BLM - OC-622 PAYMENTS TEAM	BUILDING 50 DENVER FEDERAL CENTER	PO BOX 25047	DENVER	CO	80225-0047	(303) 236-6333
NATIONAL PARK SERVICE AOC	PO BOX 100000		HERNDON	VA	20171	(703) 487-9310
USFS ASC - INCIDENT FINANCE	5141 MASTHEAD NE		ALBUQUERQUE	NM	87109	(877) 372-7248
YETI'S ADMIN OFFICE	111 S. 2222 E.	SUITE 10	TACOMA	WA	99887	(999) 888-7777

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.

The screenshot shows the e-ISuite Time interface. At the top, there is a navigation bar with various menu items including 'Incidents', 'Check-In', 'Demob', 'Time', 'Cost', 'IAP', 'Training', and 'Reports'. Below this is a header area with 'Active Database: HOPEVALLEY' and 'Selected Incident: HOPE VALLEY US-WA-ABDN-8978888'. The main content area is divided into two sections. The top section is a form for editing an Admin Office, with fields for Office Name, Address Line 1, Address Line 2, City, State, Zip Code, and Phone. The bottom section is a grid of Admin Offices. A red arrow points from the 'Delete Admin Office' button in the top navigation bar to the 'YETI'S ADMIN OFFICE' row in the grid.

Office Name	Address 1	Address 2	City	State	Zip Code	Phone
BIA FISCAL SRVCS DIV PAYMENTS	20151 MERCATOR DR.		RESTON	VA	20191	(703) 390-6336
BLM - OC-622 PAYMENTS TEAM	BUILDING 50 DENVER FEDERAL CENTER	PO BOX 25047	DENVER	CO	80225-0047	(303) 236-6333
NATIONAL PARK SERVICE AOC	PO BOX 100000		HERNDON	VA	20171	(703) 487-9310
USFS ASC - INCIDENT FINANCE	5141 MASTHEAD NE		ALBUQUERQUE	NM	87109	(877) 372-7248
YETI'S ADMIN OFFICE	111 S. 2222 E.	SUITE 10	TACOMA	WA	99887	(999) 888-7777

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

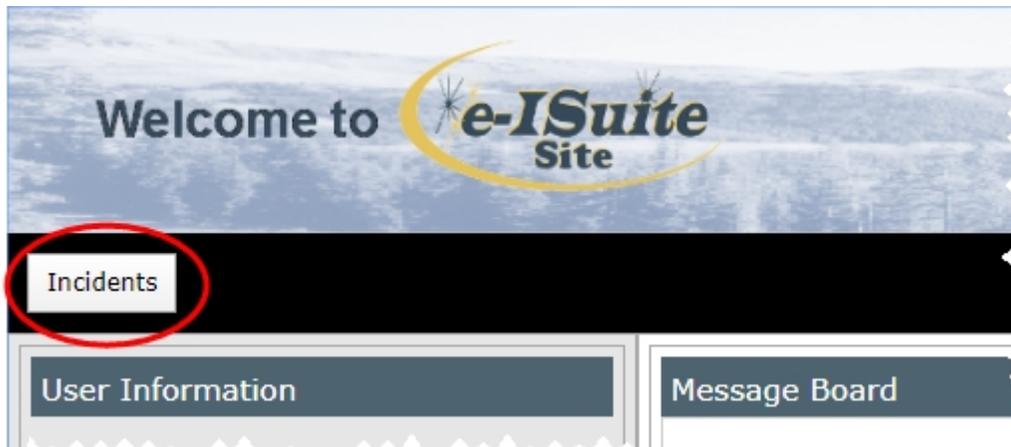
The screenshot shows a confirmation dialog box titled "Admin Office". The text inside the dialog box reads "Do you really want to remove the Admin Office For Payment?". Below the text are two buttons: "Yes" and "No".

Manage Contractors

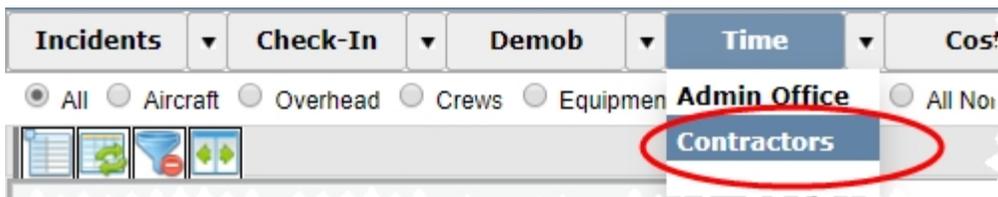
Follow the steps in this section to manage Contractors in the e-ISuite system. (Add Contractor information is included in the **Manage Time Data for Contractor/Cooperator**, and is repeated here with additional information on **Editing and Deleting Contractors**).

Add Contractor(s)

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

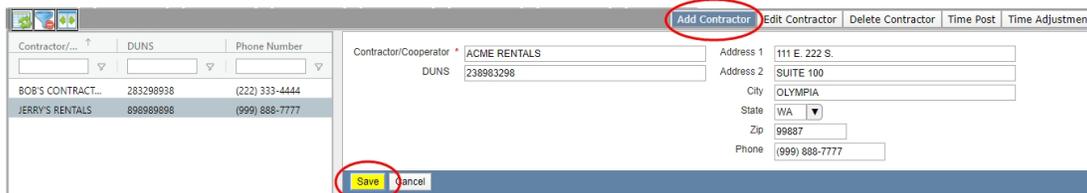


2. Select an Incident or an Incident Group.
3. Select the drop down arrow next to the **Time** menu button.



4. Select the **Contractors** option.
5. Click the **Add Contractor** button.
6. Enter the **Contractor/Cooperator** name.
7. Enter the **DUNS**.
8. Enter the **Address, City, State** and **Zip**.
9. Enter the **Phone** number.

- Click the **Save** button.



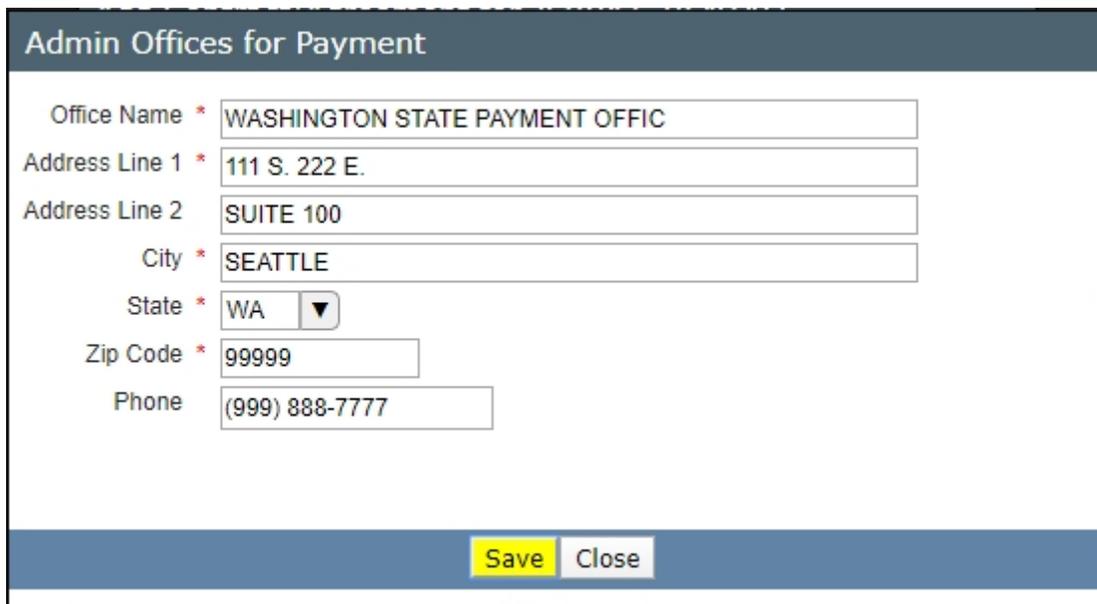
Contractor/...	DUNS	Phone Number
BOB'S CONTRACT...	283298938	(222) 333-4444
JERRY'S RENTALS	898989898	(999) 888-7777

Contractor/Cooperator * ACME RENTALS
 DUNS 238983298
 Address 1 111 E. 222 S.
 Address 2 SUITE 100
 City OLYMPIA
 State WA
 Zip 99887
 Phone (999) 888-7777

Buttons: Add Contractor, Edit Contractor, Delete Contractor, Time Post, Time Adjustment, Save, Cancel

To add a contract or agreement:

- After saving the Contractor/Cooperator data, Contract/Agreement fields displays at the bottom of the Contractor screen.
- Enter the **Contract/Agreement #**.
- Enter the **Beginning Date**.
- Enter the **Expiration Date**.
- Select the **Admin Office for Payment** from the drop-down menu or click the **+** sign to add a new Admin Office for Payment.



Admin Offices for Payment

Office Name * WASHINGTON STATE PAYMENT OFFIC

Address Line 1 * 111 S. 222 E.

Address Line 2 SUITE 100

City * SEATTLE

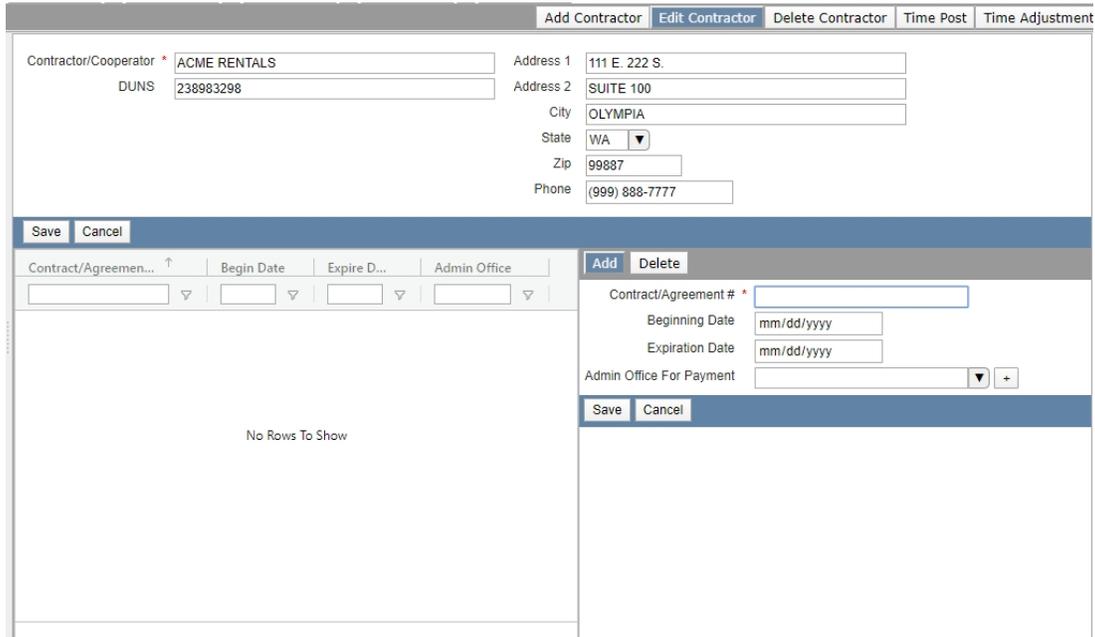
State * WA

Zip Code * 99999

Phone (999) 888-7777

Buttons: Save, Close

16. Click the **Save** button.

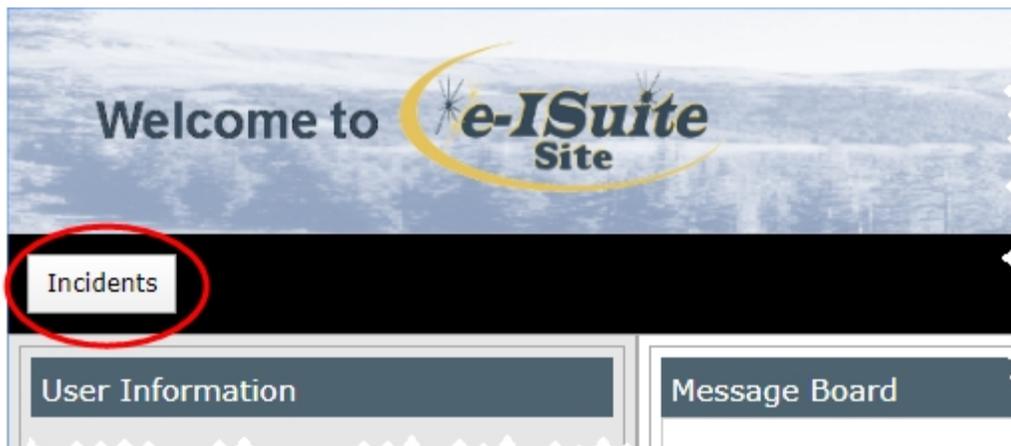


17. The agreement just entered will now show in the Contract/Agreement grid.

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

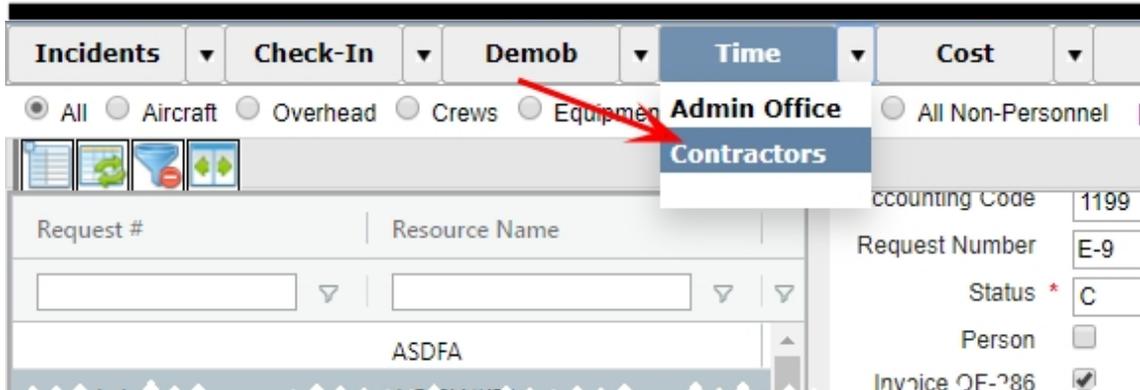
Edit Contractor(s)

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

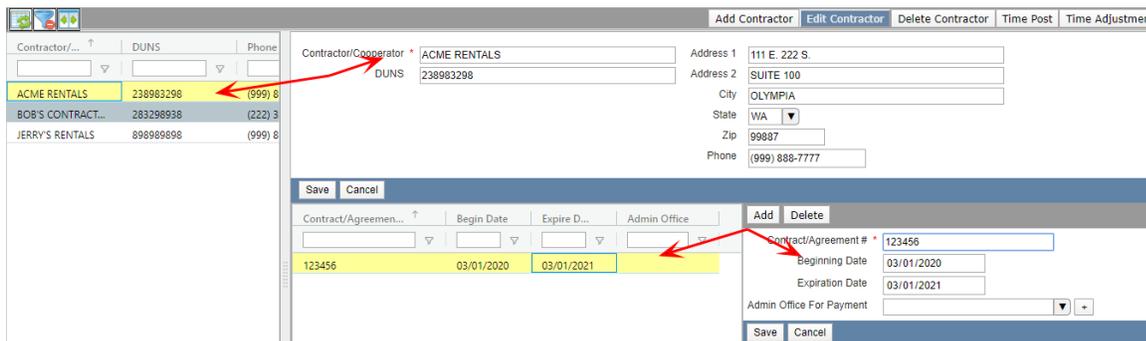


2. Select an Incident or an Incident Group.

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

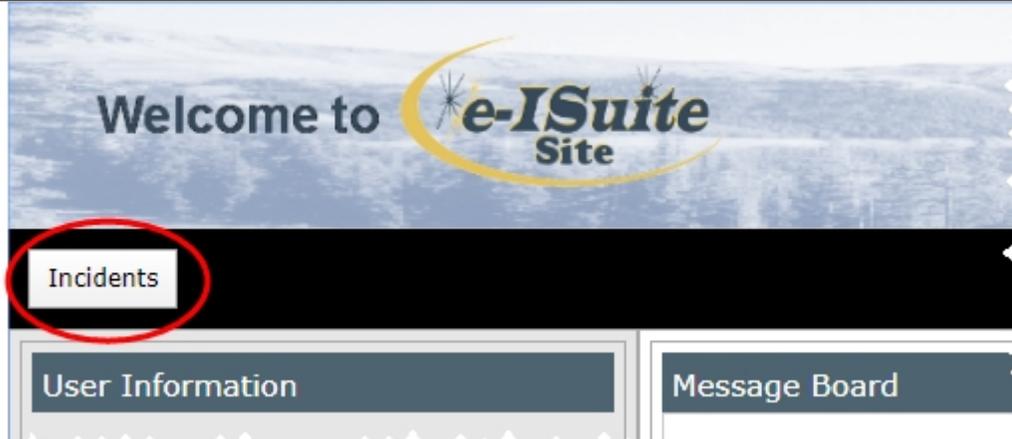


4. Select the **Contractors** option.
5. Select the Contractor to edit or utilize the search fields at the top of each column.
6. Click the **Edit Contractor** button.
7. The Contractor's information populates the Contractor fields.
8. Make the appropriate changes to the Contractor data and click the Save button.
9. Select the **Admin Office for Payment** from the drop-down menu or click the + sign to add a new Admin Office for Payment.
10. Click the **Save** button.

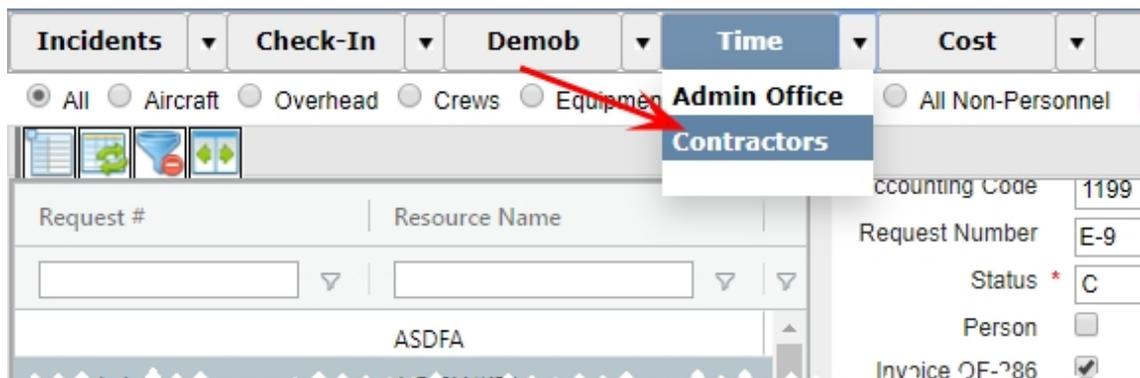


Delete Contractor(s)

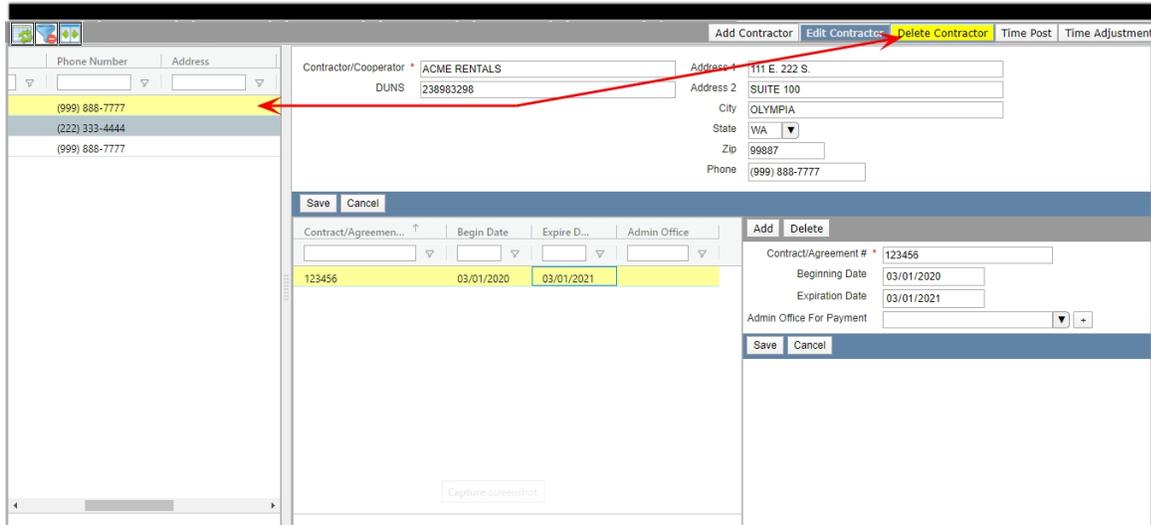
1. From the Home page, select the **Incidents** button.



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.

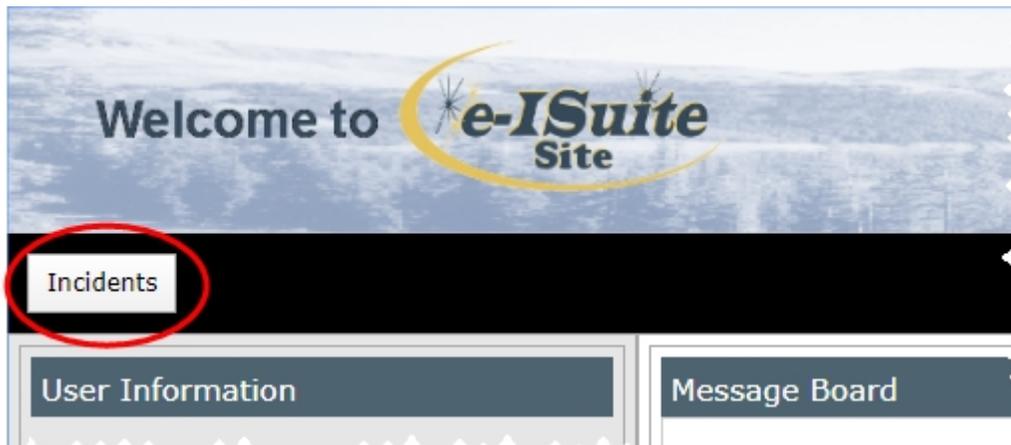


7. A confirmation message will display.
8. Click **Yes** to delete the contractor.



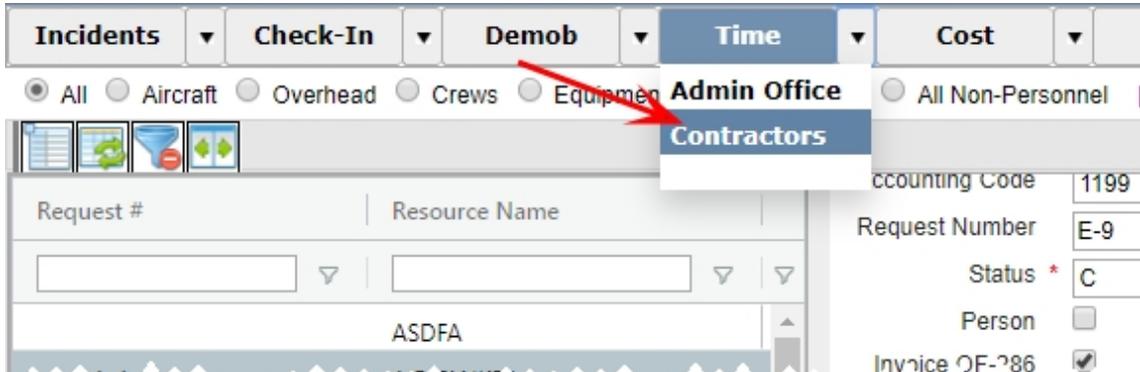
Delete a Contract/Agreement

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

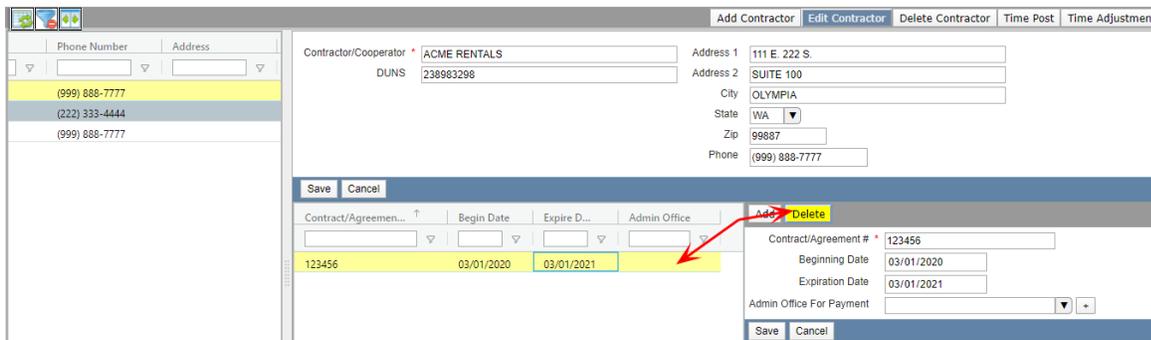


2. Select an Incident or an Incident Group.

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



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. In the Contract/Agreement grid, select the Contract/Agreement to delete.
9. Click the **Delete** button.



10. When the confirmation message displays, click **Yes** to delete the Contract/Agreement.



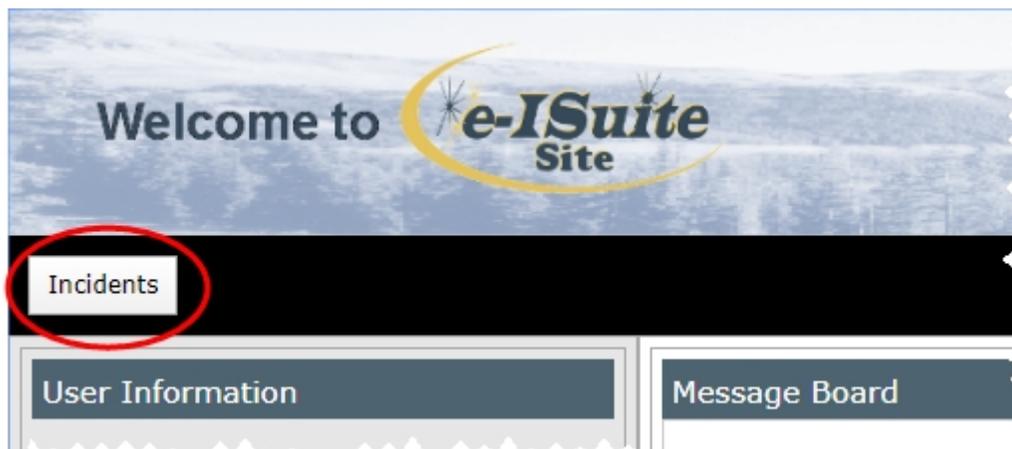
Rostering Resources to Contractor/Cooperator

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

NOTE: Very few 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 an Incident Group.
3. Click the **Time** button from the main toolbar.

e-ISuite Time

e-ISuite Site Welcome jdoe Active Database: HOPEVALLEY

Incidents Check-In Demob **Time** Cost IAP Training Reports

Add Incident

Incident Name	Incident #	Event Type	Start Date	Jurisdiction	Det
SITE_GROUP					
BLUE LAKE	US-WA-ABDN-389283	FIRE - WILDFIRE	02/01/2020	USFS	345
FLAMINGO ROW	US-WA-ABDN-389833	FIRE - WILDFIRE	02/01/2020	USFS	234
GREEN LAKE	US-WA-ABDN-2389832	FIRE - WILDFIRE	02/01/2020	USFS	
HOPE VALLEY	US-WA-ABDN-8978888	FIRE - WILDFIRE	02/01/2020	USFS	119
HOT VALLEY	US-WA-ABDN-3892898	FIRE - WILDFIRE	11/01/2019	USFS	238
LAKE WOEBEGONE	US-WA-ABDN-2839893	FIRE - WILDFIRE	02/01/2020	USFS	
RED LAKE	US-WA-ABDN-387283795	FIRE - WILDFIRE	11/01/2019	USFS	981
SCHAEFFER	US-CA-SQF-001317	FIRE - WILDFIRE	06/24/2017	USFS	
TEST ADDING	US-WA-ABDN-897897987	FIRE - WILDFIRE	02/01/2020	USFS	138

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

Accounting Code: 1199 Resource Name: ENGINE 1

Request Number: E-1 Status: C

Person: Cell Phone #:

Invoice OF-286 Item Code: ENG1 Item Name: ENGINE, TYPE 1

Unit ID: WA-ABDN Agency: USFS Mobilization Date: mm/dd/yyyy Check-In Date: 02/01/2020 Check-In Time: 0600 Actual Release Date: mm/dd/yyyy Actual Release Time:

Contractor/Cooperator: ZEN CONTRACTORS Govt Operator: OF-286 Remarks:

Contract/Agreement #: 3897329837 Govt Supplies: Withdrawn:

Unique Name or VIN: ENGINE 1

Description 1: Description 2:

Hired Date: mm/dd/yyyy Hired Time: Point of Hire:

Rate Type	Time ...	Rate	Guarantee	Description
PRIMARY	EACH	\$ 1500...	\$ 3000.00	
PRIMARY	DAILY	\$ 250.00	\$ 0.00	
PRIMARY	HOURLY	\$ 15.00	\$ 0.00	

Save Save and Roster Cancel **Roster Resources**

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

Roster Resources

Request #	Resource Name
E-1	ENGINE 1

Roster New Resource		Roster Existing Incident Resource	
Accounting Code	1199	Last Name *	RANDOLPH
Request Number	E-1.1	First Name *	FRED
Status *	C	Cell Phone #	
Person	<input checked="" type="checkbox"/>	Leader Type	NONE
Invoice OF-286	<input type="checkbox"/>	Item Code *	DRIV
		Traine	<input type="checkbox"/>
		Item Name	DRIVER/OPERATOR
		Unit ID *	WA-ABDN
		Agency	USFS
		Mobilization Date	mm/dd/yyyy
		Check-In Date	02/01/2020
		Check-In Time	0600
		Actual Release Date	mm/dd/yyyy
		Actual Release Time	

Check-In Data	Demob Data	Time Data	Cost Data
Employment Type	AD	Employee Common Identifier	0456345634
		Point of Hire *	WA-ABDN
		Class *	AD-E
		Current Rate	\$ 23.60
		Hiring Unit Name	
		Hiring Unit Phone Number	
		Hiring Unit Fax Number	
+ Employee Common Identifier Field 1234567 will be formatted as 0001234567 + Employee Common Identifier Field will be required prior to generating an invoice			
Remarks			

Roster New **Save** Cancel Unroster Close

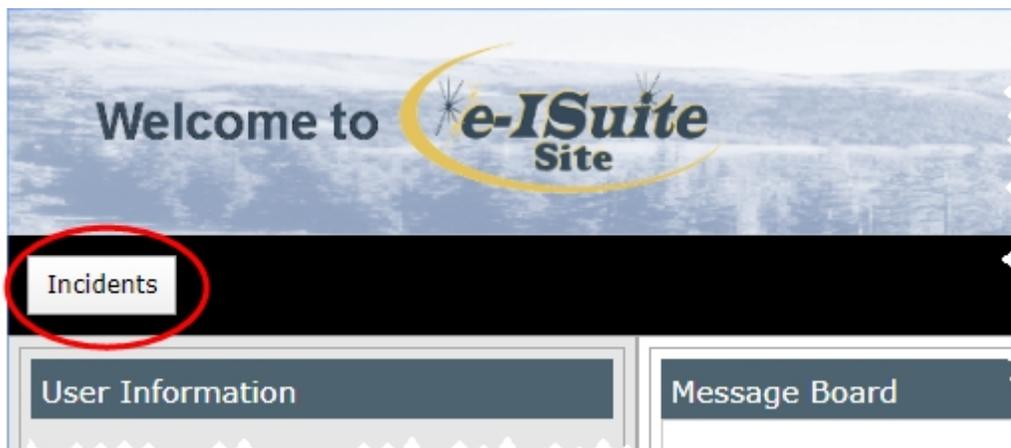
Posting Time for a Contractor or Cooperator Resource

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 posting fields instead of the **Tab** key.

Treat Enter as Tab

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 to open the Post Time screen.

e-ISuite Site Welcome jdoe Active Database: HOPEVALLEY							
Incidents	Check-In	Demob	Time	Cost	IAP	Training	Reports
Add Incident							
Incident Name ↑	Incident #	Event Type	Start Date	Jurisdiction	Det		
▼ SITE_GROUP							
BLUE LAKE	US-WA-ABDN-389283	FIRE - WILDFIRE	02/01/2020	USFS	345		
FLAMINGO ROW	US-WA-ABDN-389833	FIRE - WILDFIRE	02/01/2020	USFS	234		
GREEN LAKE	US-WA-ABDN-2389832	FIRE - WILDFIRE	02/01/2020	USFS			
HOPE VALLEY	US-WA-ABDN-8978888	FIRE - WILDFIRE	02/01/2020	USFS	119		
HOT VALLEY	US-WA-ABDN-3892898	FIRE - WILDFIRE	11/01/2019	USFS	238		
LAKE WOEBOGONE	US-WA-ABDN-2839893	FIRE - WILDFIRE	02/01/2020	USFS			
RED LAKE	US-WA-ABDN-387283795	FIRE - WILDFIRE	11/01/2019	USFS	981		
SCHAEFFER	US-CA-SQF-001317	FIRE - WILDFIRE	06/24/2017	USFS			
TEST ADDING	US-WA-ABDN-897897987	FIRE - WILDFIRE	02/01/2020	USFS	138		

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

All
 Aircraft
 Overhead
 Crews
 Equipment
 All Personnel
 All Non-Personnel

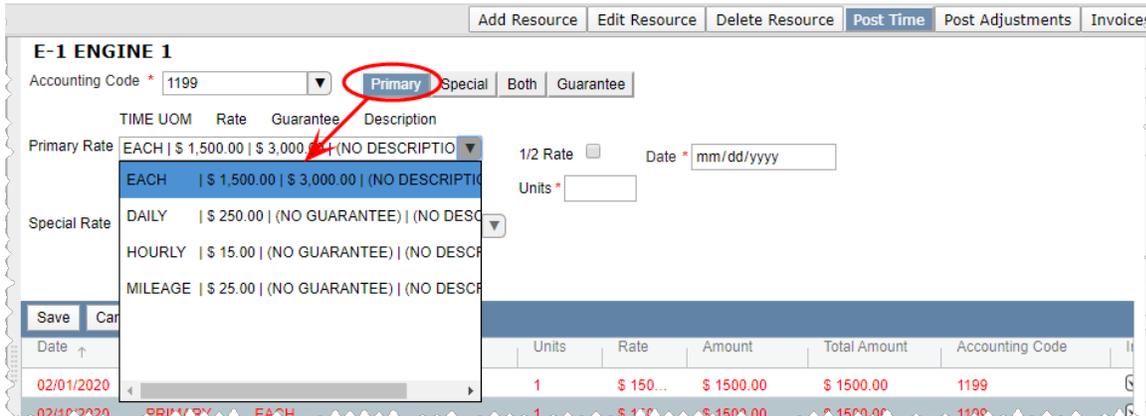
NOTE: A user can also filter the columns in the grid by entering a search term into the filter above the column.

- 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.
- 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.

Add Resource Edit Resource Delete Resource Post Time Post Adjustments Invoices									
E-1 ENGINE 1									
Accounting Code *	1199								
	<input checked="" type="radio"/> Primary <input type="radio"/> Special <input type="radio"/> Both <input type="radio"/> Guarantee								
TIME UOM	Rate	Guarantee	Description						
Primary Rate	EACH \$ 1,500.00 \$ 3,000.00	(NO DESCRIPTIO	<input type="checkbox"/> 1/2 Rate Date * mm/dd/yyyy						
	Units *								
Special Rate	DAILY \$ 50.00 (NO GUARANTEE) (NO DESCRIPTI								
<input type="button"/> Save <input type="button"/> Cancel <input type="button"/> Add <input type="button"/> Edit <input type="button"/> Delete									
Date ↑	Type	Time ...	Start	Stop	Units	Rate	Amount	Total Amount	Accounting Code
02/01/2020	PRIMARY	EACH			1	\$ 150...	\$ 1500.00	\$ 1500.00	1199
02/10/2020	PRIMARY	EACH			1	\$ 150...	\$ 1500.00	\$ 1500.00	1199

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).

7. From the **Primary Rate** drop-down list, select the appropriate Primary rate for the contracted resource.
 - When posting a **Daily** rate, enter the **Start Date** and **Stop Date**.
 - 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**.



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 Date** and **Stop Date**.
 - 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**.

e-ISuite Time

All Non-Personnel | Exclude Filled | Exclude Demob/Reassigned | Resources Selected in Grid | Treat Enter as Tab

E-1 ENGINE 1

Accounting Code * 1199 | Primary | **Special** | Both | Guarantee

TIME UOM Rate Guarantee Description
 Special Rate DAILY | \$ 50.00 | (NO GUARANTEE) | (NO DESCRIPTIO... | 1/2 Rate Start Date * mm/dd/yyyy End Date * mm/dd/yyyy
 Days

Date ↑	Units	Rate	Amount	Total Amount	Accounting Code
02/01/2020	1	\$ 150...	\$ 1500.00	\$ 1500.00	1199
02/10/2020	1	\$ 150...	\$ 1500.00	\$ 1500.00	1199

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

E-1 ENGINE 1

Accounting Code * 1199 | Primary | Special | Both | Guarantee

TIME UOM Rate Guarantee Description
 Primary Rate EACH | \$ 1,500.00 | \$ 3,000.00 | (NO DESCRIPTIO... | **1/2 Rate** Date * mm/dd/yyyy
 Units * 0

Special Rate DAILY | \$ 50.00 | (NO GUARANTEE) | (NO DESCRIPTIO... |

Date ↑	Type	Time ...	Start	Stop	Units	Rate	Amount	Total Amount	Accounting Code
02/01/2020	PRIMARY	EACH			1	\$ 150...	\$ 1500.00	\$ 1500.00	1199
02/10/2020	PRIMARY	EACH			1	\$ 150...	\$ 1500.00	\$ 1500.00	1199

13. Click the **Save** button.

E-1 ENGINE 1

Accounting Code * 1199 | Primary | Special | Both | Guarantee

TIME UOM Rate Guarantee Description
 Primary Rate EACH | \$ 1,500.00 | \$ 3,000.00 | (NO DESCRIPTIO... | 1/2 Rate Date * 03/01/2020
 Units * 1

Special Rate DAILY | \$ 50.00 | (NO GUARANTEE) | (NO DESCRIPTIO... |

Date ↑	Type	Time ...	Start	Stop	Units	Rate	Amount	Total Amount	Accounting Code
02/01/2020	PRIMARY	EACH			1	\$ 150...	\$ 1500.00	\$ 1500.00	1199
02/10/2020	PRIMARY	EACH			1	\$ 150...	\$ 1500.00	\$ 1500.00	1199

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.

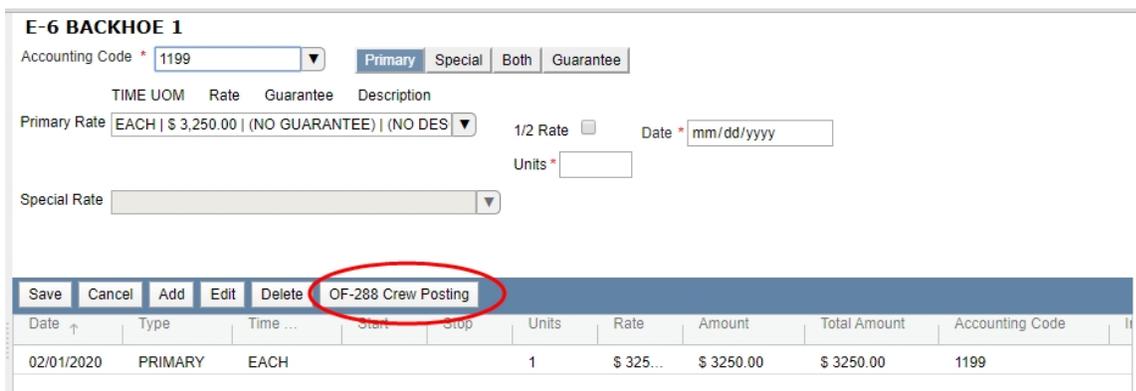
NOTE: A contractor can have two different time postings on the same day with no notification, as long as the Unit of Measure is different. If a posting is added during the same date with the same Unit of Measure a "Post Anyway, Overwrite or Cancel Post" message will display.

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.



E-6 BACKHOE 1

Accounting Code * 1199 Primary Special Both Guarantee

TIME UOM Rate Guarantee Description

Primary Rate EACH | \$ 3,250.00 | (NO GUARANTEE) | (NO DES) 1/2 Rate Date * mm/dd/yyyy

Units *

Special Rate

Save Cancel Add Edit Delete **OF-288 Crew Posting**

Date ↑	Type	Time ...	Start	Stop	Units	Rate	Amount	Total Amount	Accounting Code
02/01/2020	PRIMARY	EACH			1	\$ 325...	\$ 3250.00	\$ 3250.00	1199

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:

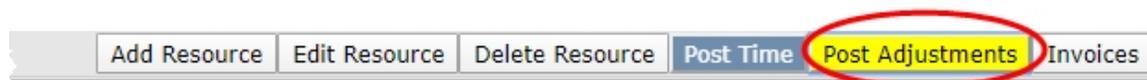
1. In the Resources grid, click the contracted resource with the posted time to delete.
2. Click the **Post Time** button.
3. In the time post grid, click anywhere in the row with the posting to delete.
4. Click the **Delete** button.
5. A confirmation message will display, click the **Yes** button.

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

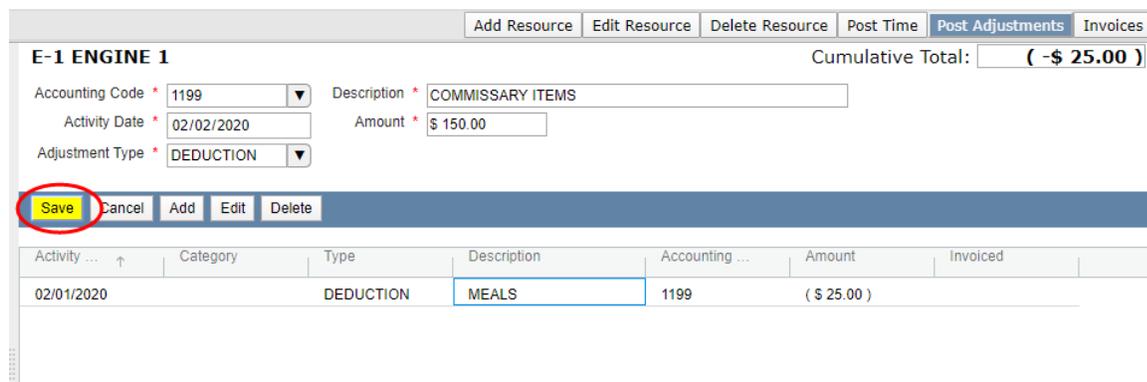
Post Adjustments for Contractor or Cooperator Resources

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.



E-1 ENGINE 1 Cumulative Total: (-\$ 25.00)

Accounting Code * 1199 Description * COMMISSARY ITEMS
 Activity Date * 02/02/2020 Amount * \$ 150.00
 Adjustment Type * DEDUCTION

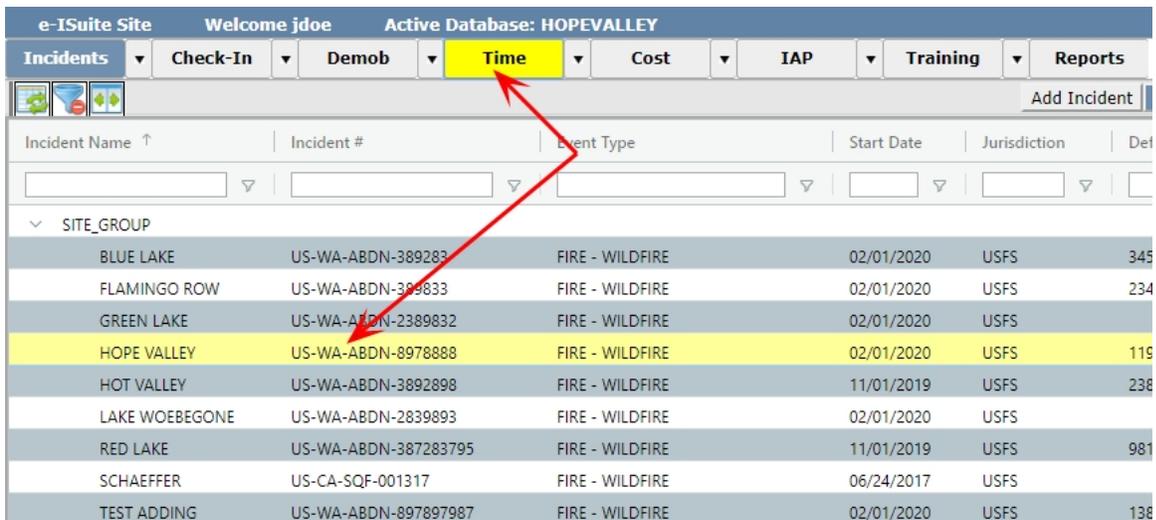
Save Cancel Add Edit Delete

Activity ... ↑	Category	Type	Description	Accounting ...	Amount	Invoiced
02/01/2020		DEDUCTION	MEALS	1199	(\$ 25.00)	

Printing an Emergency Equipment Report (OF-286)

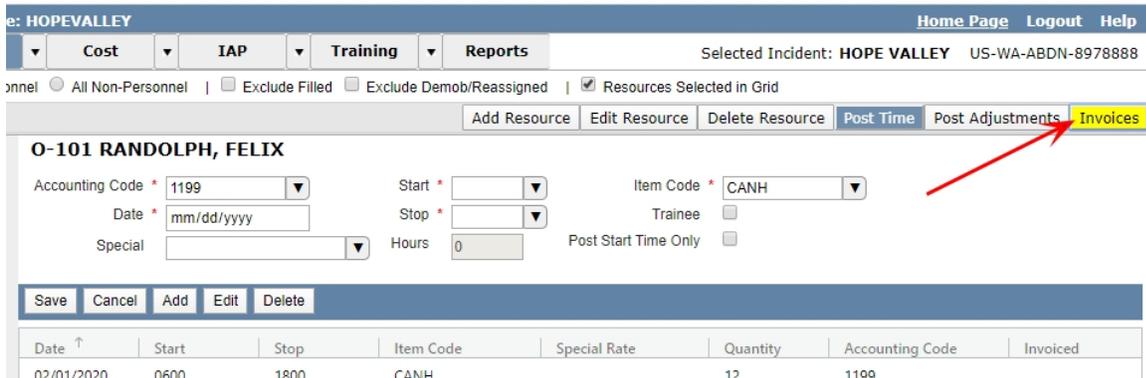
This report is the standard timekeeping record and payment document for resources that have the OF-286 checkbox checked (Contractors and Cooperators). Follow the steps in this section to print an OF-286 Invoice:

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



e-ISuite Site		Welcome jdoe		Active Database: HOPEVALLEY			
Incidents	Check-In	Demob	Time	Cost	IAP	Training	Reports
Incident Name ↑	Incident #	Event Type	Start Date	Jurisdiction	Def	Add Incident	
SITE_GROUP							
BLUE LAKE	US-WA-ABDN-389283	FIRE - WILDFIRE	02/01/2020	USFS	345		
FLAMINGO ROW	US-WA-ABDN-399833	FIRE - WILDFIRE	02/01/2020	USFS	234		
GREEN LAKE	US-WA-ABDN-2389832	FIRE - WILDFIRE	02/01/2020	USFS			
HOPE VALLEY	US-WA-ABDN-8978888	FIRE - WILDFIRE	02/01/2020	USFS	119		
HOT VALLEY	US-WA-ABDN-3892898	FIRE - WILDFIRE	11/01/2019	USFS	238		
LAKE WOEBEGONE	US-WA-ABDN-2839893	FIRE - WILDFIRE	02/01/2020	USFS			
RED LAKE	US-WA-ABDN-387283795	FIRE - WILDFIRE	11/01/2019	USFS	981		
SCHAEFFER	US-CA-SQF-001317	FIRE - WILDFIRE	06/24/2017	USFS			
TEST ADDING	US-WA-ABDN-897897987	FIRE - WILDFIRE	02/01/2020	USFS	138		

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.



e: HOPEVALLEY Home Page Logout Help

Selected Incident: HOPE VALLEY US-WA-ABDN-8978888

All Non-Personnel |
 Exclude Filled |
 Exclude Demob/Reassigned |
 Resources Selected in Grid

Add Resource | Edit Resource | Delete Resource | Post Time | Post Adjustments | **Invoices**

O-101 RANDOLPH, FELIX

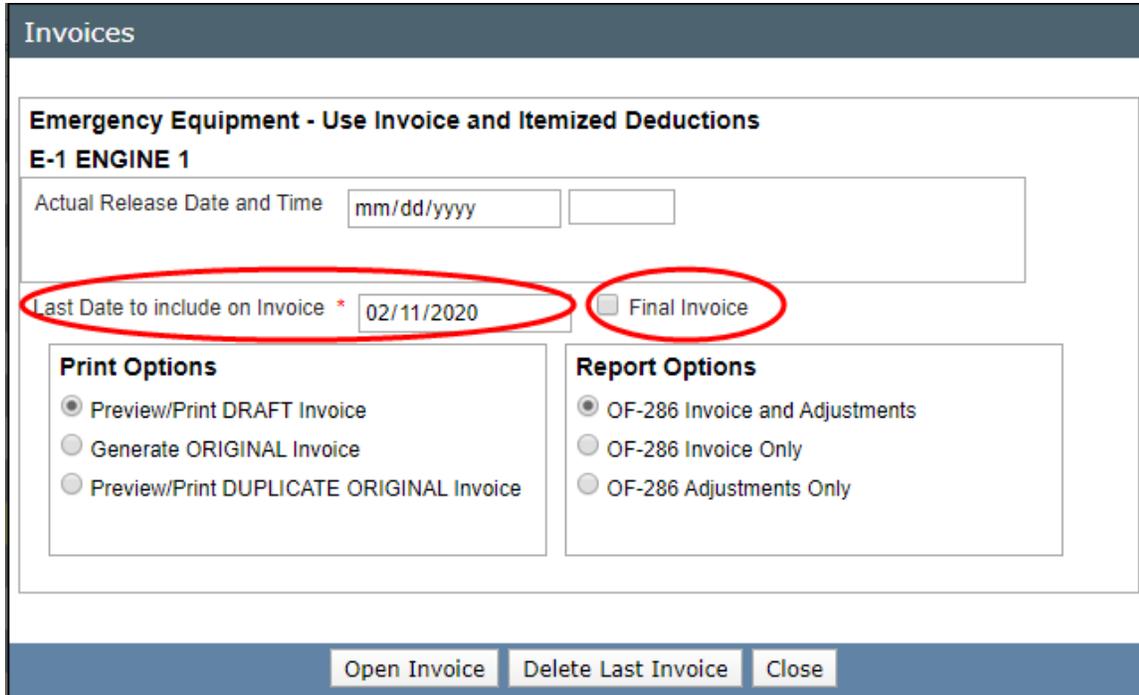
Accounting Code * 1199 | Start * | Item Code * CANH
 Date * mm/dd/yyyy | Stop * | Trainee
 Special | Hours 0 | Post Start Time Only

Save Cancel Add Edit Delete

Date ↑	Start	Stop	Item Code	Special Rate	Quantity	Accounting Code	Invoiced
02/01/2020	0600	1800	CANH		12	1199	

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.



Invoices

Emergency Equipment - Use Invoice and Itemized Deductions

E-1 ENGINE 1

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

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
E-1 ENGINE 1

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

- **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
E-1 ENGINE 1

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

- 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

E-1 ENGINE 1

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

Invoice #	First Date	Last Date
F-2020-WA-...	2/1/2020, 24...	2/11/2020, 2

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

- 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.

Invoices

Emergency Equipment - Use Invoice and Itemized Deductions
E-1 ENGINE 1

Actual Release Date and Time

Last Date to include on Invoice * Final Invoice

Print Options <ul style="list-style-type: none"><input checked="" type="radio"/> Preview/Print DRAFT Invoice<input type="radio"/> Generate ORIGINAL Invoice<input type="radio"/> Preview/Print DUPLICATE ORIGINAL Invoice	Report Options <ul style="list-style-type: none"><input checked="" type="radio"/> OF-286 Invoice and Adjustments<input type="radio"/> OF-286 Invoice Only<input type="radio"/> OF-286 Adjustments Only
--	---

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. Select an Incident or an Incident Group.
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 contractor and cooperator resources assigned to the incident.

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 the calendar icon to the right of the date box and selecting 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 (06/29/2014 - 06/29/2014)												
Emergency Equipment - Use Invoice					Invoice F-2014-CA-LPF-003810-14994-B		Official 1			Page 1 of 1		
1. CONTRACTOR (Name and address) CREW SOLUTIONS 123 MAIN ST PRINEVILLE OR 98800 b. DUNS: 9998887777 c. TIMEIN:					2. INCIDENT OR PROJECT NAME PFEIFFER CA-LPF-003810					3. AGREEMENT NUMBER (From OF-294) 987987654321		
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 2014	14. WORK OR DAILY RATE			15. SPECIAL RATE			16. TOTAL EARNED (14c + 15c)	17. GUARANTEE	18. AMOUNT			
MO	DA	a. UNITS WORKED (MIN/DA)	b. RATE	c.	a. UNITS WORKED (MIN/DA)	b. RATE	c.					
6	29	1.0 DAILY	\$ 2,000.00					\$ 2,000.00		\$ 2,000.00		
19. CHARGE CODE PFD1					20. OBJECT CODE		23. 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 INTERIM <i>Prior Partial Payments</i> 09/29/2014 - 06/29/2014 for \$ 500.00					26. DEDUCTIONS (attach statement)		27. ADDITIONS (attach statement)		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 288												

Original (06/29/2014 - 06/29/2014)			
Emergency Equipment Deductions and Additions <small>(For use with OF-288 (Books 26 and 27 - Deductions and Additions Statement))</small>		Invoice #: F-2014-CA-LPF-003810-14994-B Official 1	
1. CONTRACTOR (Name and EIN/SSN) CREW SOLUTIONS		2. INCIDENT OR PROJECT NAME PFEIFFER	
		2a. ACCOUNTING CODE PF01	
5. EQUIPMENT Unique ID: ENG3 LP17 Make: ENG3; LP 17; E-4-ENGINE, TYPE 3 Request # E-4 Model:		3. AGREEMENT NUMBER 987987654321	
		4. REPORT DATE/TIME 9/29/2014 12:45	
<u>Activity Date</u>	<u>Description</u>	<u>Deductions</u>	<u>Addition</u>
6/29/2014	MEALS	(\$ 100.00)	
	Totals	(\$ 100.00)	

OF-288 Invoice

This report is the standard timekeeping record and payment document for FED and Casual (AD) personnel assigned to the incident.

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**, **Select Crew** or **Select Person**.
2. Select **Request Number**, **Crew Name**, **Person Name** from the drop-down menu.
3. Enter the **Last Date to Include on the Invoice** by entering the date or clicking the calendar icon to the right of the date box and selecting the appropriate date.
4. If the OF-288 is a final invoice, click the **Final Invoice** checkbox.
5. 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.

C--2.5		DRAFT ONLY - NOT FOR PAYMENT		01/01/201 _ 01/01/201		F-2015-UT-USO-928434-	
INCIDENT ADJUSTMENTS REPORT (For use with OF-288 Block 18 Commissary Record)						1. Hired At (e.g., ID-BOF) AK-AFMX	
2. Employee Common Identifier			3. Type of Employment (X One) <input checked="" type="checkbox"/> Casual <input type="checkbox"/> Federal <input type="checkbox"/> Other			4. Hiring Unit Name (e.g., Ranger District)	
5. Name (First, Middle, Last) BILL BILLS				6. Hiring Unit Phone Number		7. Hiring Unit Fax Number	
Block 18 Commissary and Travel (From OF-288)							
18a. Month	18b. Day	18c. Category	Description	18d. Addition	18e. Deduction	18f. FireCode	
12	21	COMMISSARY	BOOTS		(\$ 75.00)	P12345	
12	21	COMMISSARY	BOOTS		(\$ 50.00)	P12345	
						Total	(\$ 125.00)

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. Enter the **Start Date** and **End Date** for the report.
2. 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).
3. 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 *

4. 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**.
5. 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.
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			
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		

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 the calendar icon to the right of the date box and selecting 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
0-0	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 the calendar icon to the right of the date box and selecting 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
5. To exclude resources with either a Demobed or Reassigned Status, check the **Exclude Demob/Reassigned** checkbox.
 6. 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.

1. Select a Date Range for the report by entering a **Start Date** and an **End Date** or by clicking the calendar icon to the right of the date box and selecting 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		
Q-11	ALEX ARROYO	06/21/2014			07/04/2014		
		06/22/2014			07/05/2014		
		06/23/2014			07/06/2014		
		06/24/2014			07/07/2014		
		06/25/2014			07/08/2014		
		06/26/2014			07/09/2014		
		06/27/2014			07/10/2014		
		06/28/2014			07/11/2014		
		06/29/2014			07/12/2014		
		06/30/2014			07/13/2014		
		07/01/2014			07/14/2014		
		07/02/2014			07/15/2014		
		07/03/2014					
		07/04/2014			Q-22	CARMELA CURTIS	06/20/2014
		07/05/2014					06/21/2014
		07/06/2014					06/22/2014
		07/07/2014					06/23/2014
		07/08/2014					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		
Q-127	DRETTCHEN GRIFFIN	06/24/2014			07/02/2014		
		06/25/2014			07/03/2014		
		06/26/2014			07/04/2014		
		06/27/2014			07/05/2014		
		06/28/2014			07/06/2014		
		06/29/2014			07/07/2014		
		06/30/2014			07/08/2014		
		07/01/2014			07/09/2014		
		07/02/2014			07/10/2014		
		07/03/2014			07/11/2014		

Crew Roster

This report details members of a Crew Roster.

1. Select a **Request Number** or **Resource Name** from the drop-down menu.
2. To exclude resources with either a Demobed or Reassigned Status, check the **Exclude Demob/Reassigned** checkbox.
3. 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 987987054321	CREWZ1	07/14/2014	0000		
E-4	ENG3; LP 17; E-4	ENG3	C	CREW SOLUTIONS 987987054321	ENG3 LP17				

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