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).

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.

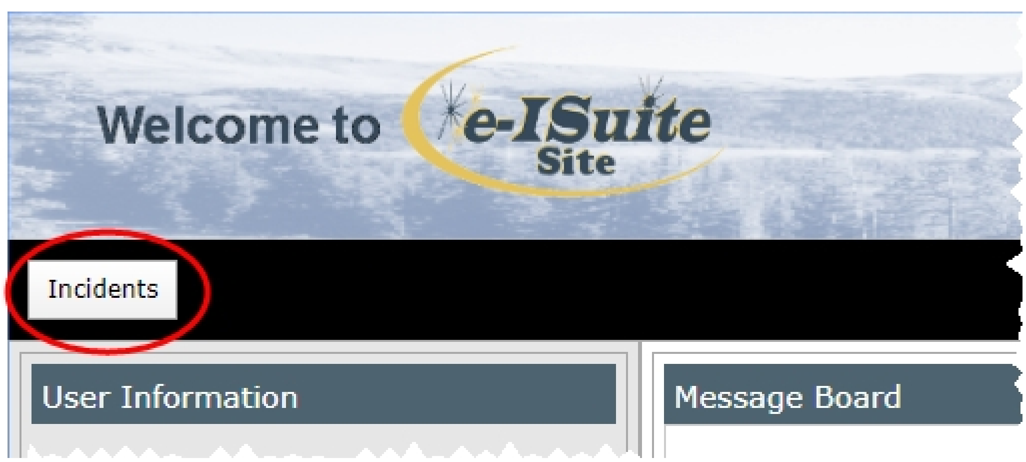
Follow the steps in this section to add and edit Time data for a Non-Contracted, Person Resource at an Incident.

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)

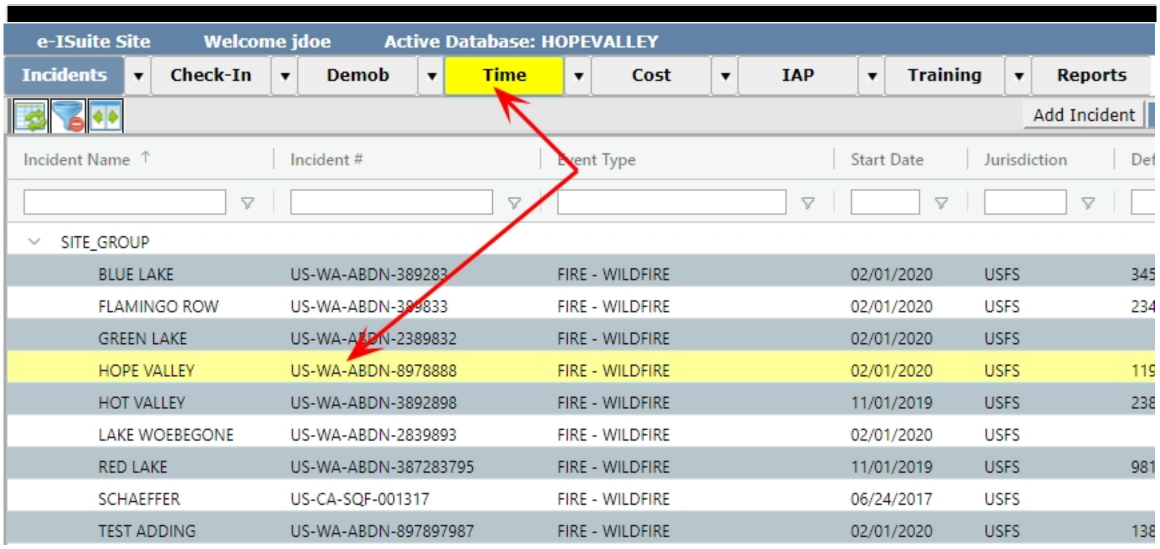
Follow the steps in this section to add this, and other data.

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



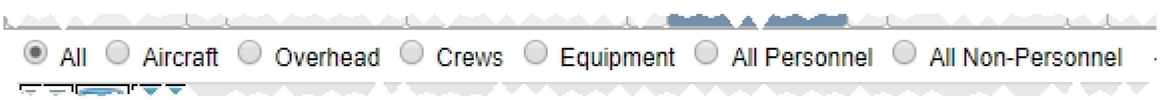
2. Select an Incident or Incident Group.
3. Click the **Time** button from the main toolbar.

Time



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

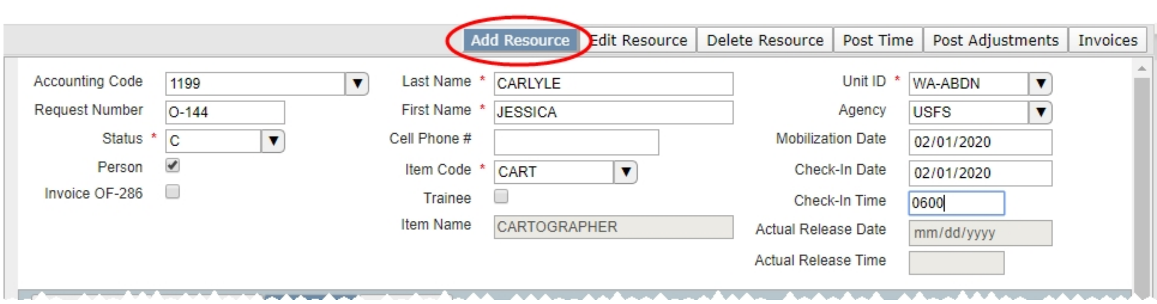
NOTE: Data in the columns can be filtered by entering a search term into the filter above the column.



5. Select a Non-Contracted, Person Resource from the Resources grid.

6. If the resource does not exist, select the **Add Resource** button and enter the appropriate Common Data and Time Data.

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



7. Enter the employment information on the **Time Data** tab.

8. Select the **Employment Type** from the drop-down list.

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

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.

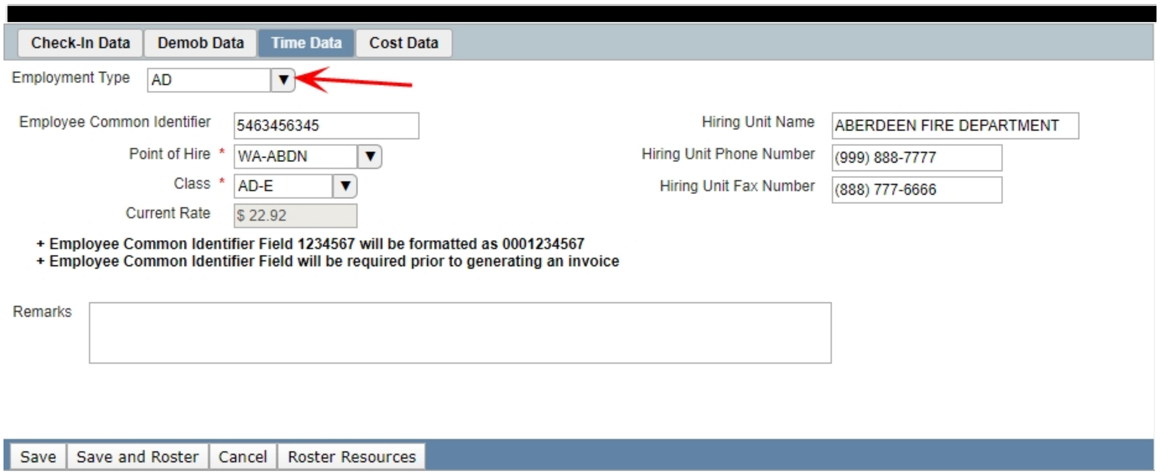
AD Resource

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.

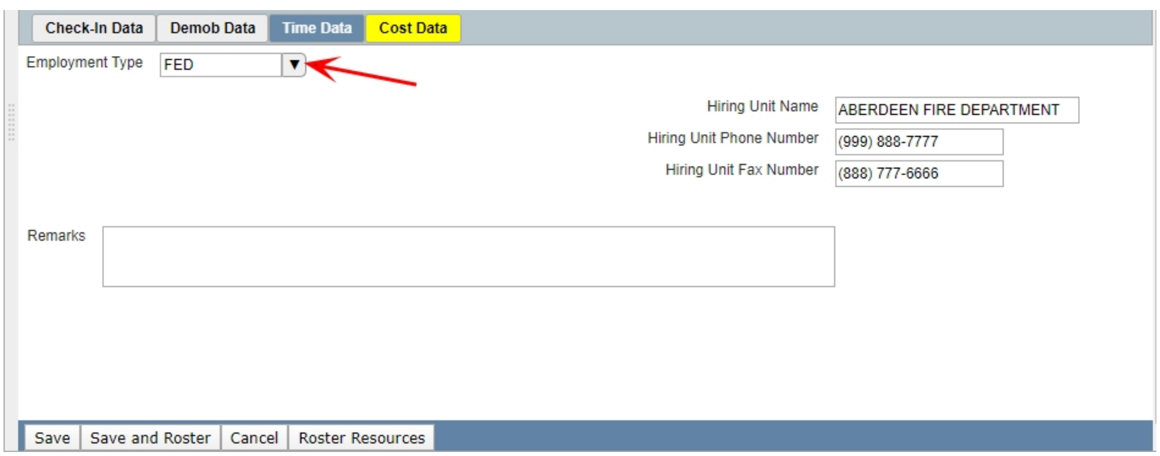


FED Resource

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.



OTHER Resource

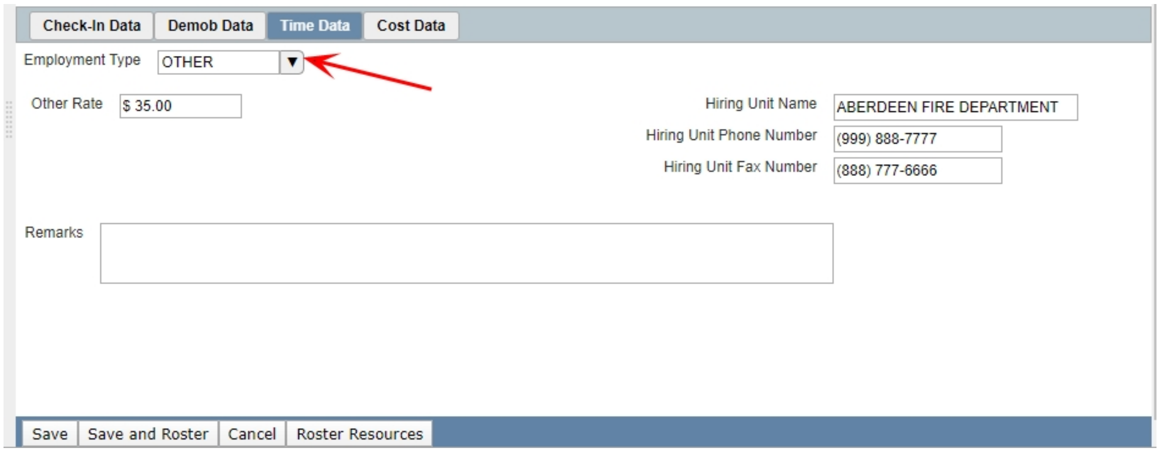
1. Select the OTHER Employment Type from the drop-down list.

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.



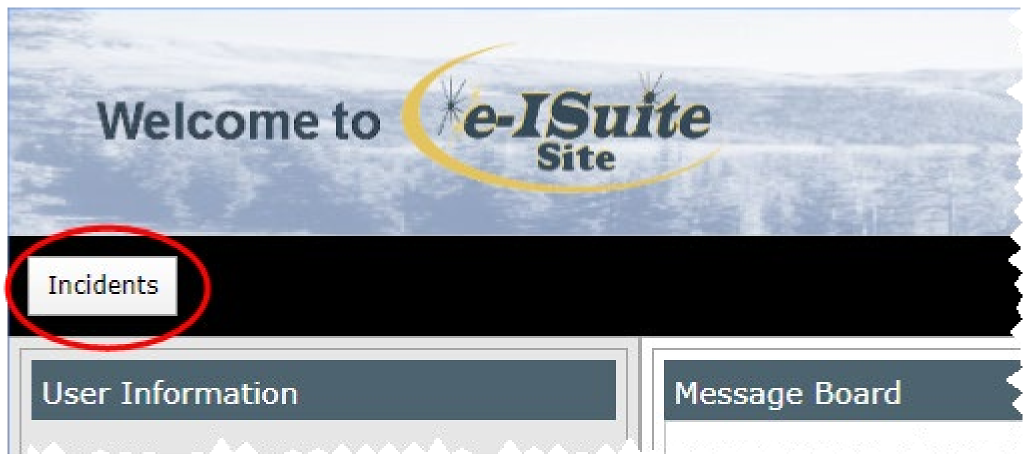
NOTE: When a crew or crew member is selected, the FED or OTHER employment types can be propagated to all crew members. Use the **Crew FED Propagation** button to enter the **FED Employment Type** for all crew members without an employment type. Use the **Crew OTHER Propagation** button to enter the **OTHER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

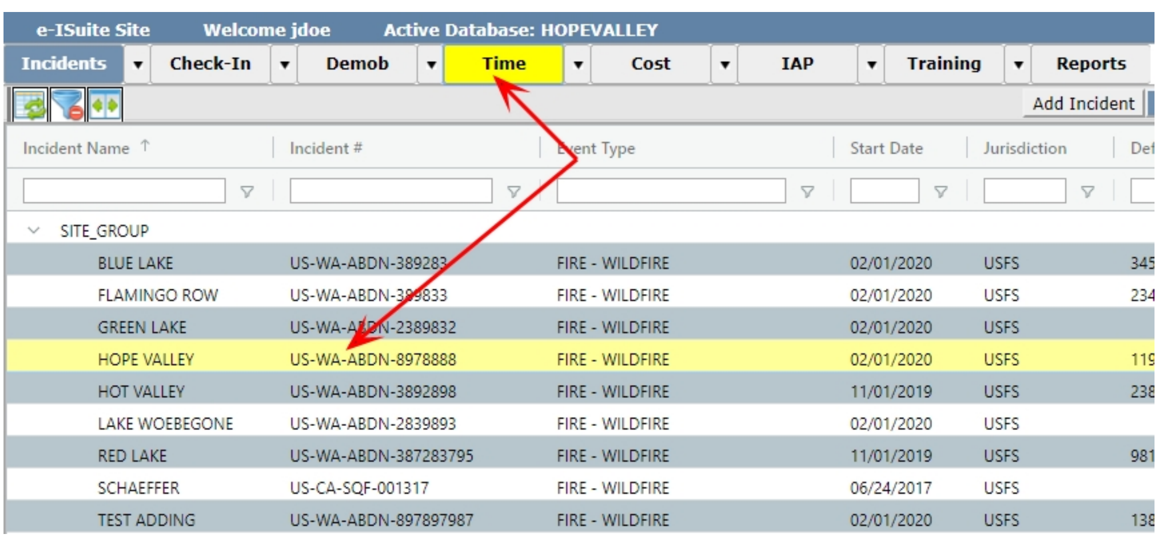
NOTE: For ease of data entry, check the **Treat Enter as Tab** checkbox that displays in the filter bar. When the **Treat Enter as Tab** checkbox is checked, use the **Enter** key to tab through time posting fields instead of the **Tab** key.

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



2. Select an Incident or an Incident Group.

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



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

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

5. With the Resource selected, click the **Post Time** button.
6. The **Accounting Code** will default to the Resource's default accounting code. If needed, a different accounting code can be selected from the drop-down list.
7. Enter the time posting date in the **Date** field.
8. If a special circumstance applies select the appropriate code from the **Special** drop-down list:

- **Continuation of Pay** -- If this option is selected for an AD resource, the **Hours** field will display. The maximum number of hours for an AD resource is **8**.
- **Day Off** -- If this option is selected for an AD resource, the number of **Hours** must be **0** or **8**.
- **Guarantee** -- If this option is selected for an AD resource, the number of **Hours** entered cannot exceed 8.
- **(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**.

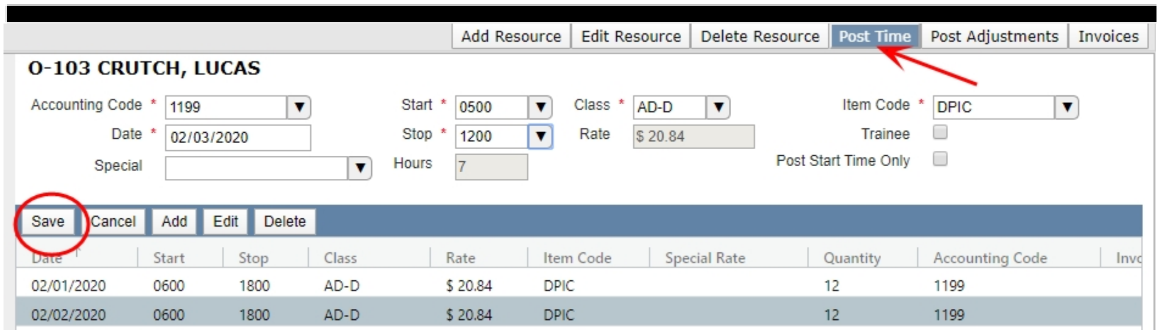
16. Click **Save** to save the time posting.

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



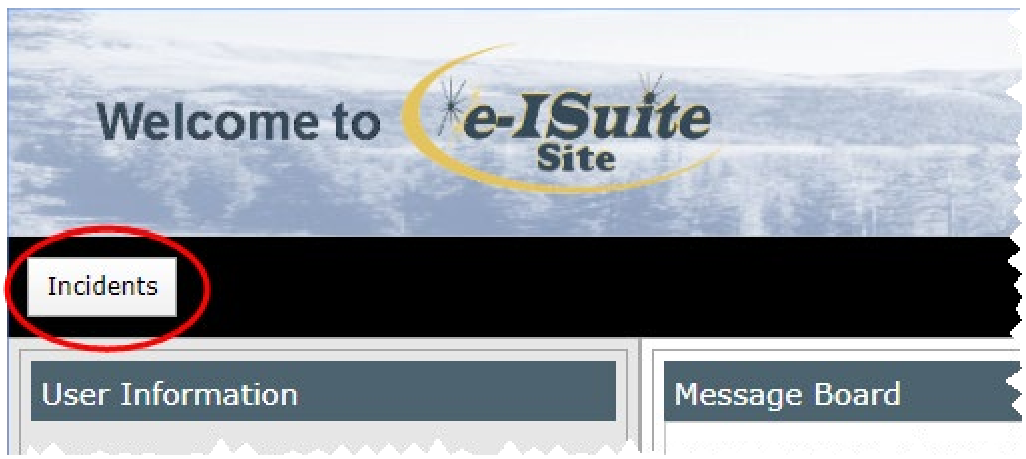
NOTE: To change the AD Class, Item Code or Trainee status for the remainder of the assignment, click on the **Edit Resource** button and edit the information on that screen. Edits on the Edit Resource screen will apply to all subsequent time postings.

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.

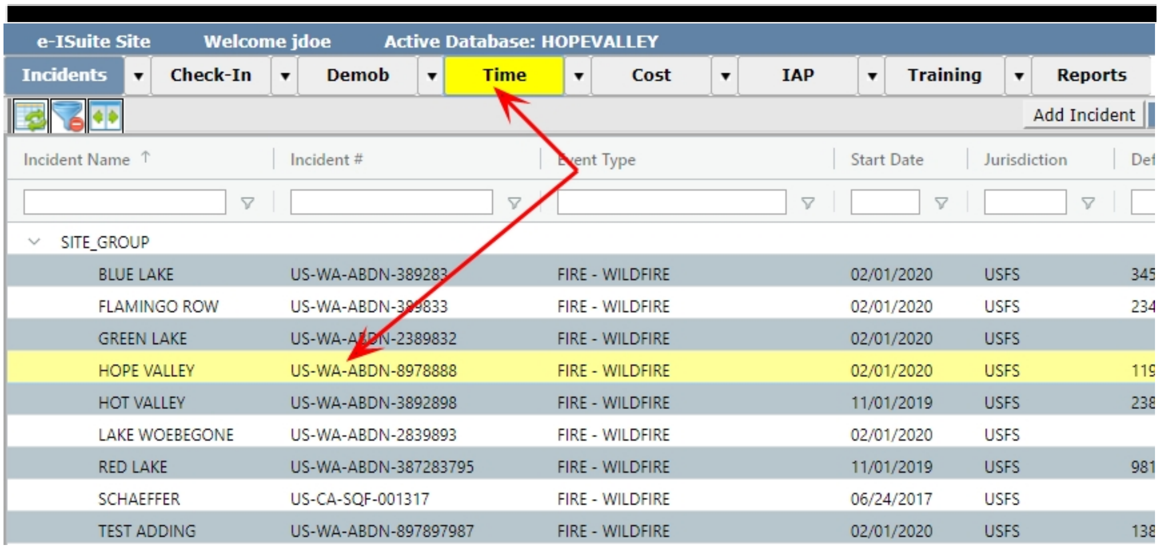
Follow the steps in this section to post time for an Other Resource in the e-ISuite system:

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.



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.

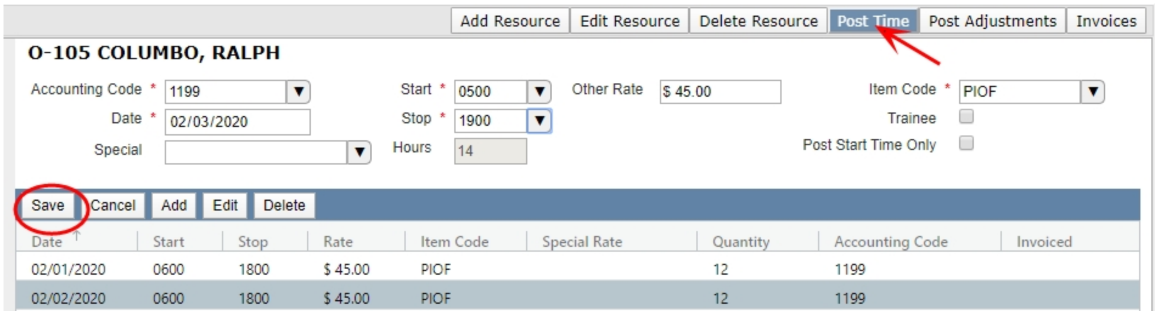
NOTE: When the **Post Start Time Only** checkbox is checked, the system will automatically populate the **Special** field with the **Travel** option. The system will only require a **Start Time**.

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.



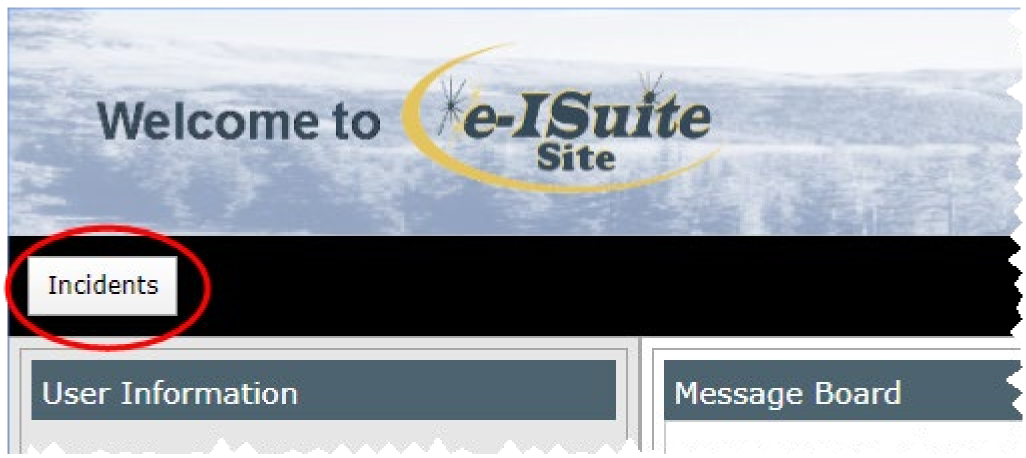
NOTE: To change the Item Code, Rate or Trainee status, click on the **Edit Resource** button and edit the information on that screen. Edits on the Edit Resource screen will apply to all subsequent time postings.

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.

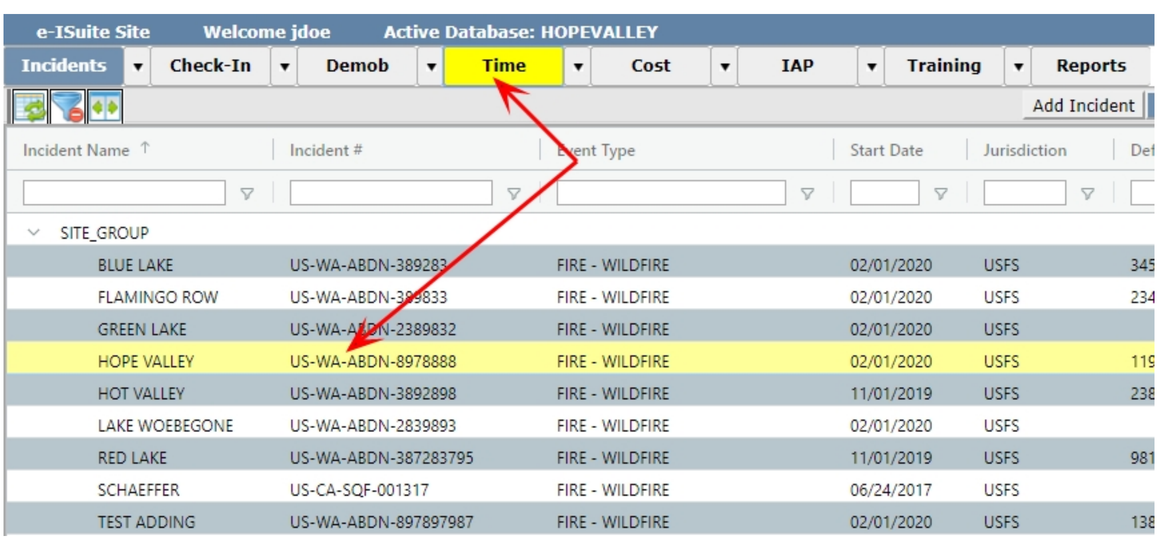
Follow the steps in this section to post time for a FED Resource in the e-ISuite system:

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



2. Select an Incident or an Incident Group.

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



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

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

5. With the Resource selected, click the **Post Time** button.

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

7. Enter the time posting date in the **Date** field.

8. If a special circumstance applies, select the appropriate code from the **Special** drop-down list:

   - **Continuation of Pay** -- Select this option to post Continuation of Pay time for the resource. The Start and Stop Time fields do not display. The system will automatically post 0 hours.

   - **Day Off** -- Select this option to post Day Off time for the resource. The Start and Stop Time fields do not display. The system will automatically post 0 hours.

   - **Environmental Pay** -- Select one of the Environmental Pay options to post Environmental time for the resource. These options include 100%, 25%, 15%, 8% and 4%.

   - **Guarantee** -- Select this option to post Guarantee time for the resource. The Start and Stop fields do not display. The system will automatically post 0 hours.

   - **Hazard Pay** -- Select this option to post Hazard time for the resource.

   - **Travel Pay** -- Select this option to post time for travel time either to the incident or from the incident.

9. Enter the time posting's **Start** time.

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

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

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

11. The **Hours** will automatically calculate if a Stop Time is entered.

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

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

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

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

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

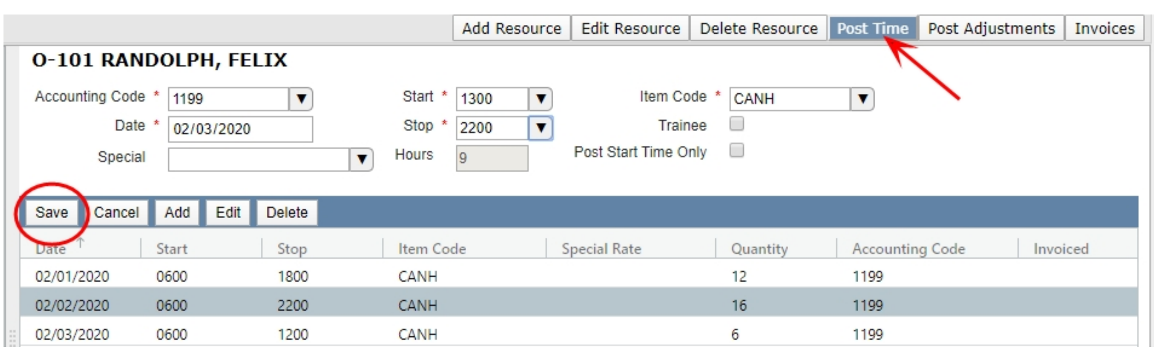
NOTE: When the **Post Start Time Only** checkbox is checked the system will automatically populate the **Special** field with the **Travel** option. The system will only require a **Start Time**.

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

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

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

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



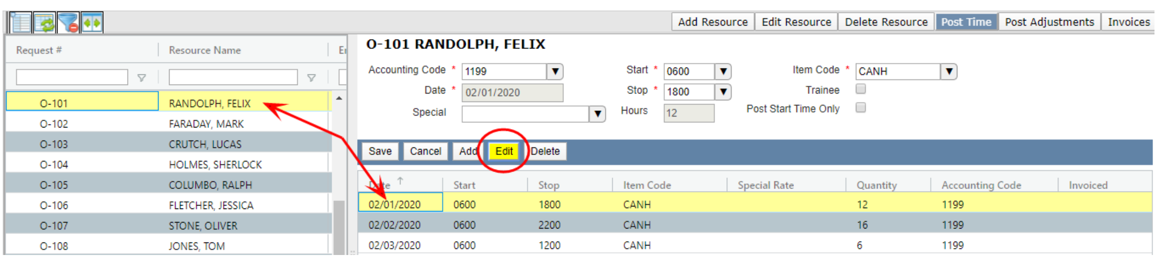
NOTE: To change the Item Code or Trainee status, click on the **Edit Resource** button and edit the information on that screen. Edits on the Edit Resource screen will apply to all subsequent time postings.

Managing Time Postings

Editing a Time Posting Entry

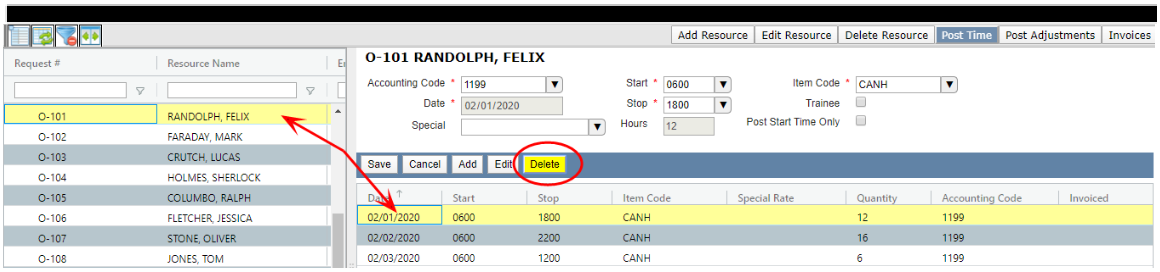
1. Click the **Post Time** button to open the Post Time area.
2. In the Resources grid, click the Personnel Resource with the posted time to be edited.
3. Select the Time posting to edit from the time posting grid.
4. Click the **Edit** button.
5. Make the appropriate changes to the information in the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



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

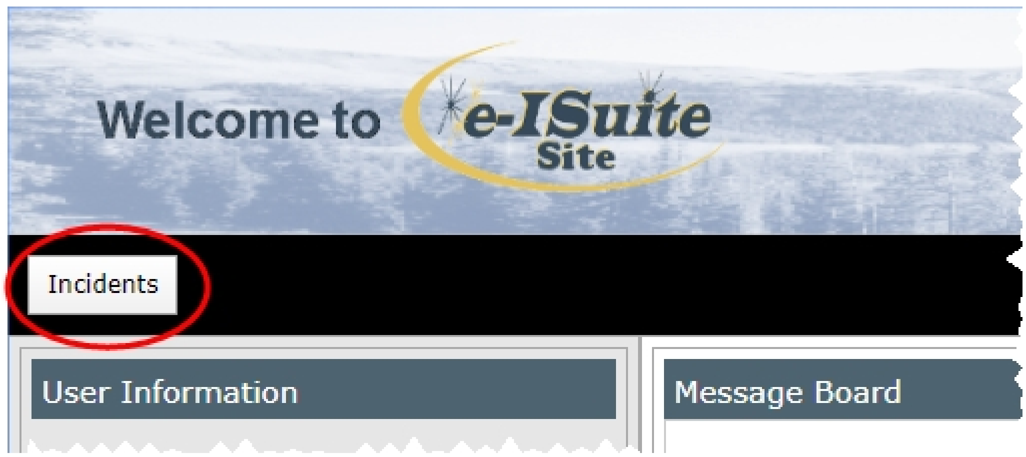
NOTE: See the Reports section of this document for instructions on printing an OF-288 Invoice for an Overhead resource.

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

Posting Time Adjustments

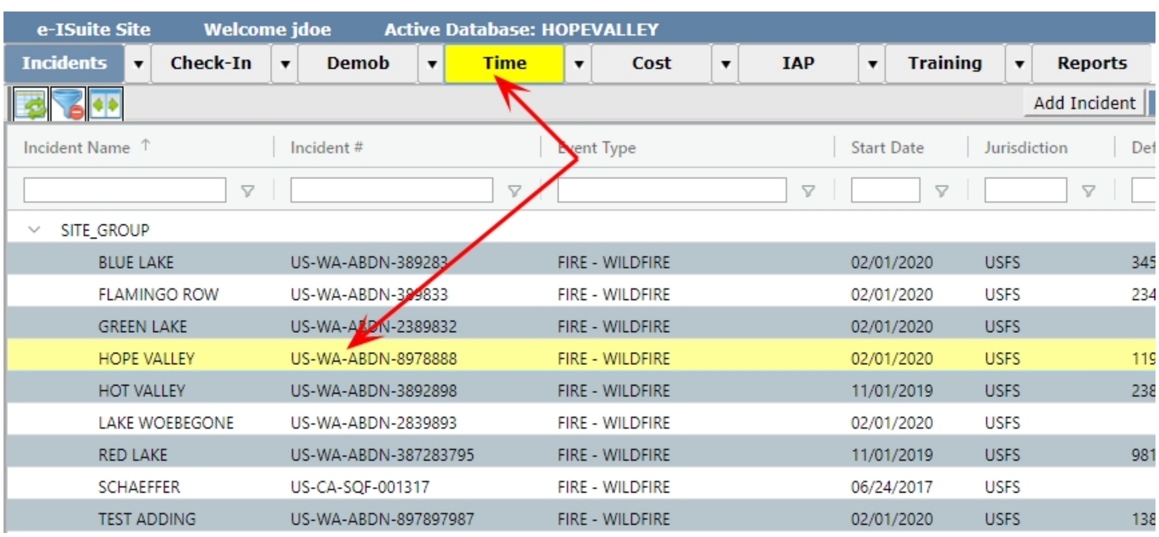
Adjustments are dollar amounts that are either added to or deducted from a resource's wages or invoice. Follow the steps in this section to post time adjustments. Time adjustments should be entered for such items as Quarters and Lodging, Meals, Travel, etc.

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**.

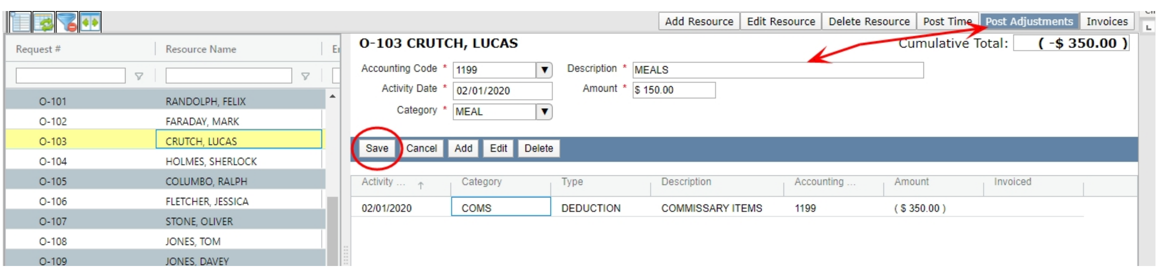
9. If the resource has an AD employment type, select a **Category** (e.g. Meals, Lodging, etc.).

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.

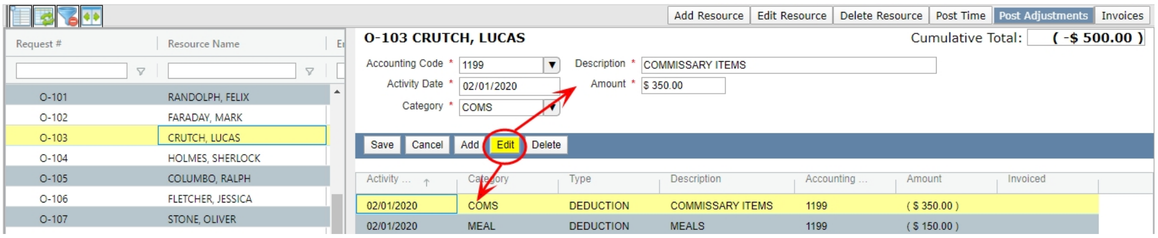
2. Select the Resource with the adjustment that needs editing.

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:

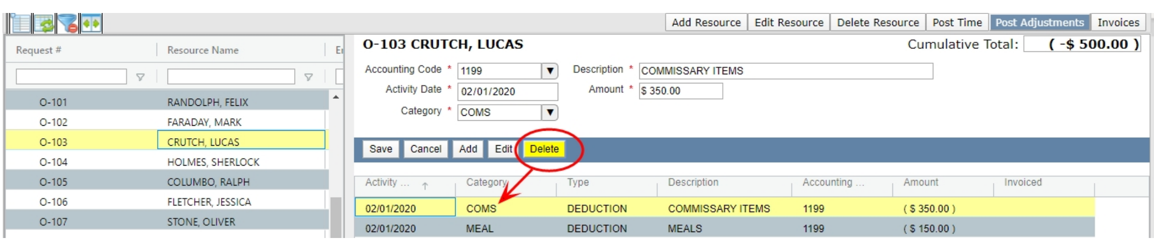
NOTE: Once an Original Invoice is printed, users will not be able to delete the adjustment.

1. Click the **Post Adjustments** button.

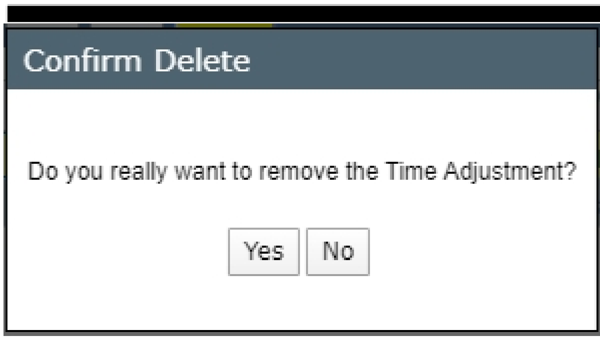
2. Select the Resource with the adjustment that needs to be deleted.

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?
Yes
No

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.

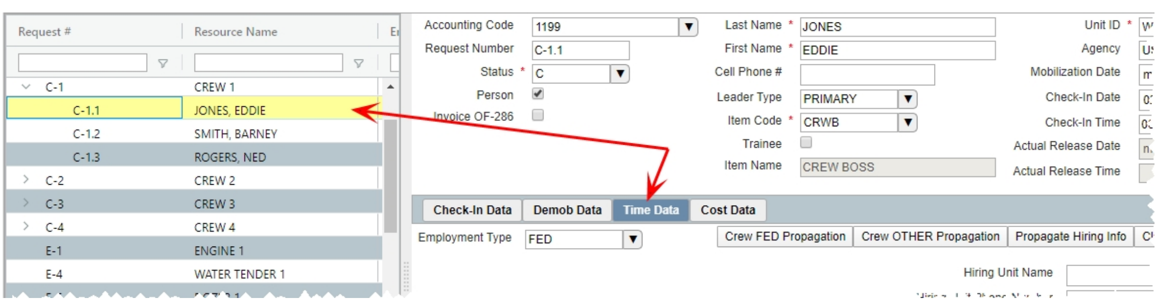
To post time to a crew, their employment type has to be identified. The initial crew screen has button features that will propagate the crew employment type to all crew members allowing the user to enter the information only once.

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

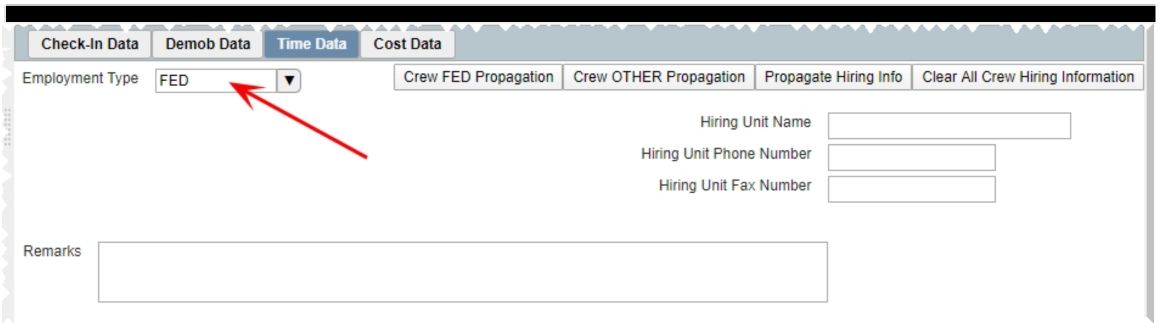
- The crew members must have an Employment Type.
- The crew members must have an Accounting Code.
- The crew members must have a Status of C (Checked-in) or P (Pending Demob).

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

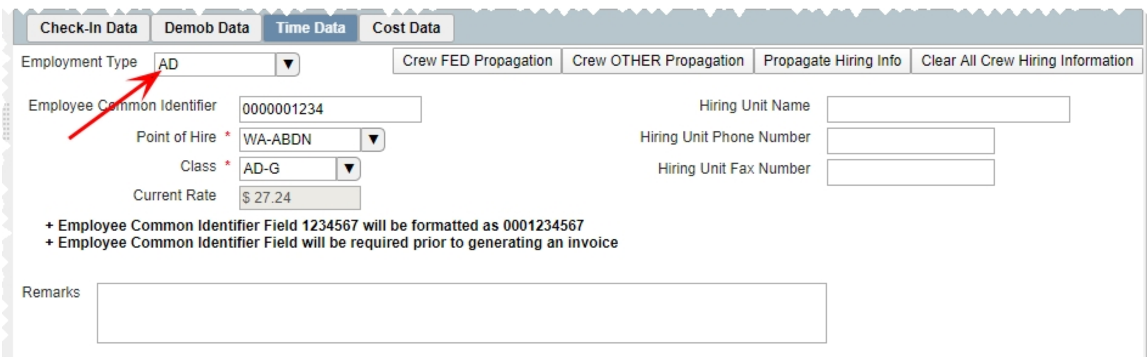
1. Select a crew resource from the resource grid.
2. Click the **Edit Resource** button.
3. Click the **Time Data** tab.



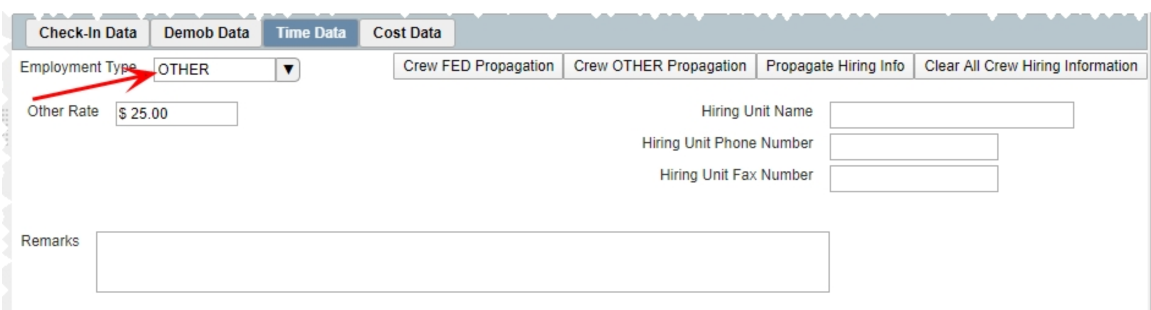
4. For a FED resource, select the **FED Employment Type** and enter the **Hiring Unit Name**, **Hiring Unit Phone Number**, **Hiring Unit Fax Number** and any **OF-288 Remarks**.



5. 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**.



6. 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**.

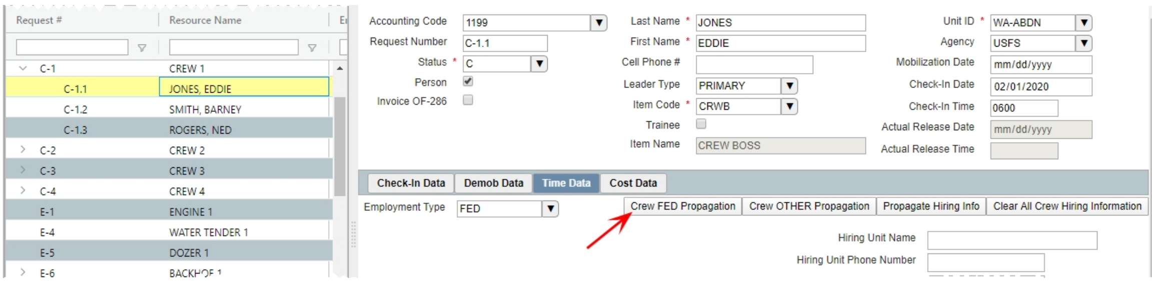


7. Click the **Save** button.

Propagate FED Employment Type

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

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

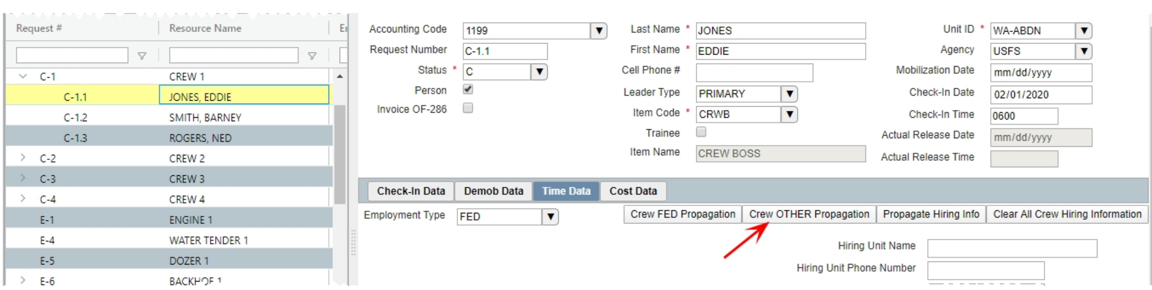


Propagate OTHER Employment Type

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.

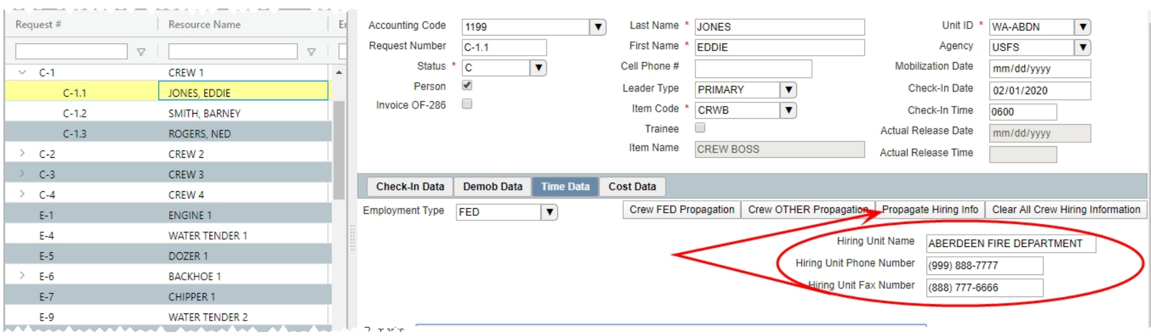


Propagate Hiring Unit

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.

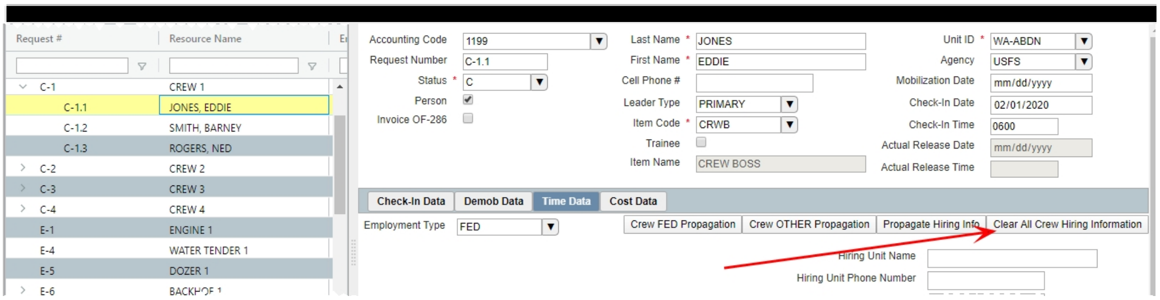
NOTE: If hiring unit information exists for a crew member, the system will not overwrite that data. The hiring unit data is only propagated to those crew members that do not already have hiring unit information defined.



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.



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

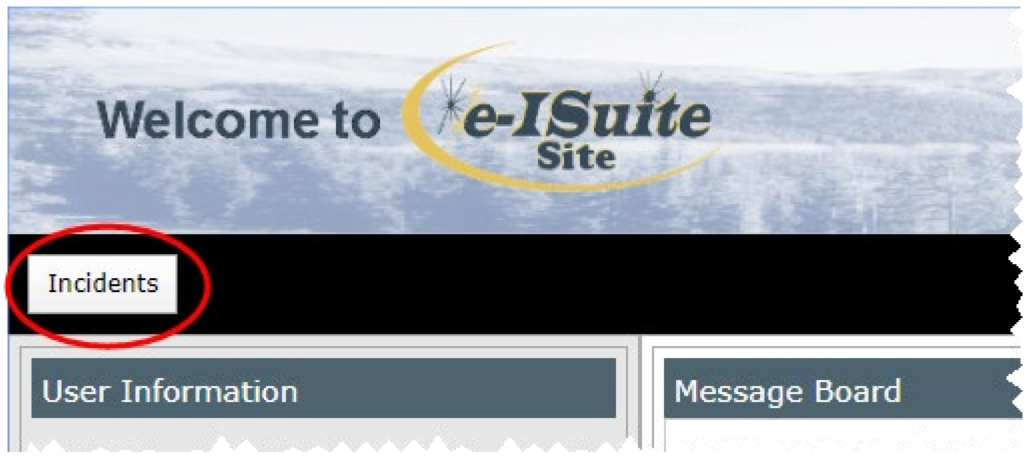
Refer to the *Check-in* portion of the User Guide for information on rostering crew members. This can be done from the **Time** Menu button. It is not necessary that the user has the Check-in/Demob role.

Posting Crew Time

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

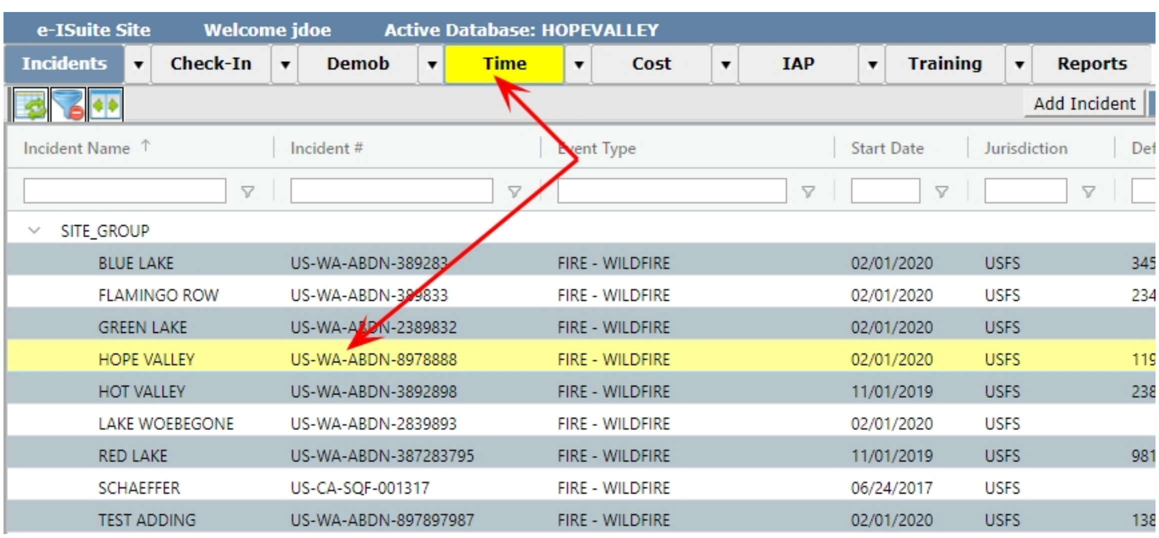
NOTE: For ease of data entry, check the Treat Enter as Tab checkbox that displays in the filter bar. When the Treat Enter as Tab is checked, use the Enter key to tab through time postings instead of the Tab key.

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

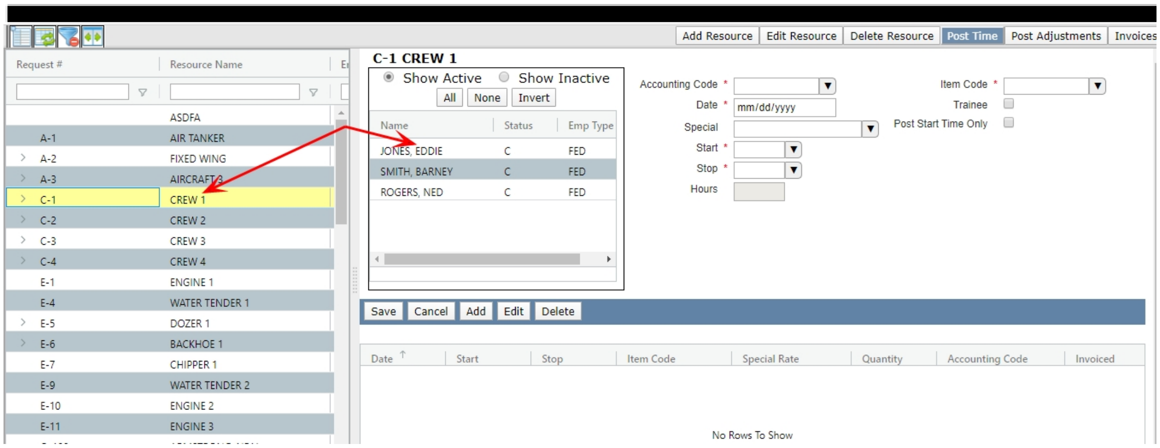


2. Select an Incident or an Incident Group.

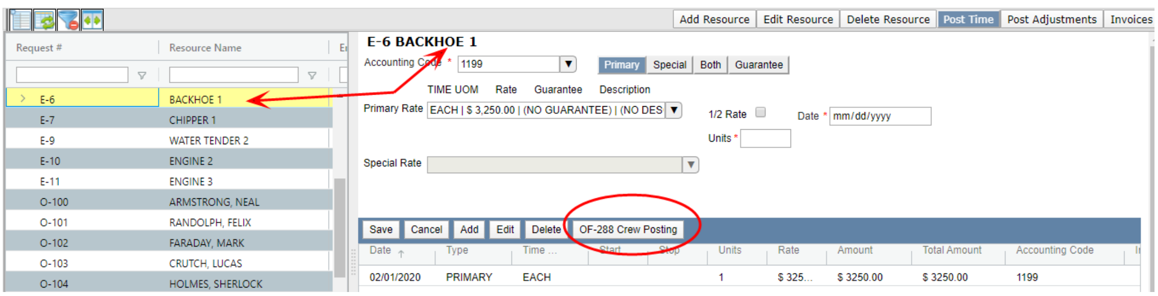
3. Click the **Time** button from the main toolbar.



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.

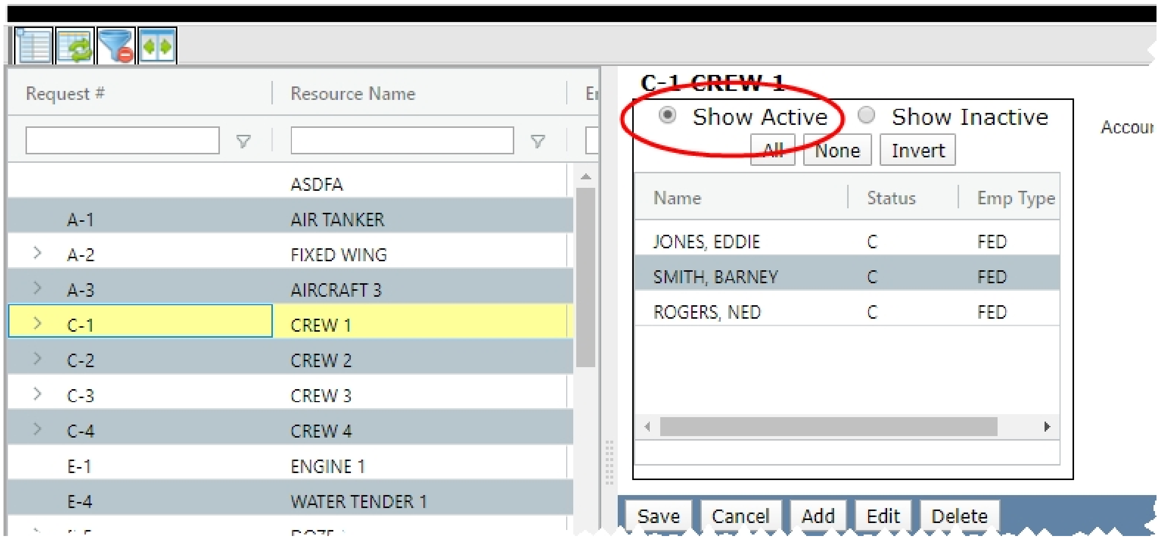


NOTE: To post time for the entire crew, select a primary Crew Resource, not a crew member. To post time for an individual crew member, highlight that crew member in the resources grid. The system will bring up the Personnel Time Posting screen rather than the Crew Time Posting screen.

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.

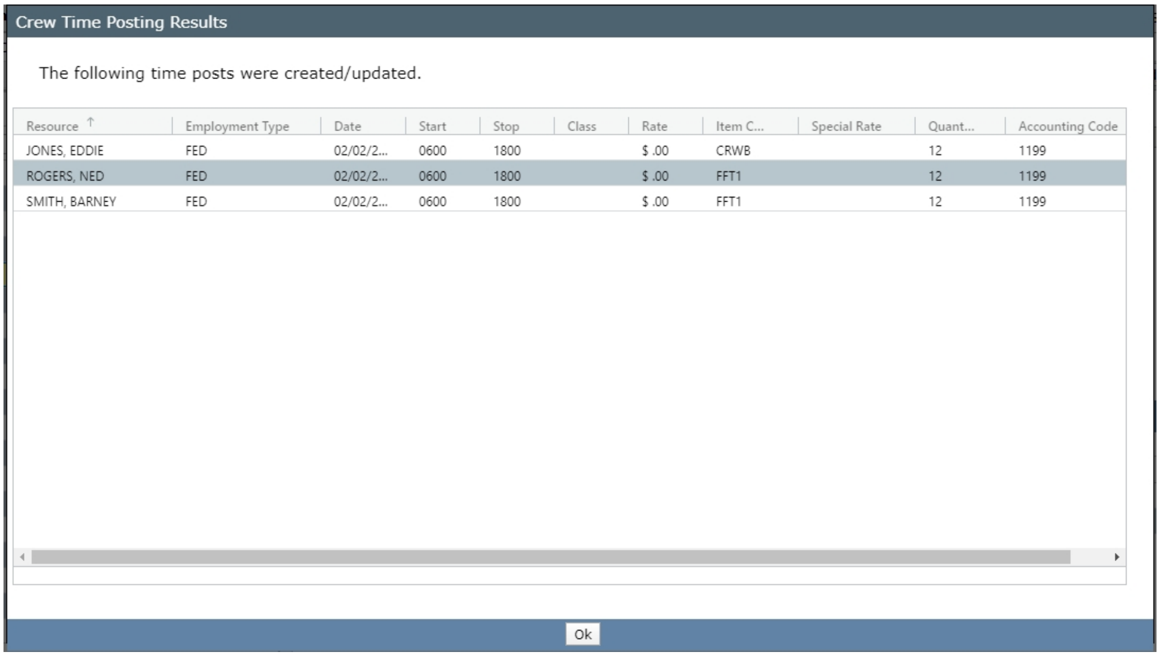
6. Enter the **Stop** time or select from the drop-down menu.

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.

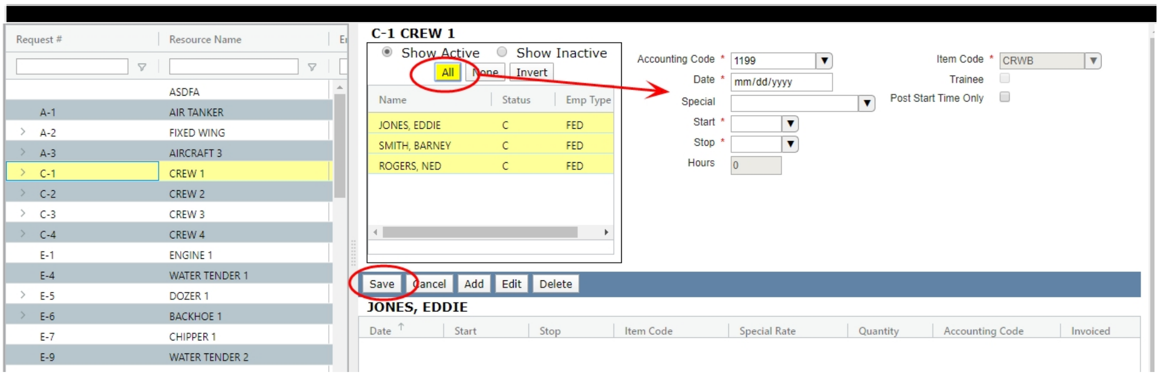


11. The time posting will now show for each crew member.

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.

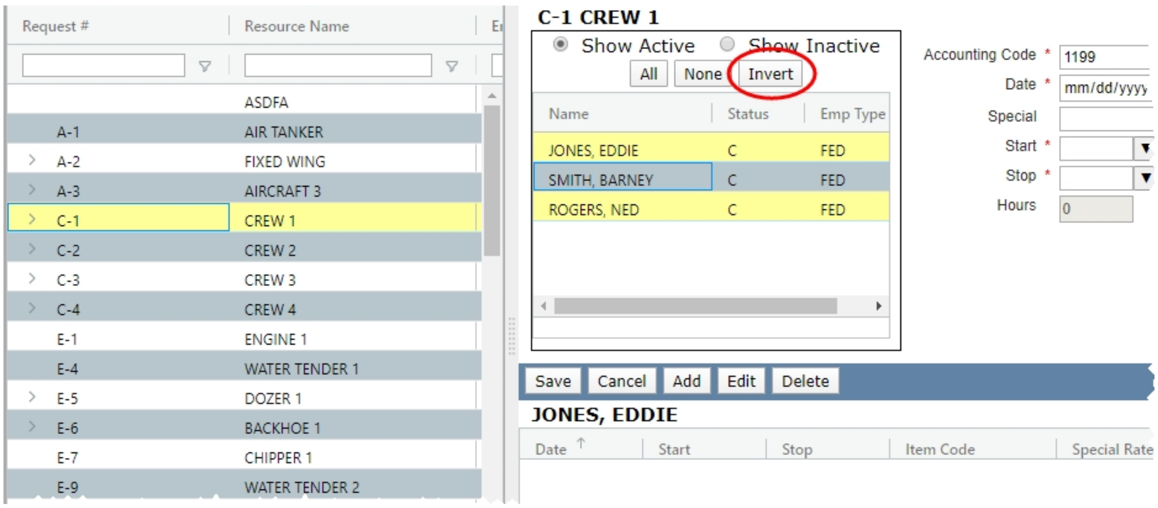
Post to All Except the Crew Members that are Different

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**.



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.

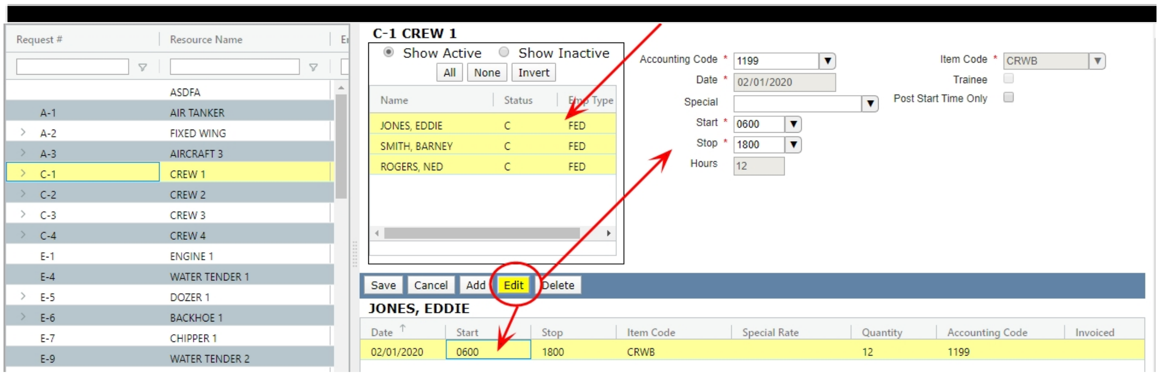
2. In the Crew Post grid, select the crew members that need time postings edited.

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**.

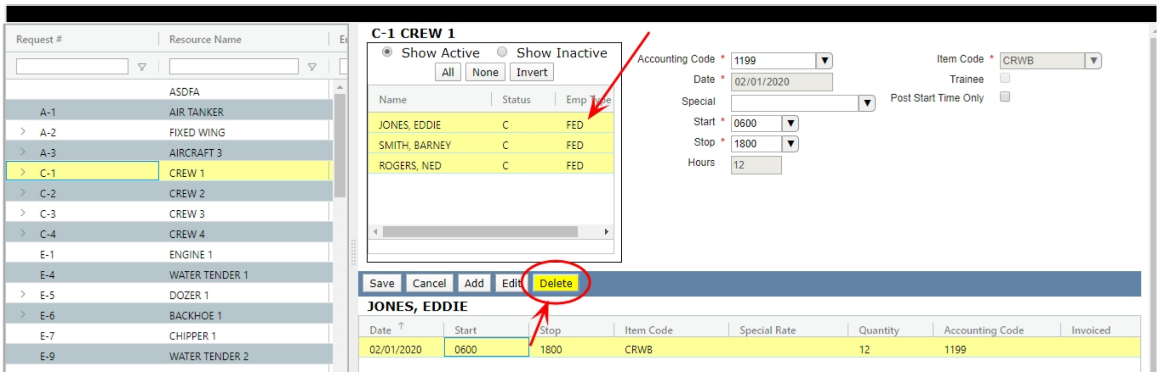
NOTE: The user can only edit time postings that have not been included on an Original Invoice.

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.

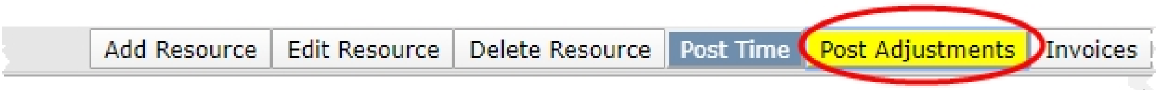
Post Adjustments for Crew Resources

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, us 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**.

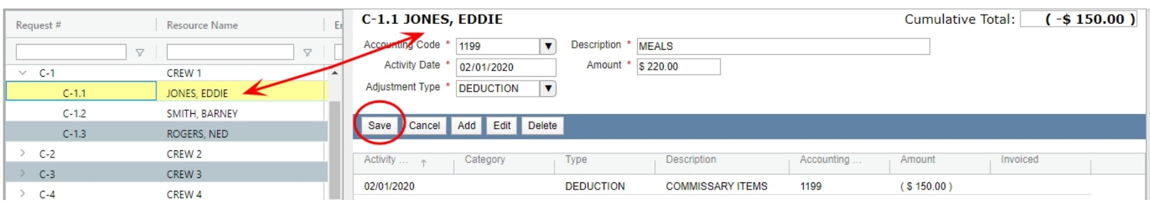
5. If the resource has an AD employment type, select a **Category** (e.g., Meals, Lodging, etc.)

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.)

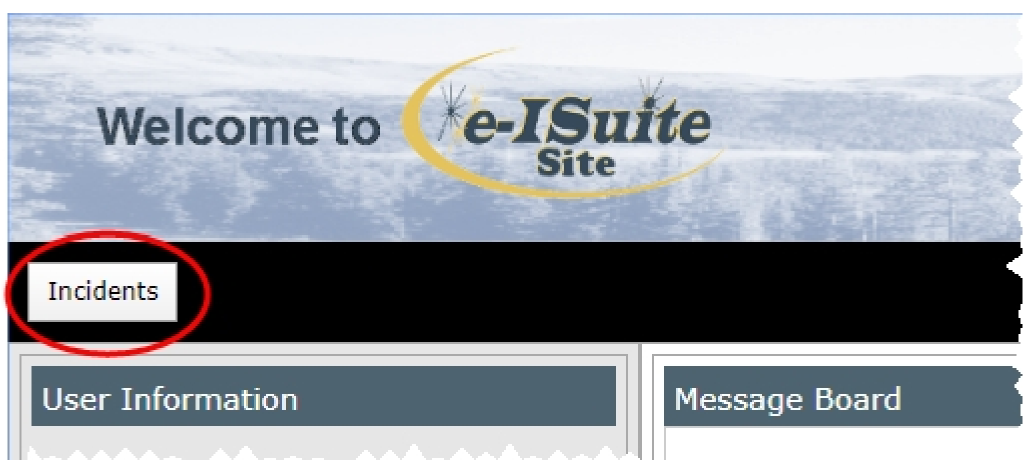
8. Enter the **Amount** for the commodity.

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.



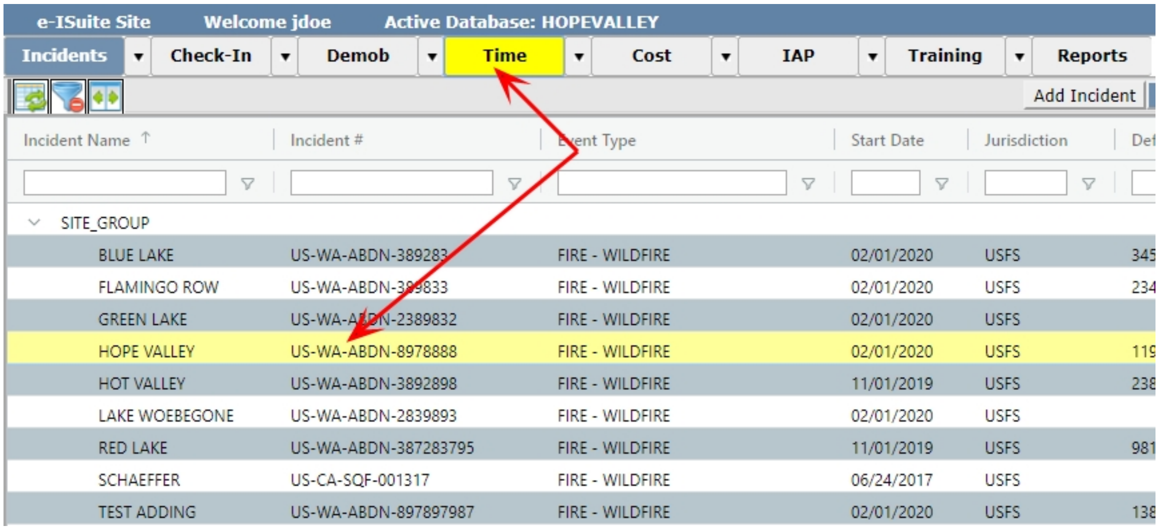
AD Batch Adjustments

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.

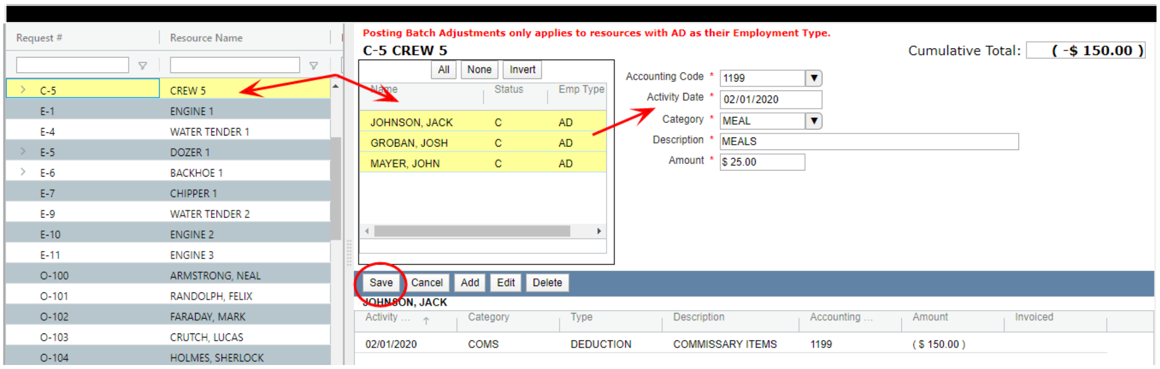
8. Enter the **Activity Date** or select from the calendar.

9. Select a **Category** from the drop-down list.

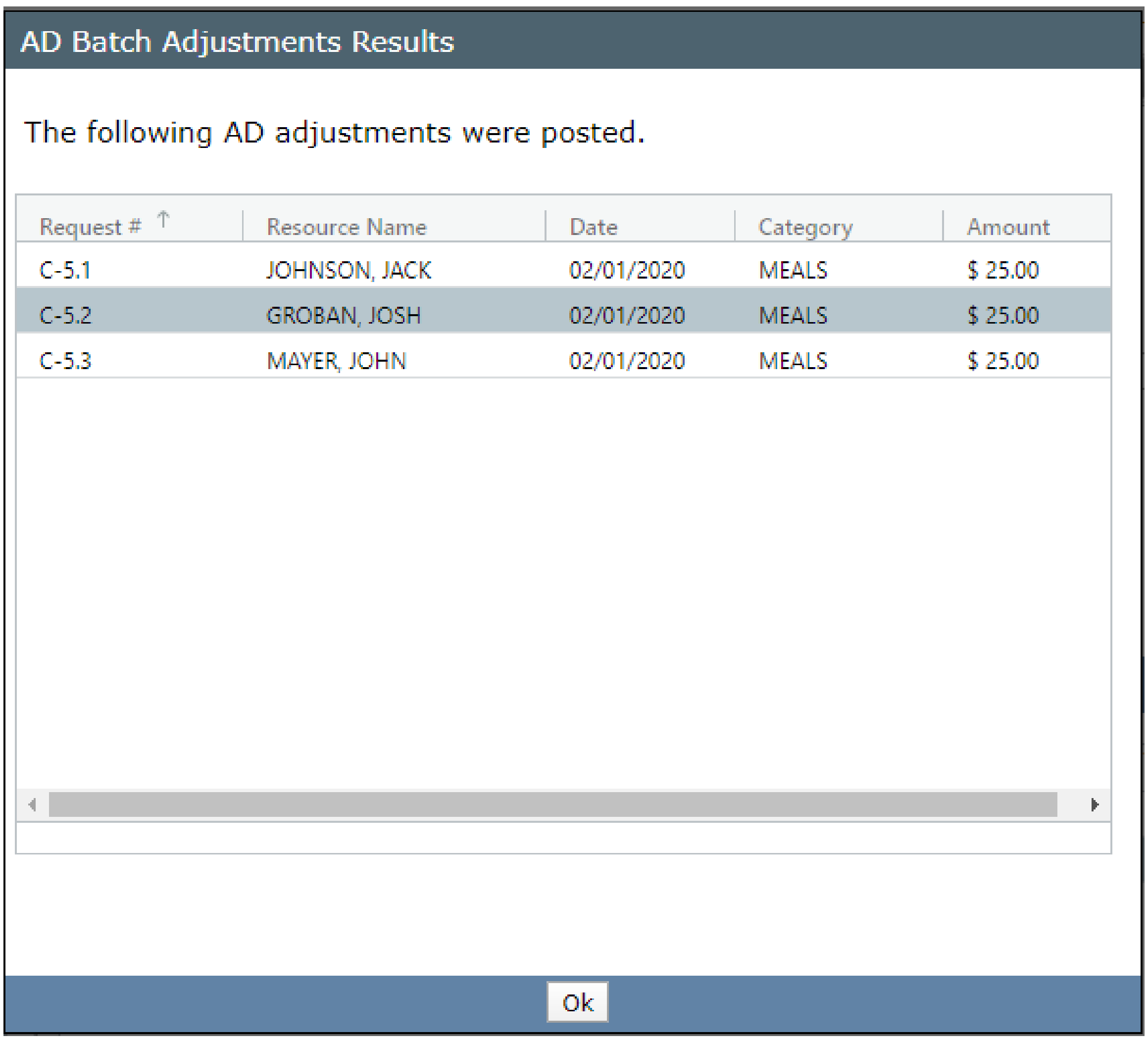
10. Enter a **Description** for the adjustment.

11. Enter the **Amount** of the adjustment.

12. Click the **Save** button to save the adjustment to all selected AD resources.



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.



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.

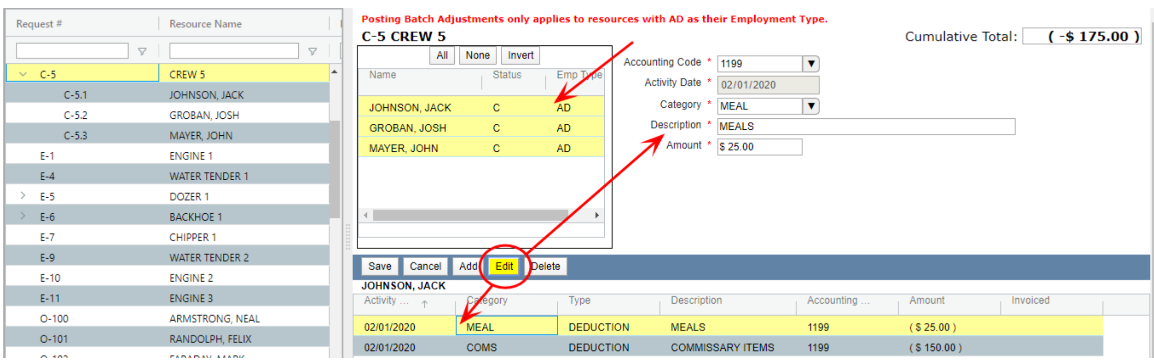
3. Select all of the AD resources to which the changes should be applied in the Crew Member grid.

4. In the Adjustments grid, select the adjustment to edit.

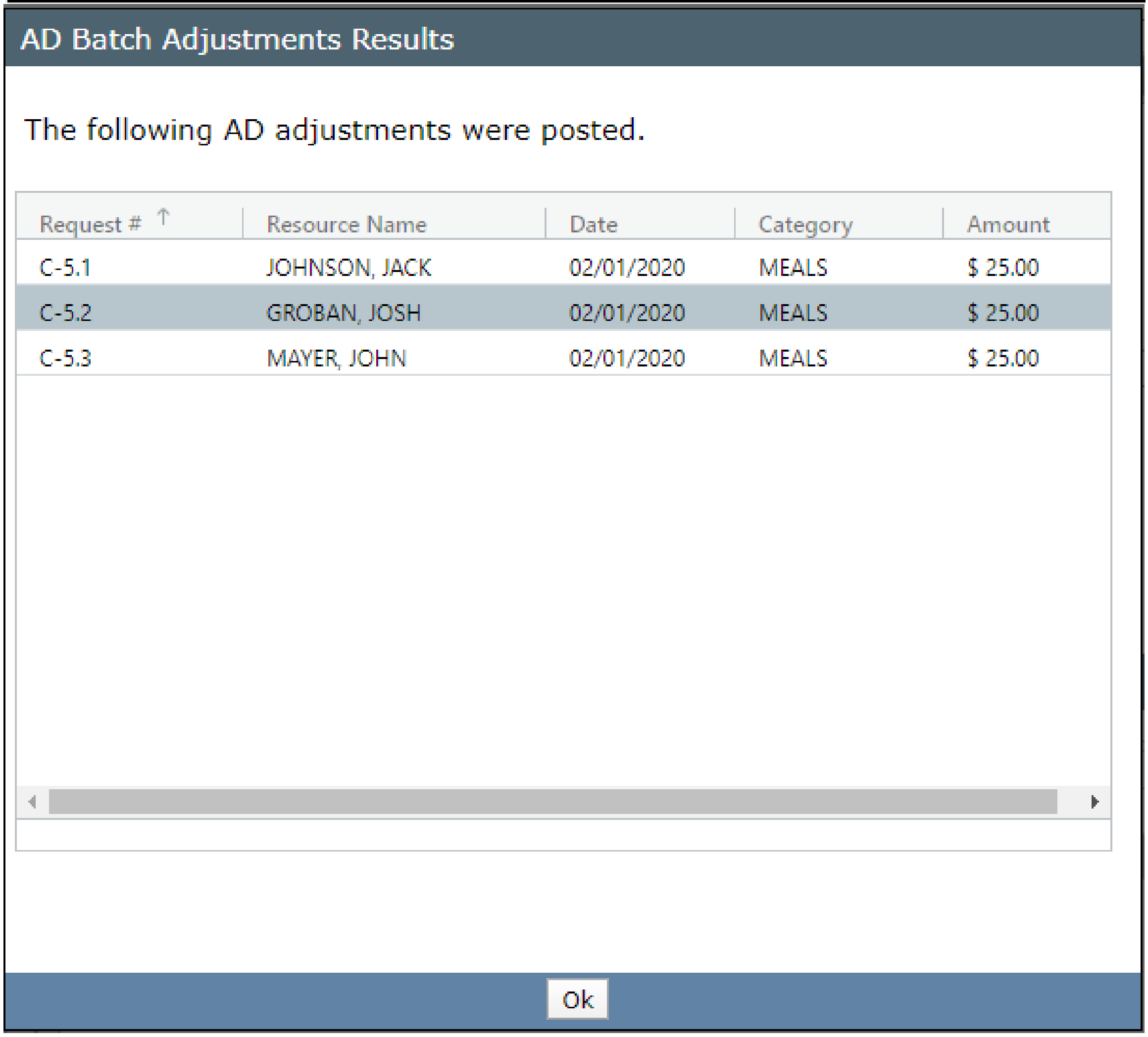
5. Click the **Edit** button. The selected data will populate the fields.

6. Make the appropriate changes to the adjustment.

7. Click the **Save** button to save the changes to all selected AD resources.



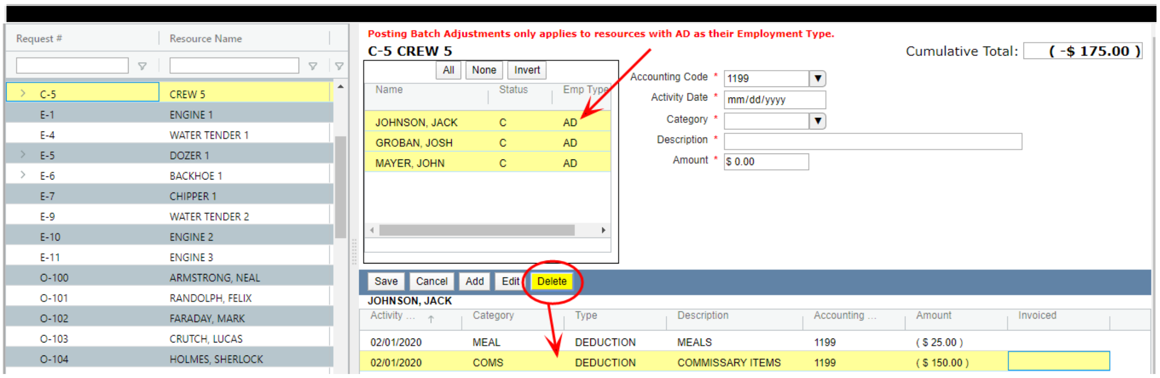
8. An **AD Batch Adjustment Results** window opens that contains a list of AD resources to which the changes were applied. Click the **OK** button to close the window.



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.

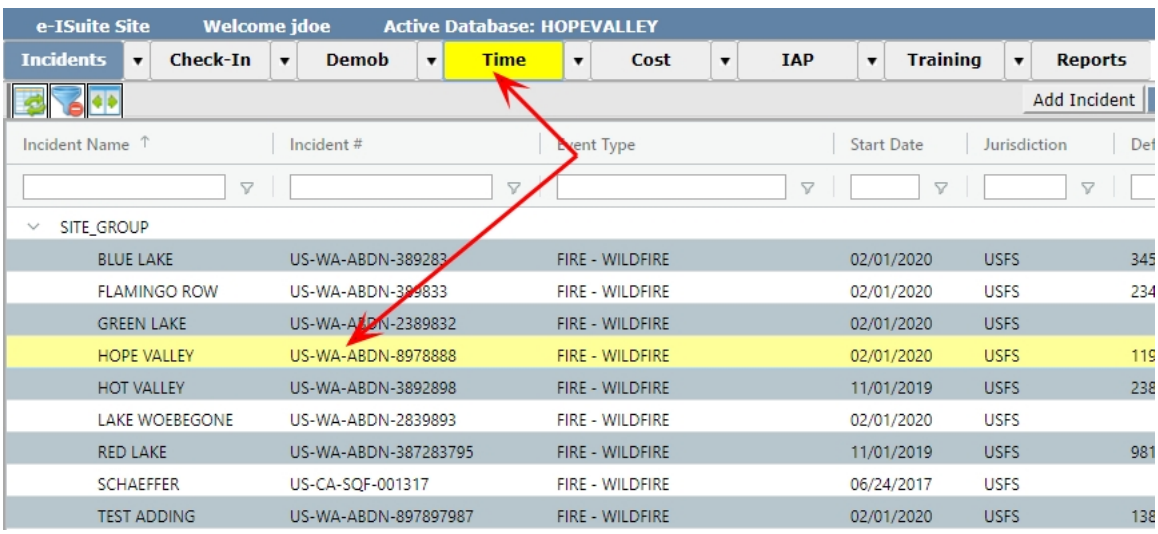


6. When the **Confirm Delete** message displays, click the **Yes** button.

Printing an Incident Time Report for Crews

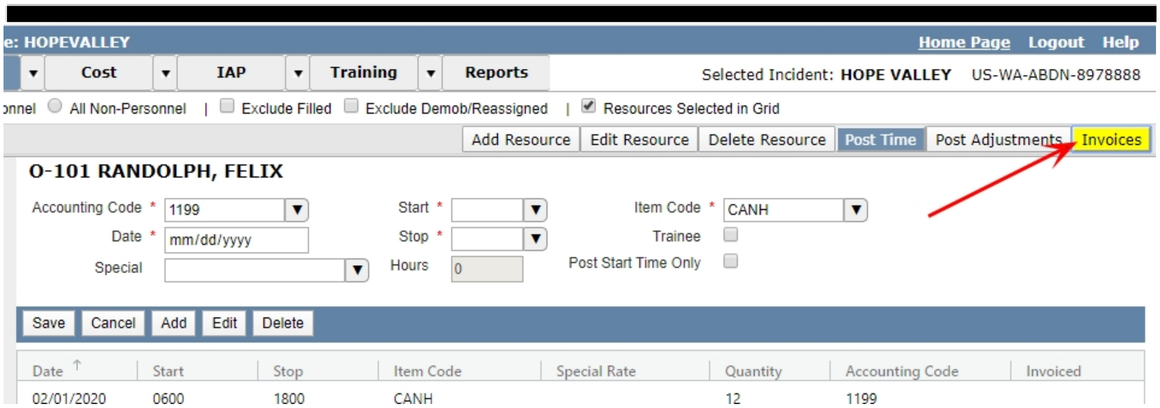
This report is the standard timekeeping record and payment document for FED, casual (AD) and Other personnel resources involved in the incident. Follow the steps in this section to print an OF-288:

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



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

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



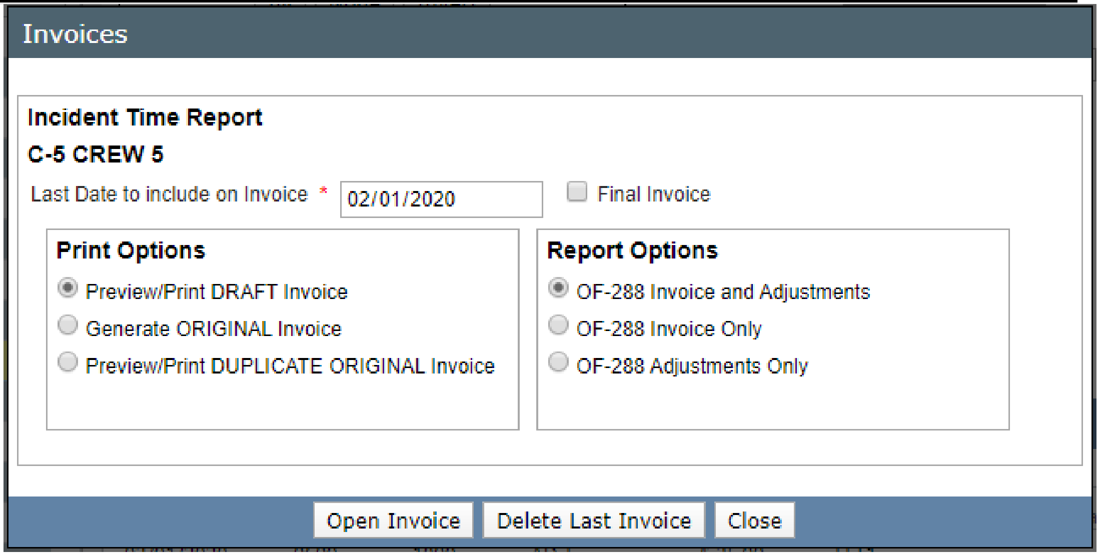
NOTE: If the primary resource is an OF-286 resource, when the Invoice button is selected the system will allow the user to print an invoice for both the OF-286 resource and the subordinate OF-288 resources.

4. The **Last Date Included on Invoice** box contains the last date an invoice was posted for the resource. If needed, this date can be changed by either typing a new date or selecting it from the calendar.

5. If this is the final OF-288 for a resource leaving the incident, click to check the **Final Invoice** checkbox. If not, leave this checkbox blank. FINAL will print on the Invoice if the checkbox is checked. INTERIM will print on the invoice if the Final checkbox is not selected.

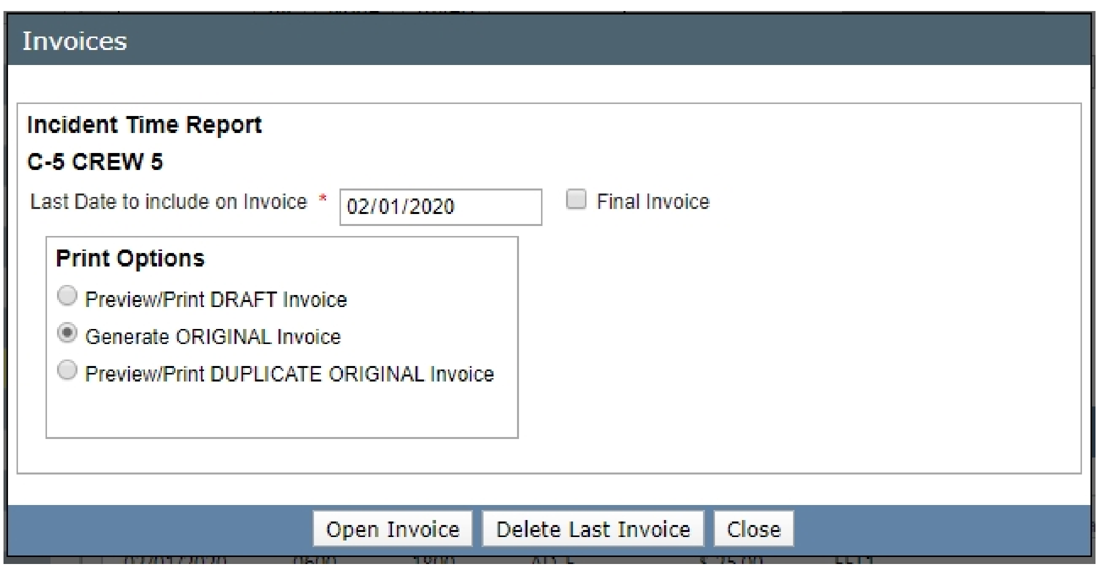
6. In the **Print Options** frame, click one of the following options to identify the type of invoice to create:

   - **Preview/Print DRAFT Invoice** - Generates a Draft Invoice. Review this invoice, before printing an Original copy. The word Draft prints on this invoice. When this option is selected, the user can choose to print the **OF-288 Invoice and Adjustments**, **OF-288 Invoice Only** or **OF-288 Adjustments Only**.

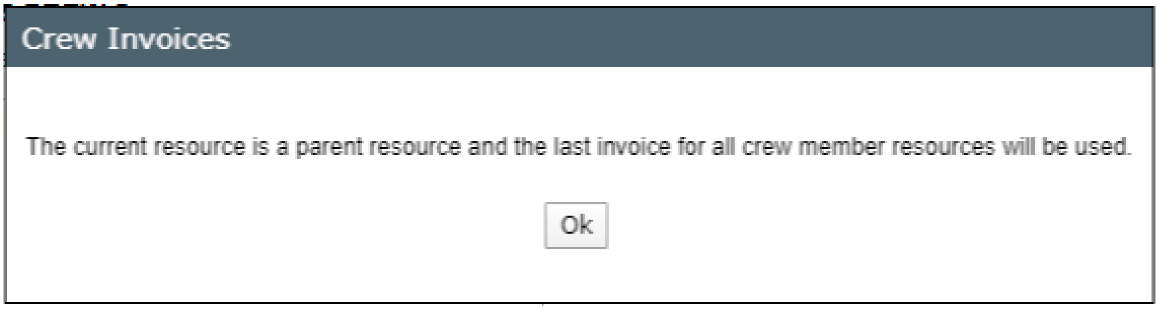


- **Generate ORIGINAL Invoice** - Generates an Original Invoice and locks all postings included in the invoice. When a posting is locked, the user cannot make any changes to it. When this option is selected, the system will generate both the **OF-288 Invoice** and the **OF-288 Adjustment** document,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



- **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.



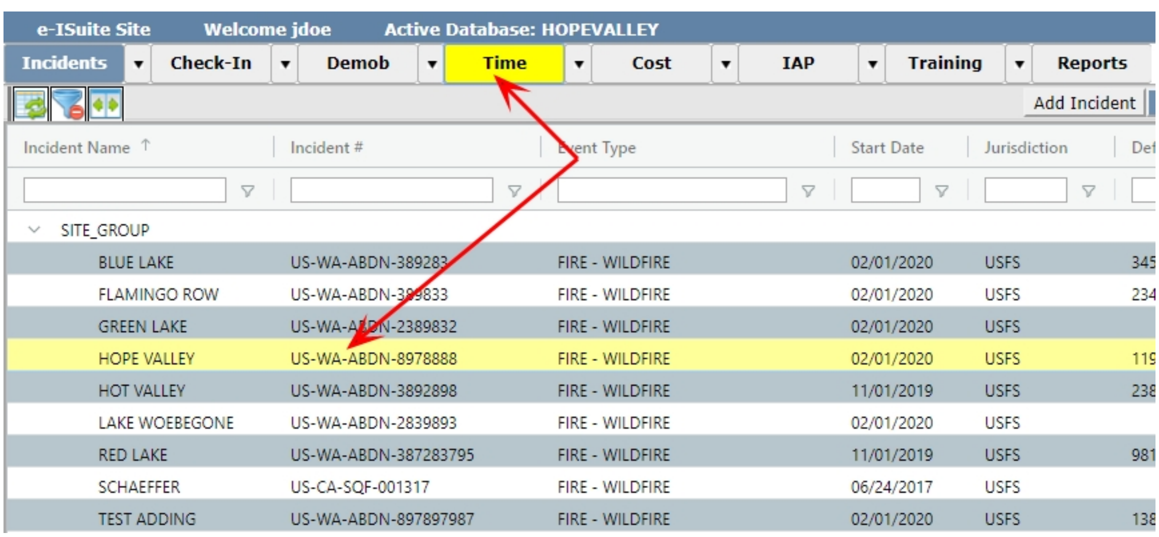
NOTE: When reprinting an invoice, only one invoice can be selected at a time, even if multiple invoices were originally printed.

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

Deleting an Invoice for the Entire Crew

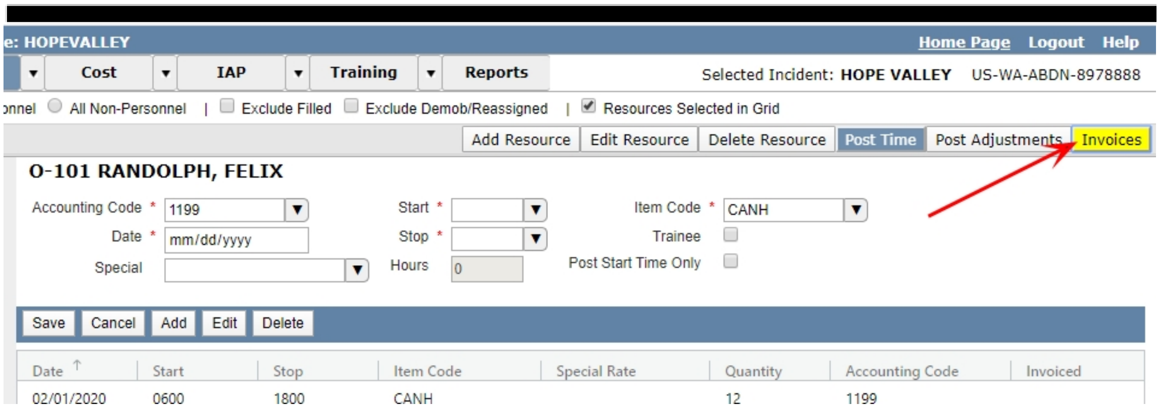
Follow the steps in this section to delete the last invoice that was generated for a resource.

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

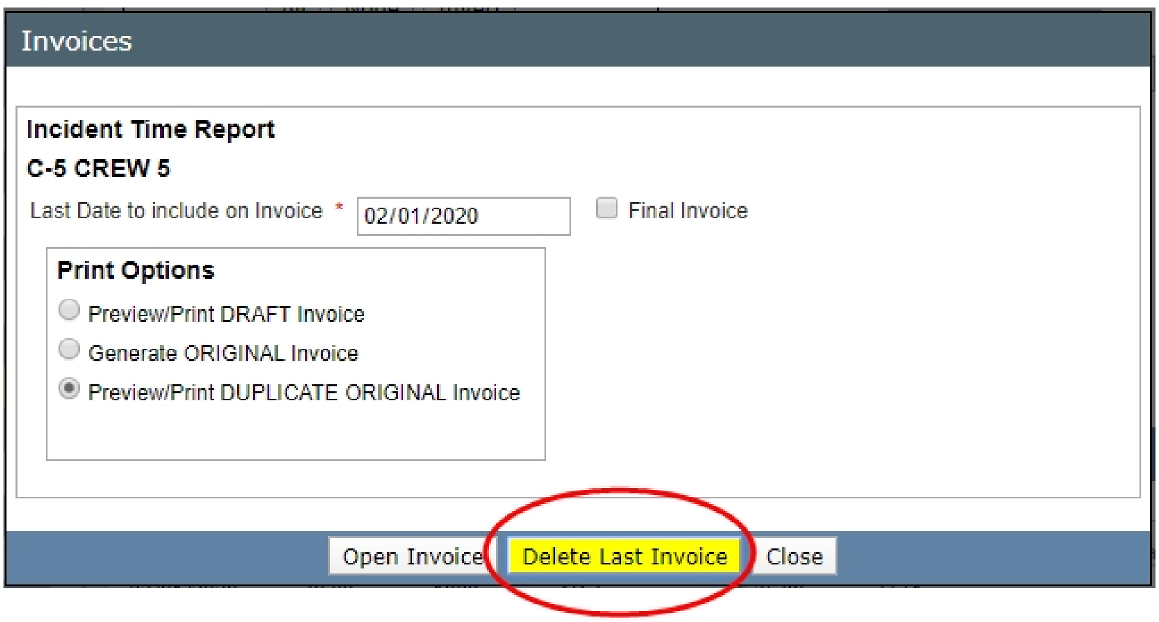


2. In the Resources grid, select the Crew Resource for which the Incident Time Report (OF-288) is to be deleted.

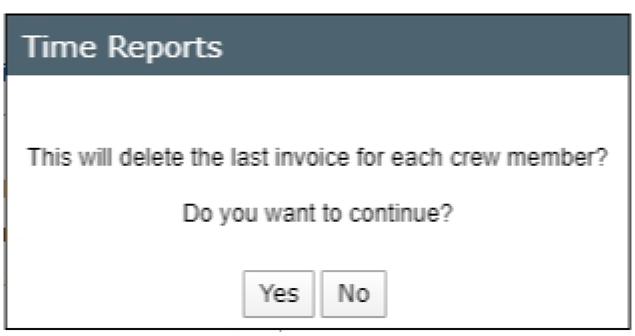
3. Select the **Invoices** button to open the Incident Time Report window.



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



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



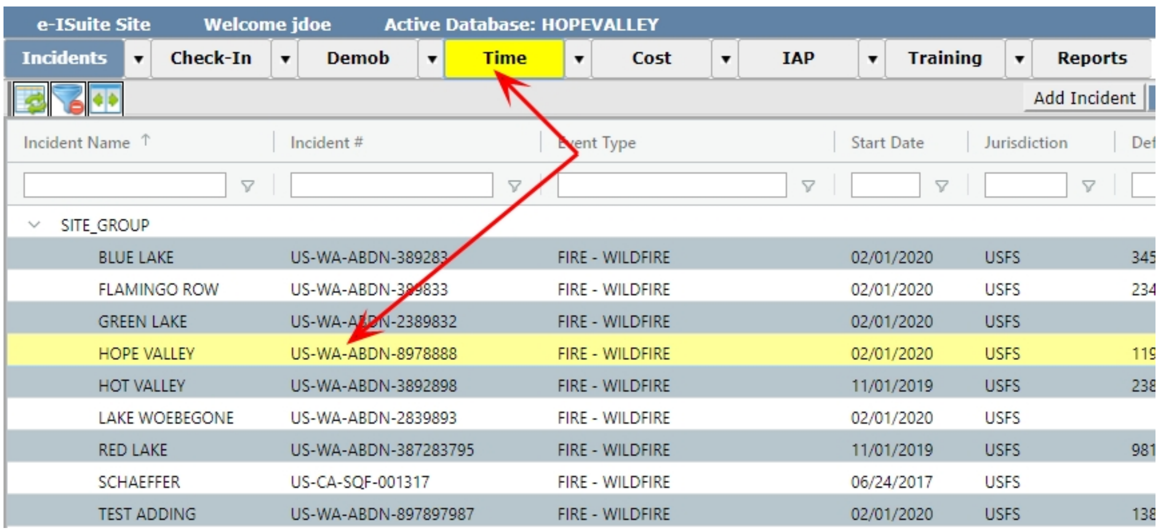
NOTE: All time postings that were included on the original invoice will be unlocked and available for editing.

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.



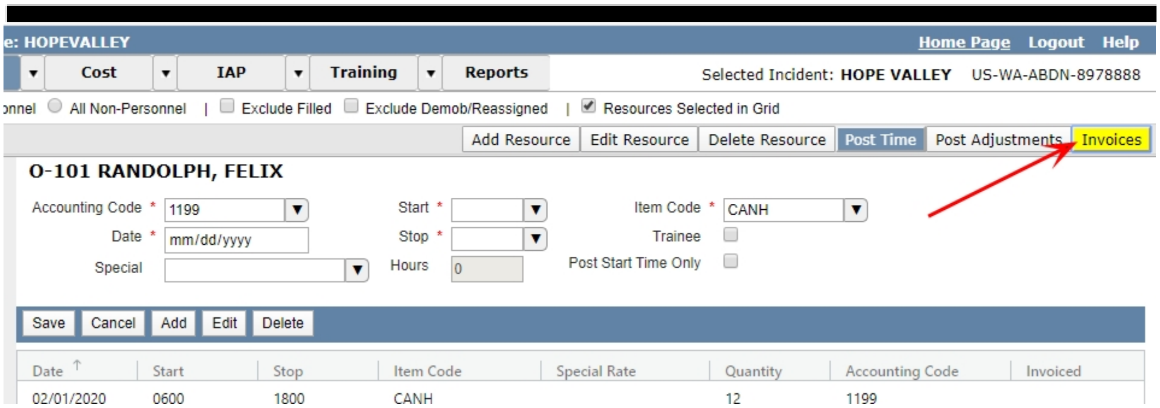
2. In the Resources grid, select the Crew Resource of which the individual is a crew member.

3. Expand the Crew roster in the Resources grid, and highlight the individual crew member.

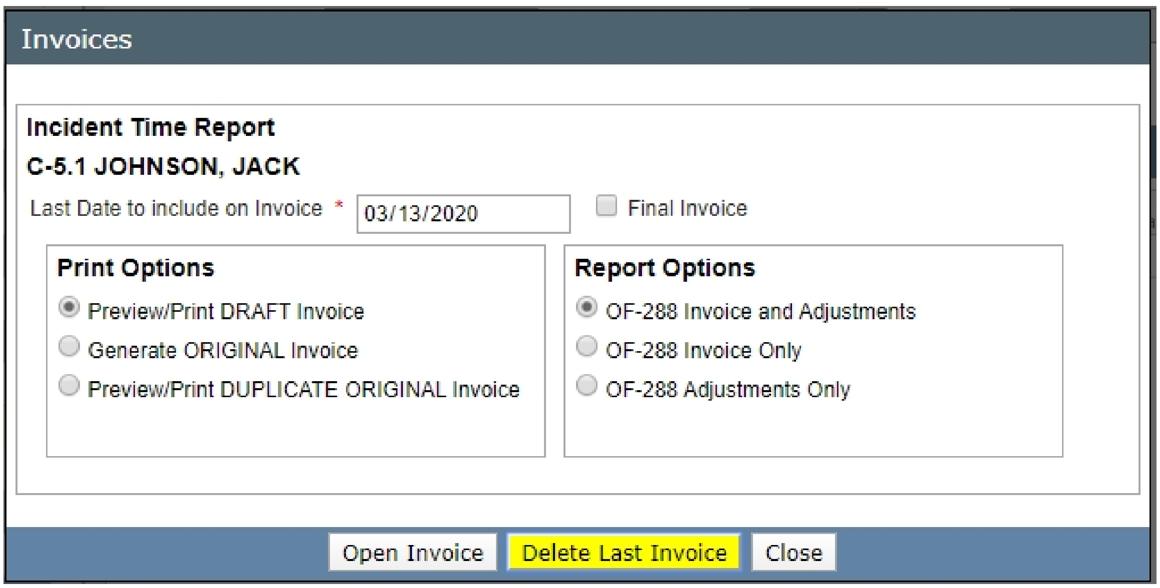
OR

4. Use the All Personnel Filter and select the crew member in the Resources grid.

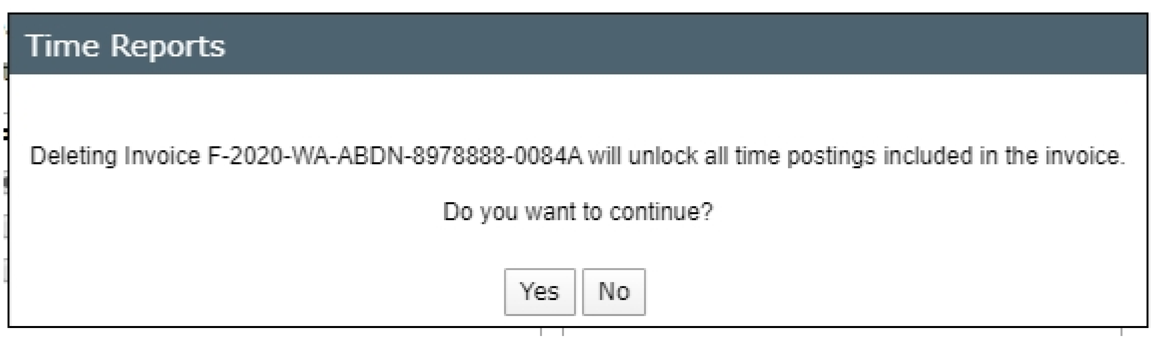
5. Select the **Invoices** button to open the Incident Time Report window.



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



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

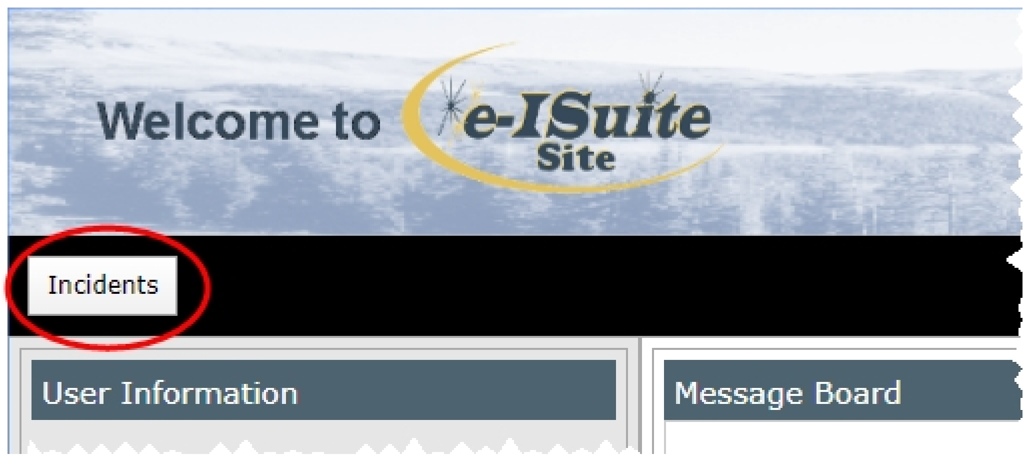


Managing Time Data for Contractor/Cooperator

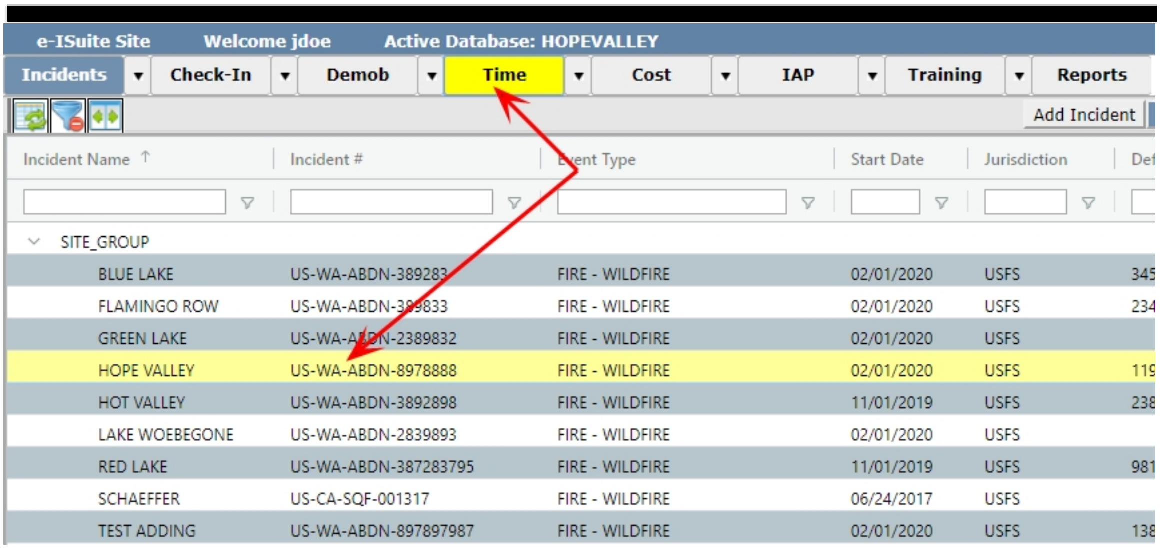
Follow the steps in this section to add and edit Time data for a Resource assigned to an Incident that will be paid with an OF-286 invoice. These resources are typically owned by a contractor or a cooperator and are identified by checking the Invoice Setup OF-286 checkbox.

Reviewing or Editing Common Data

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

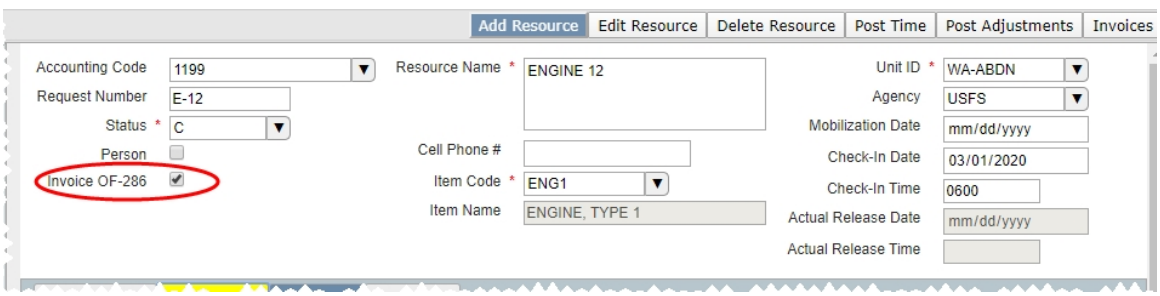


2. Select an Incident or an Incident Group.
3. Select the **Time** menu button from the main toolbar.



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

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

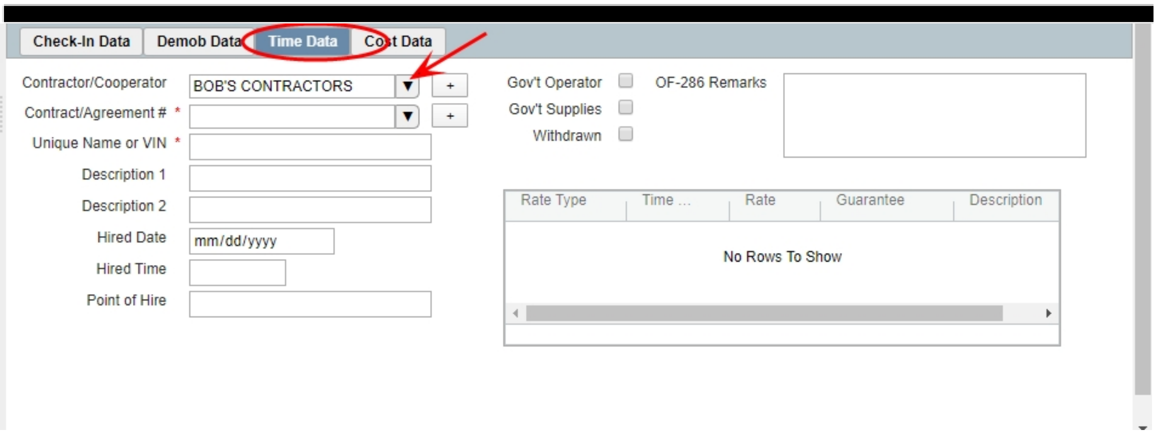


Contractor information on the Time Data tab

1. In the Resources grid, select a resource that has the OF-286 Invoice checkbox checked or check the OF-286 checkbox in the Common Data area, if appropriate.

2. Select the **Time Data** tab.

3. Select an existing **Contractor** from the drop-down list.



- If the contractor and agreement for the resource is not listed, there are two ways in which to add the contractor and agreement to the system:

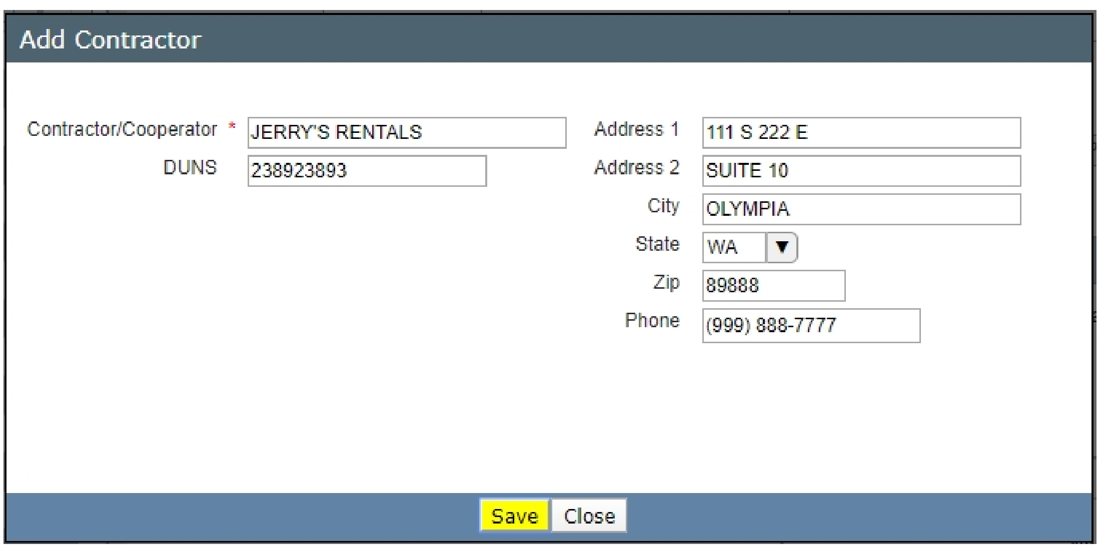
  a. Click the **+** button next to the **Contractor** field to add a Contractor.

  b. Enter the **Contractor/Cooperator**.

  c. Enter the **DUNS**.

  d. Enter the **Address**, **City**, **State**, **ZIP** and **Phone**.

  e. Click the **Save** button.



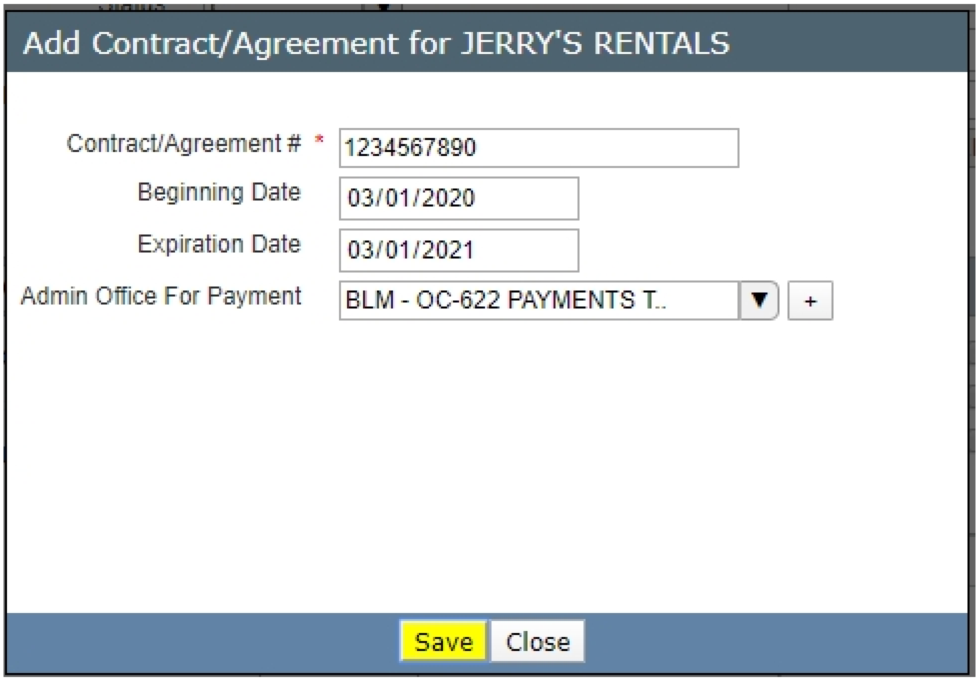
  f. Click the **+** button next to the **Contract/Agreement #** field to add a Contract/Agreement #.

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.



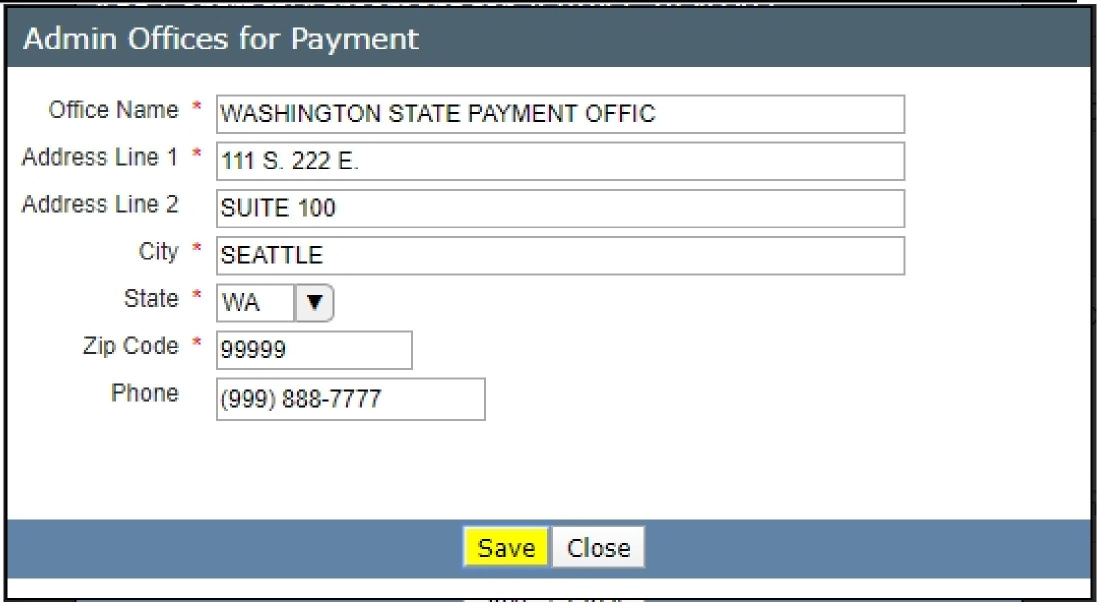
j. Select an Admin Office For Payment from the drop-down list or

   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**.

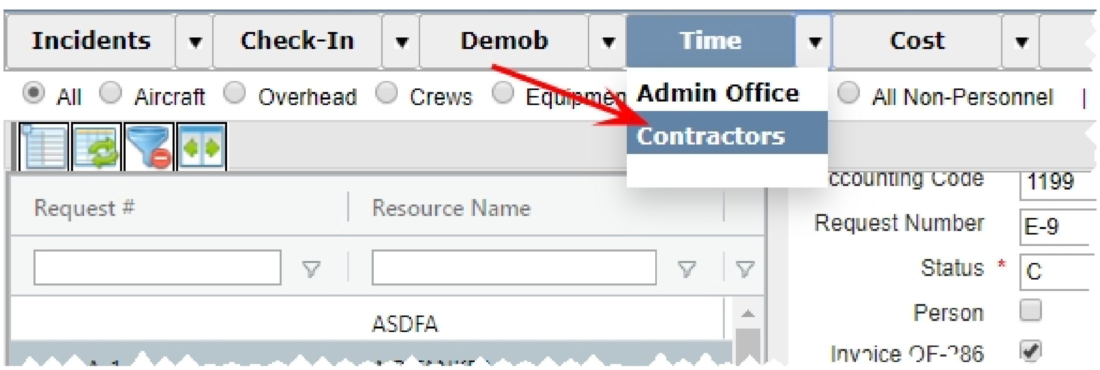
   iv. Click the **Save** button.



k. Click the **Save** button.

- From the Time menu button:

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

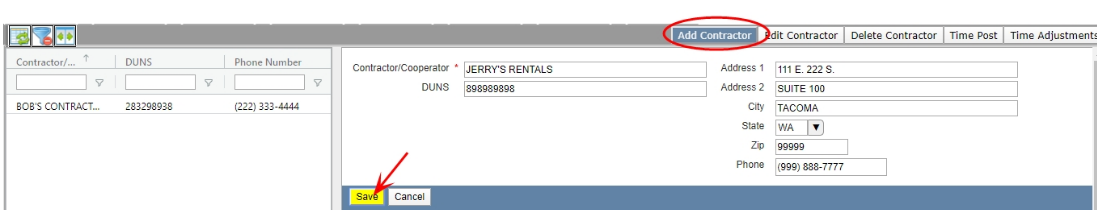


b. Select the **Contractors** option.

c. Click the **Add Contractor** button.

d. Follow the steps outlined above to add Contractor or Cooperator information.

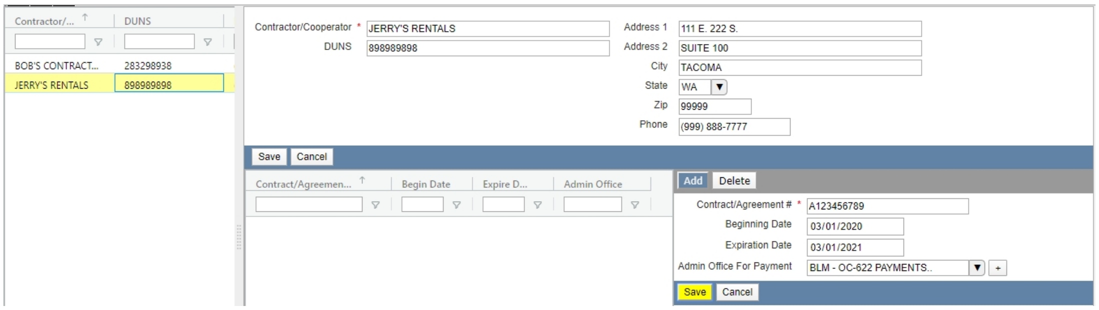
e. **Save** the data.



f. Contract/Agreement # fields display on the screen after saving the Contractor/Cooperator.

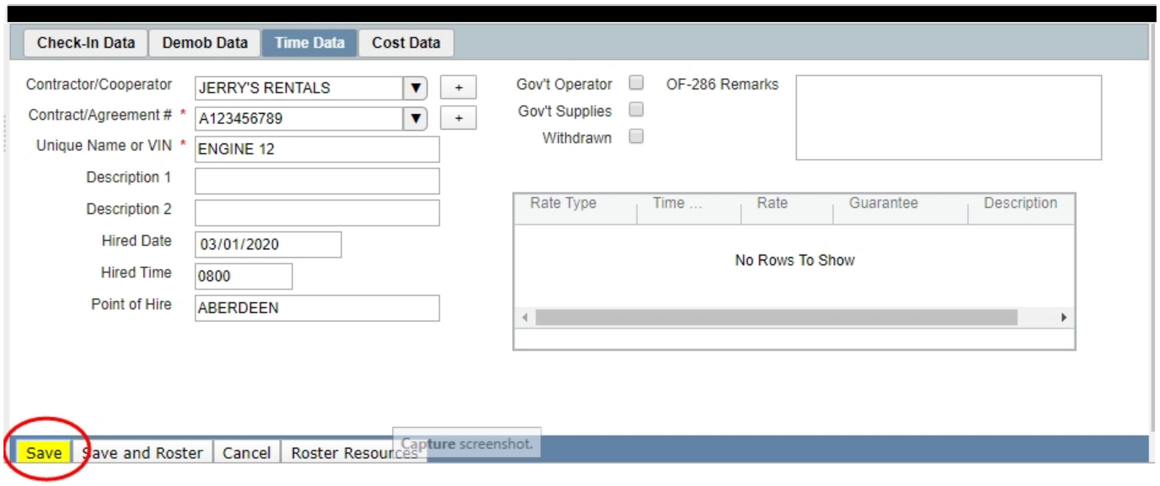
g. Populate the Contract/Agreement # information following the steps outlined above.

h. **Save** the data.



i. Repeat these steps to add additional contracts or agreements to a single Contractor or Cooperator.

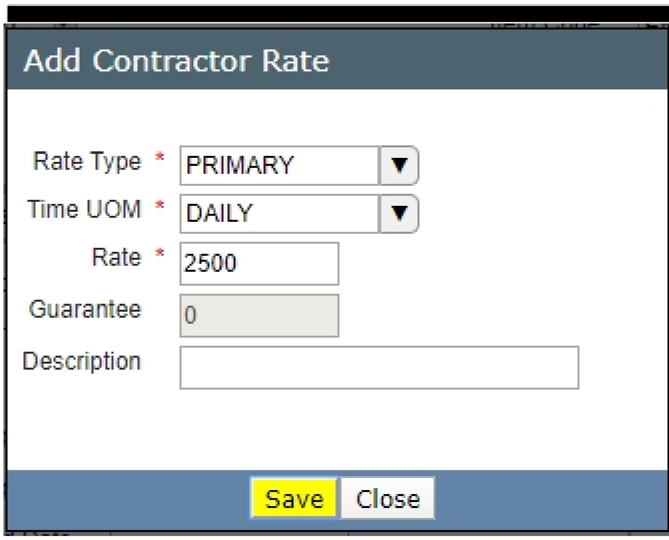
4. Enter the **Unique Name or VIN**
5. Enter **Description 1** and **Description 2**.
6. Enter the **Hired Date**.
7. Enter the **Hired Time**.
8. Enter the **Point of Hire**.
9. If the resource will use a government operator, check the **Gov't Operator** checkbox.
10. If the government is providing 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.



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.

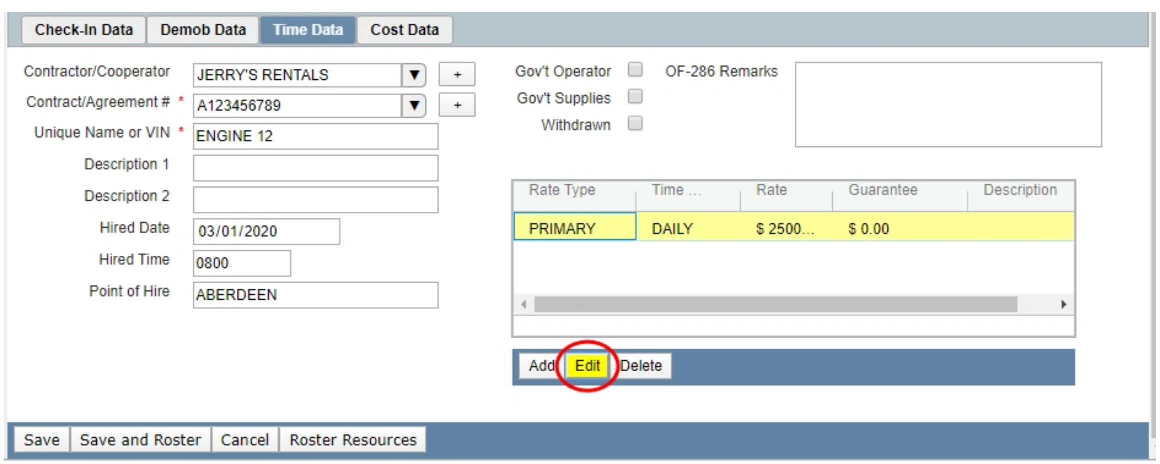


NOTE: If no rates are defined for a Resource, time cannot be posted to that resource. A resource has to have at least one rate defined. A Resource can have multiple rates defined.

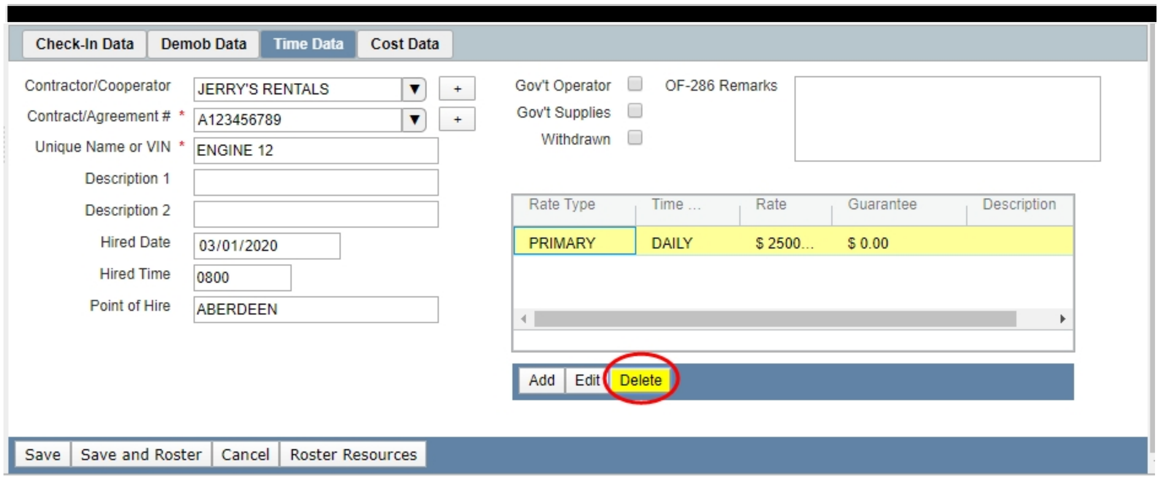
NOTE: For a Primary rate, a guarantee can be defined for Each, Hourly or Mileage.

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**.



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

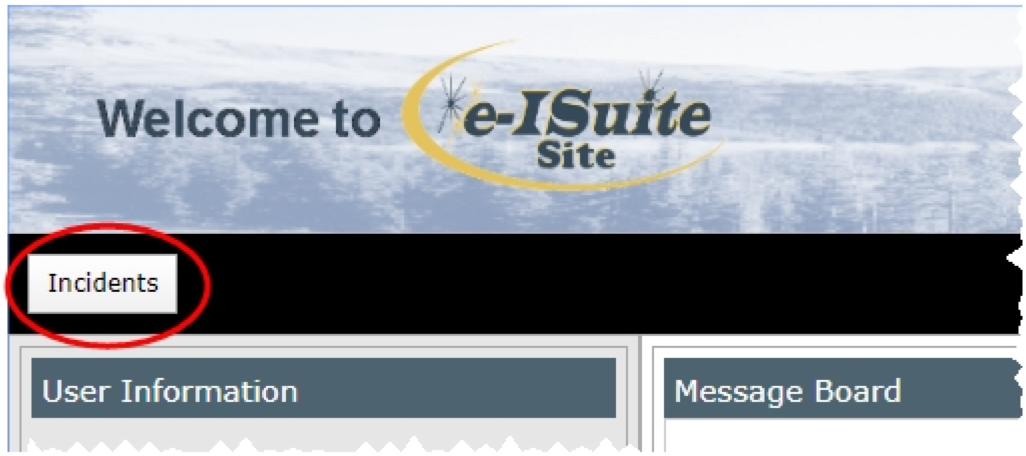


NOTE: Contractor Rates that are included in a time posting for a resource cannot be deleted.

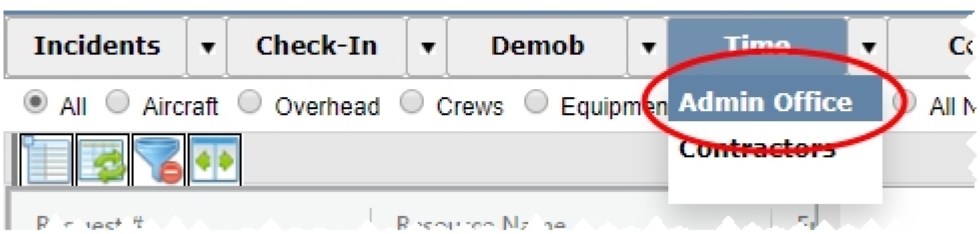
Manage Admin Offices for Payment

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.



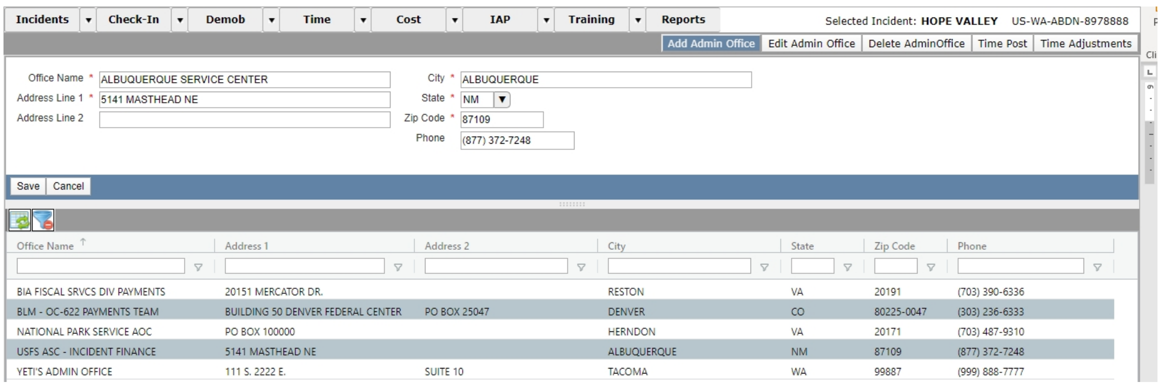
Add a new Admin Office for Payment

1. Click the **Add Admin Office** button.
2. Enter the following Admin Office information:

- **Office Name**
- **Address Line 1**
- **Address Line 2**

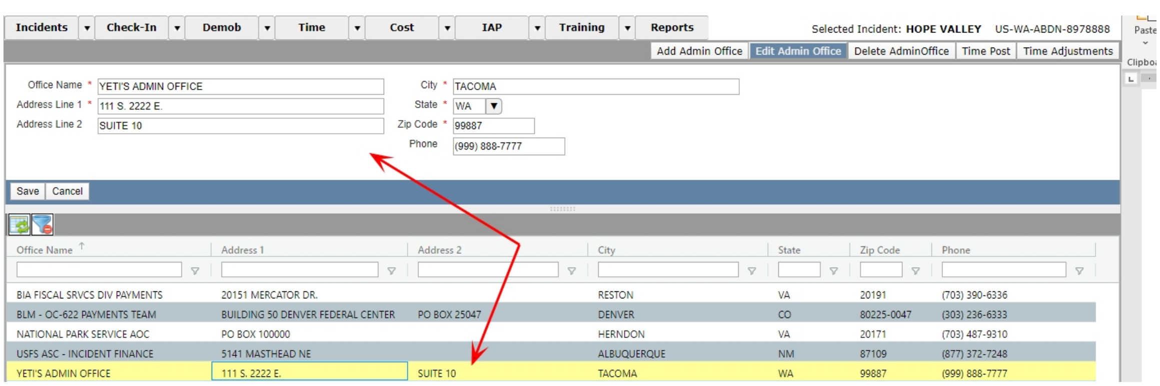
- **City**
- **State**
- **Zip Code**
- **Phone**

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



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.

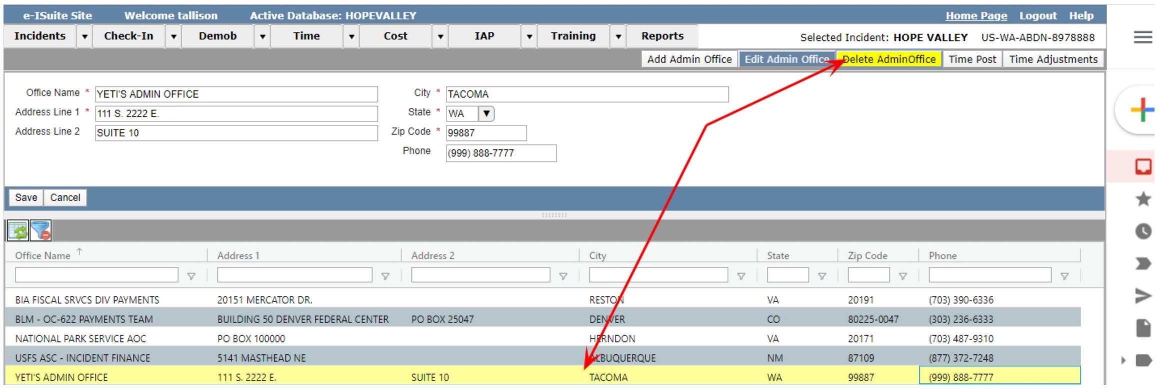


Delete an existing Admin Office for Payment

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

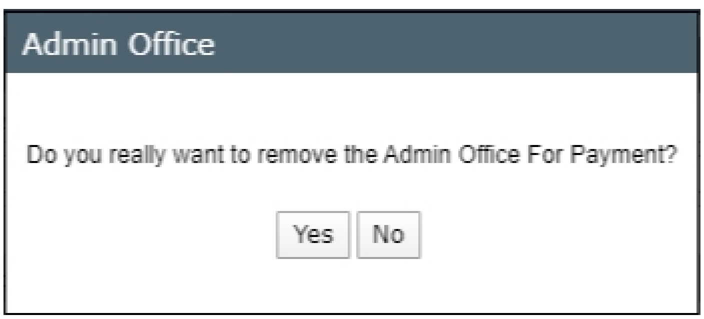
1. Select an Admin Office to delete in the grid.

2. Click the **Delete Admin Office** button.



3. A confirmation message will display.

4. Click **Yes** to delete the Admin Office.

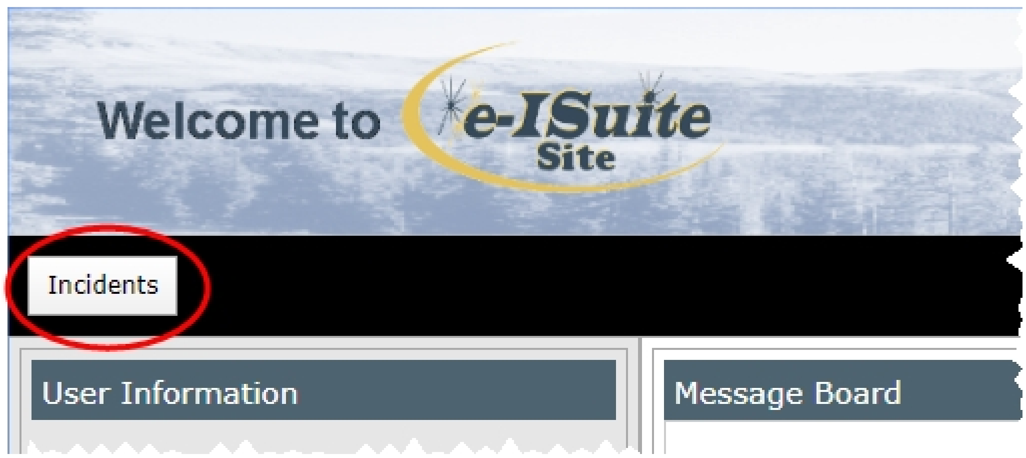


Manage Contractors

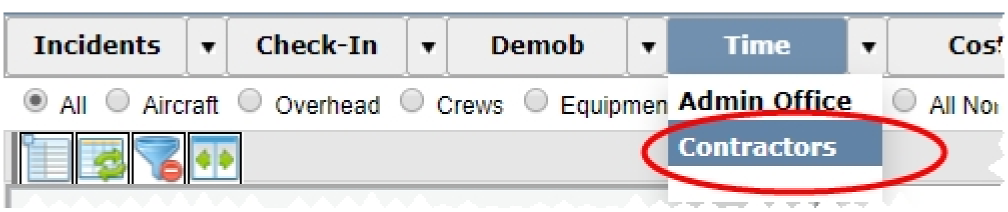
Follow the steps in this section to manage Contractors in the e-ISuite system. **(Add Contractor information is included in the Manage Time Data for Contractor/Cooperator, and is repeated here with additional information on Editing and Deleting Contractors)**.

Add Contractor(s)

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

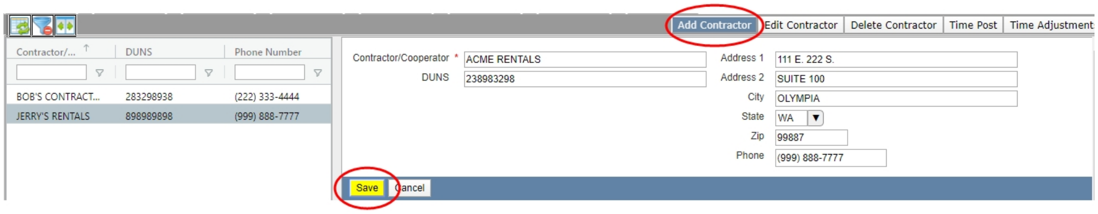


2. Select an Incident or an Incident Group.
3. Select the drop down arrow next to the **Time** menu button.



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.

10. Click the **Save** button.



To add a contract or agreement:

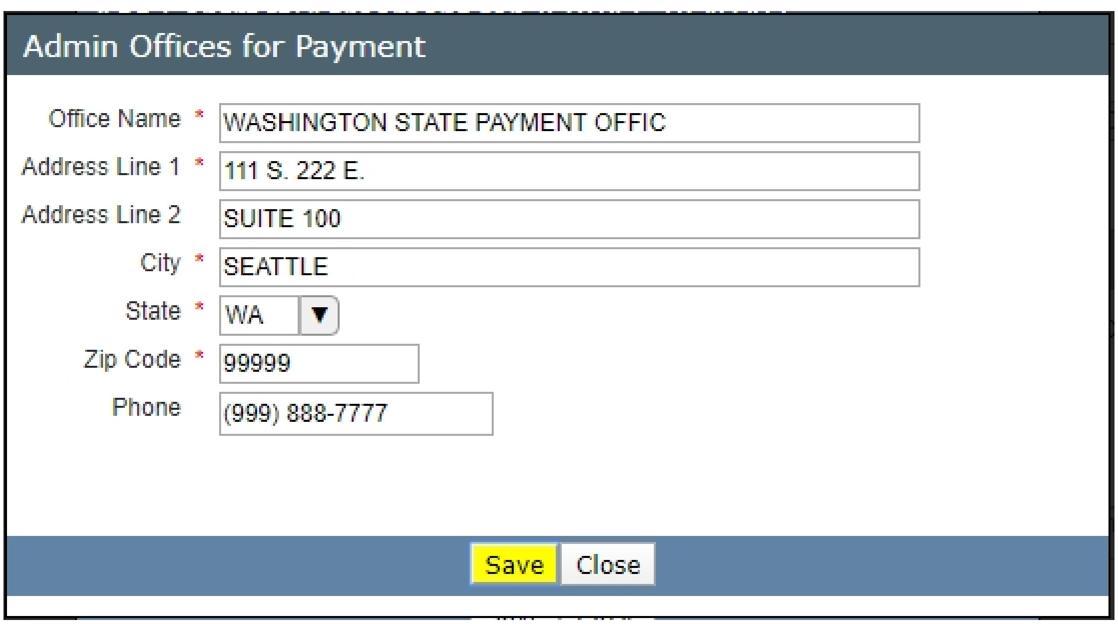
11. After saving the Contractor/Cooperator data, Contract/Agreement fields displays at the bottom of the Contractor screen.

12. Enter the **Contract/Agreement #**.

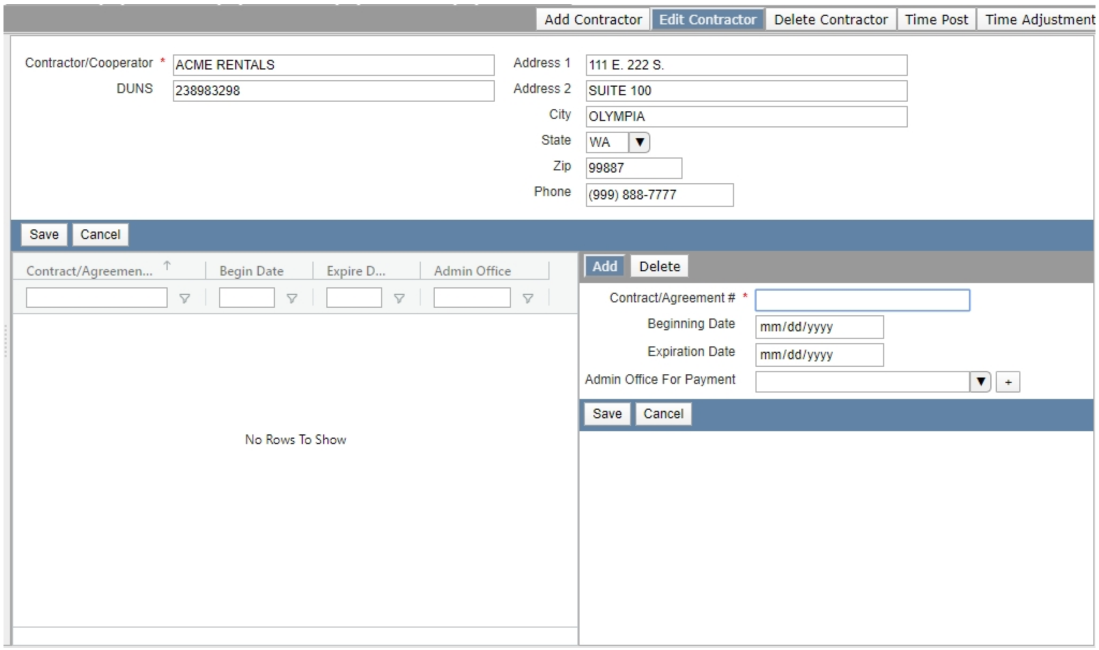
13. Enter the **Beginning Date**.

14. Enter the **Expiration Date**.

15. Select the **Admin Office for Payment** from the drop-down menu or click the **+** sign to add a new Admin Office for Payment.



16. Click the **Save** button.

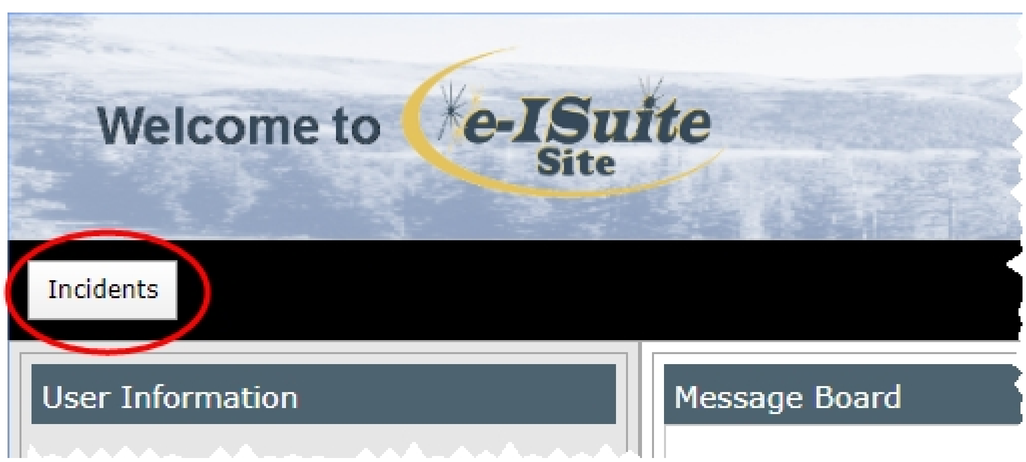


17. The agreement just entered will now show in the Contract/Agreement grid.

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

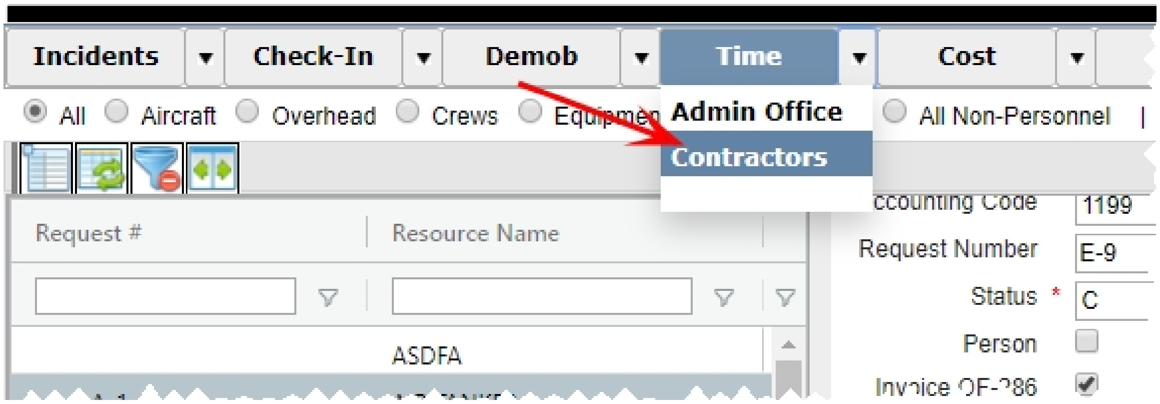
Edit Contractor(s)

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.

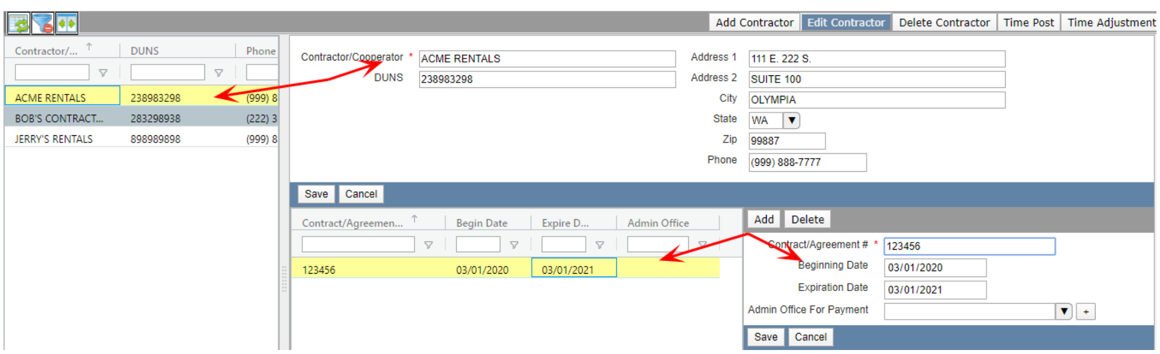
6. Click the **Edit Contractor** button.

7. The Contractor's information populates the Contractor fields.

8. Make the appropriate changes to the Contractor data and click the Save button.

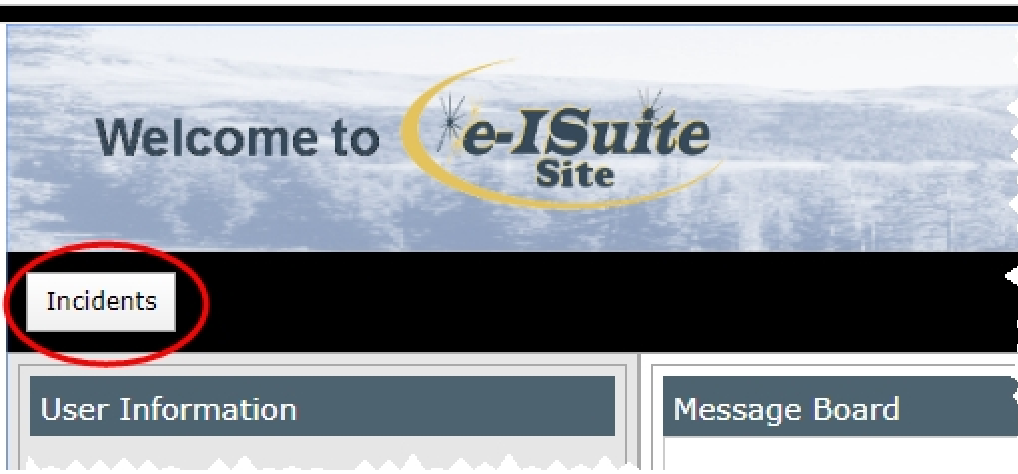
9. Select the **Admin Office for Payment** from the drop-down menu or click the **+** sign to add a new Admin Office for Payment.

10. Click the **Save** button.



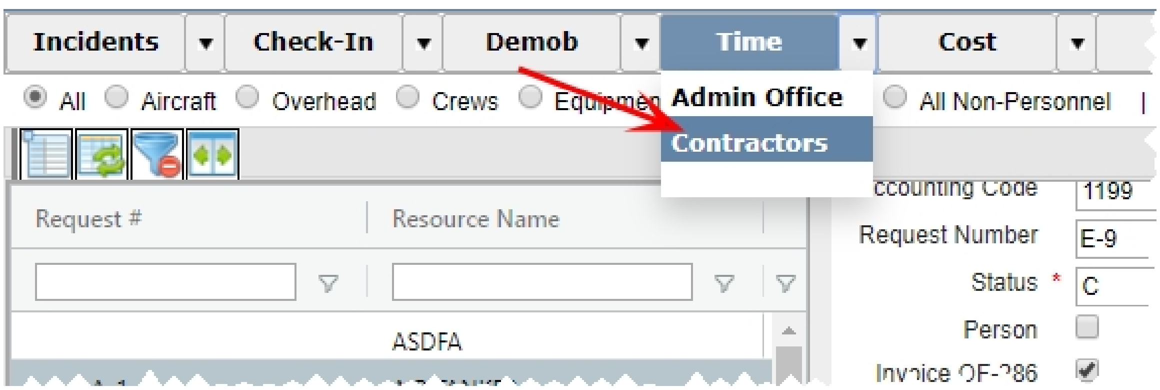
Delete Contractor(s)

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



2. Select an Incident or an Incident Group.

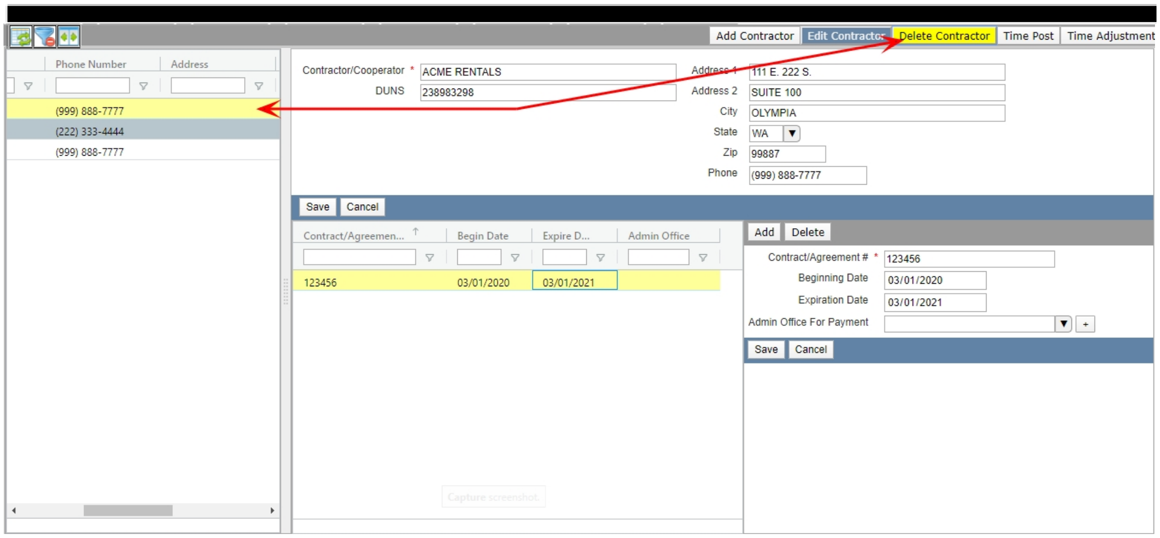
3. Select the drop down arrow next to the **Time** menu button.



4. Select the **Contractors** option.

5. Select the Contractor to delete or utilize the search fields at the top of each column.

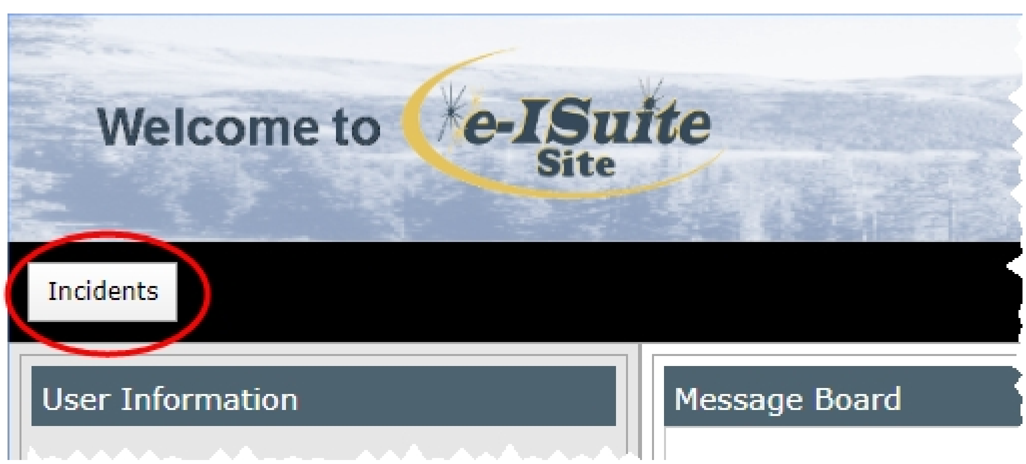
6. Click the **Delete Contractor** button.



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

Delete a Contract/Agreement

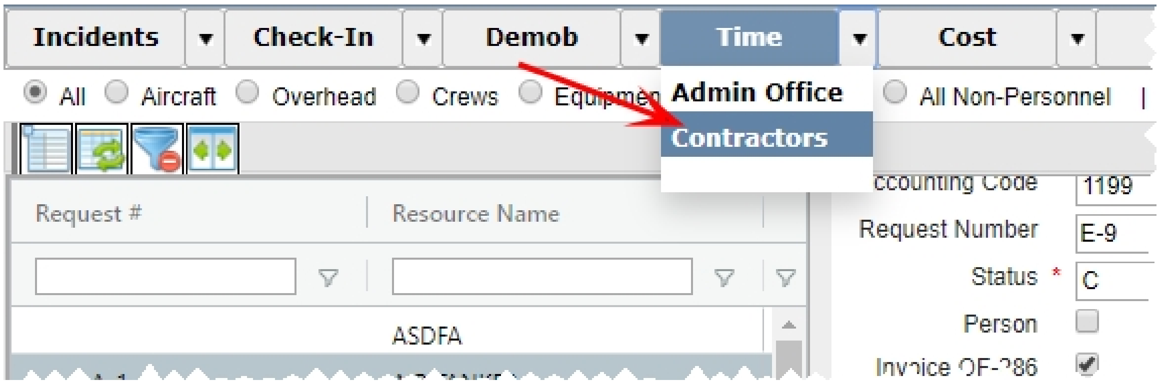
1. From the Home page, select the **Incidents** button.



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.



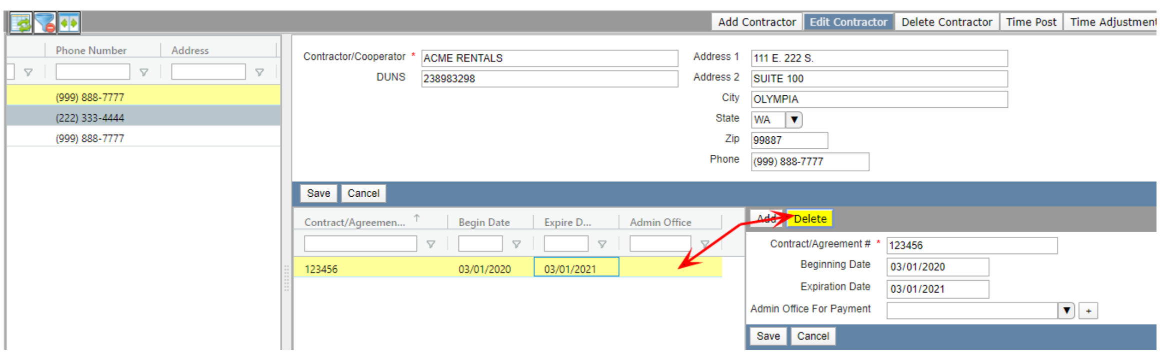
5. Select the Contractor to edit or utilize the search fields at the top of each column.

6. Click the **Edit Contractor** button.

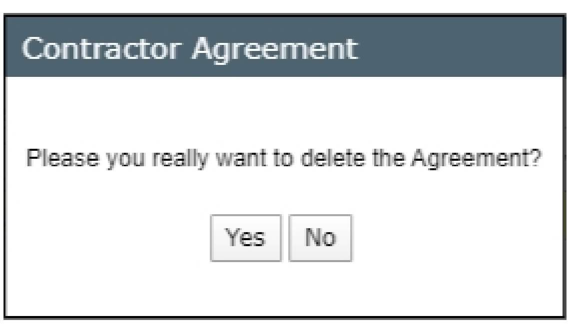
7. The Contractor's information populates the Contractor fields.

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.



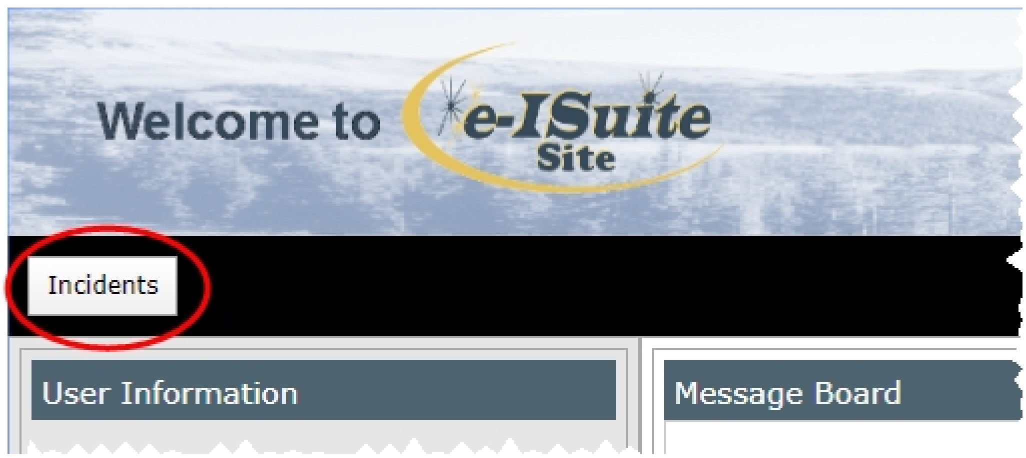
Rostering Resources to Contractor/Cooperator

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

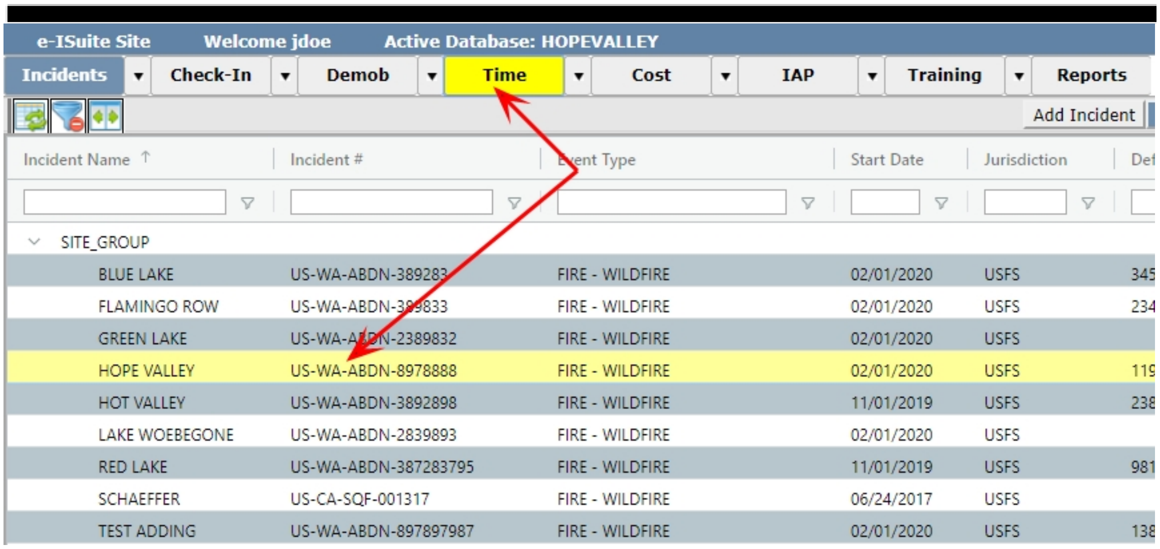
NOTE: Very few resources rostered to a Contractor/Cooperator resource require time data.

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.



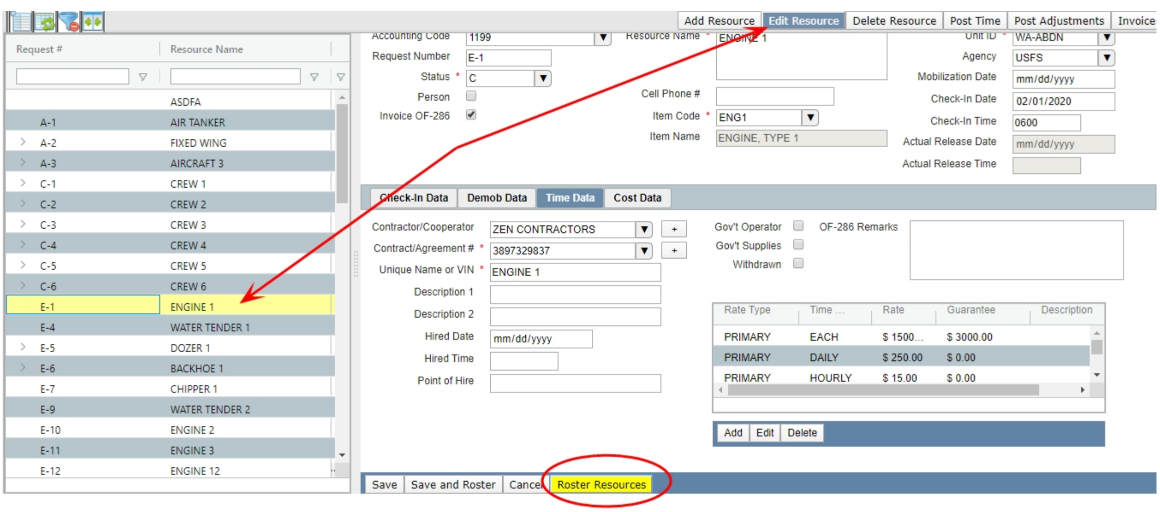
2. Select an Incident or an Incident Group.
3. Click the **Time** button from the main toolbar.



4. Select the Contractor/Cooperator Resource from the Resources grid to which other resources will be rostered.

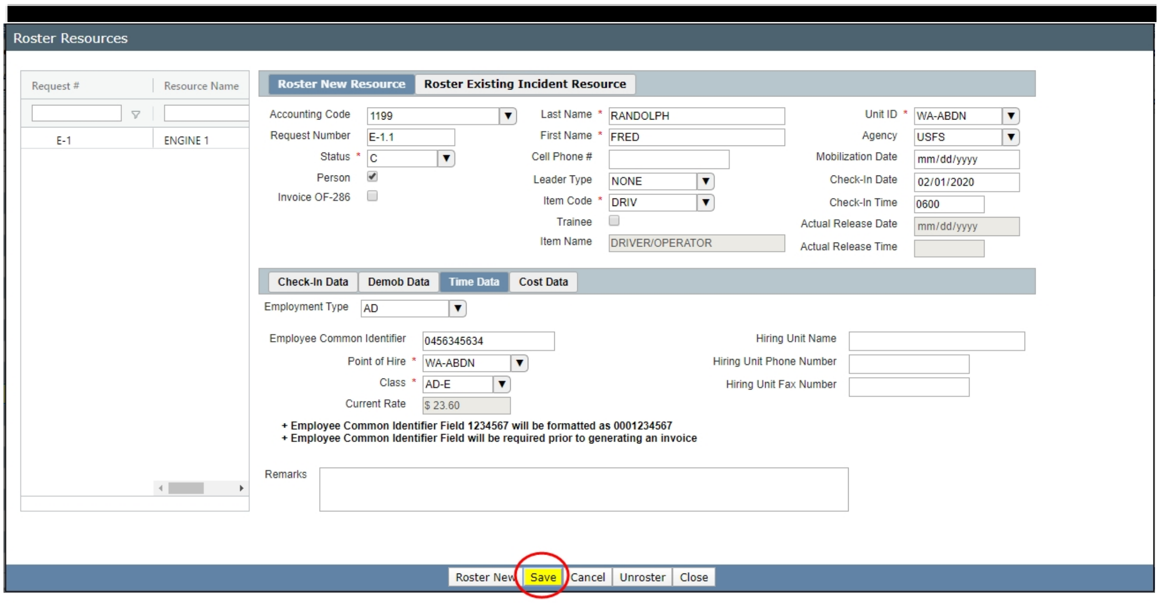
5. Click the **Edit Resource** button.

6. Click the **Roster** button at the bottom of the window. The Roster Resources window displays.



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.

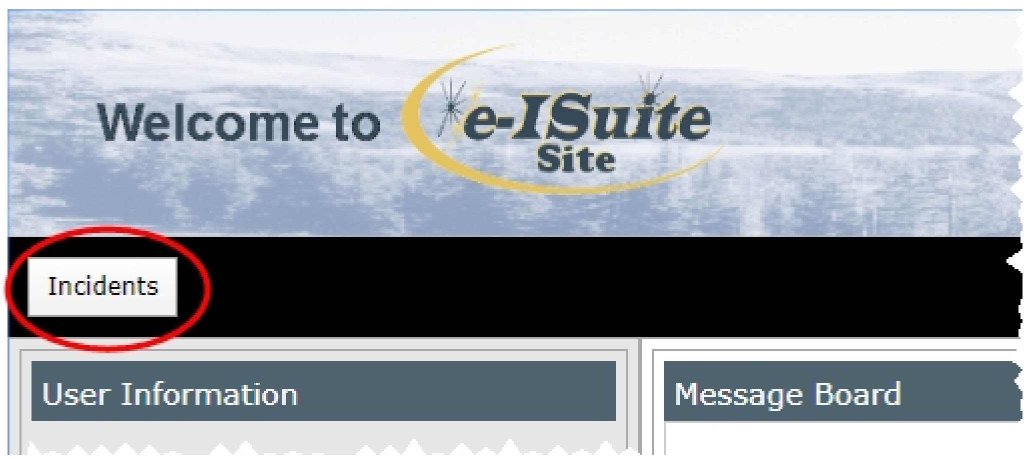

Roster Resources
Request #
Resource Name
E-1
ENGINE 1
Roster New Resource
Roster Existing Incident Resource
Accounting Code
1199
Request Number
E-1.1
Status *
C
Person
Invoice OF-286
Last Name *
RANDOLPH
First Name *
FRED
Cell Phone #
Leader Type
NONE
Item Code *
DRIV
Trainee
Item Name
DRIVER/OPERATOR
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.

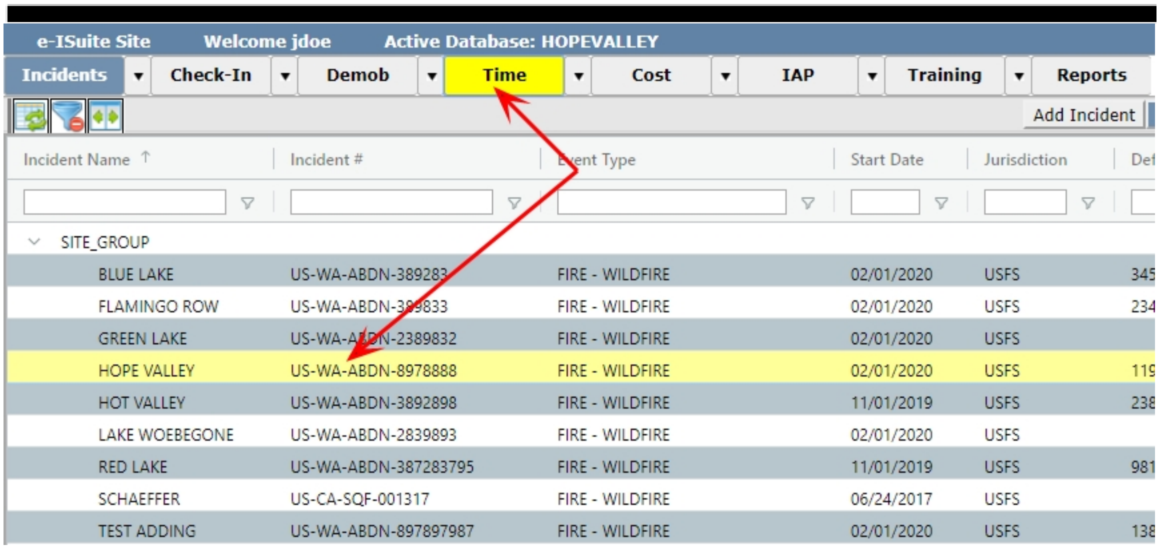
1. From the Home page, select the **Incidents** button.



2. Select an Incident or an Incident Group.

3. Click the **Time** button from the main toolbar to open the Post Time screen.

Time

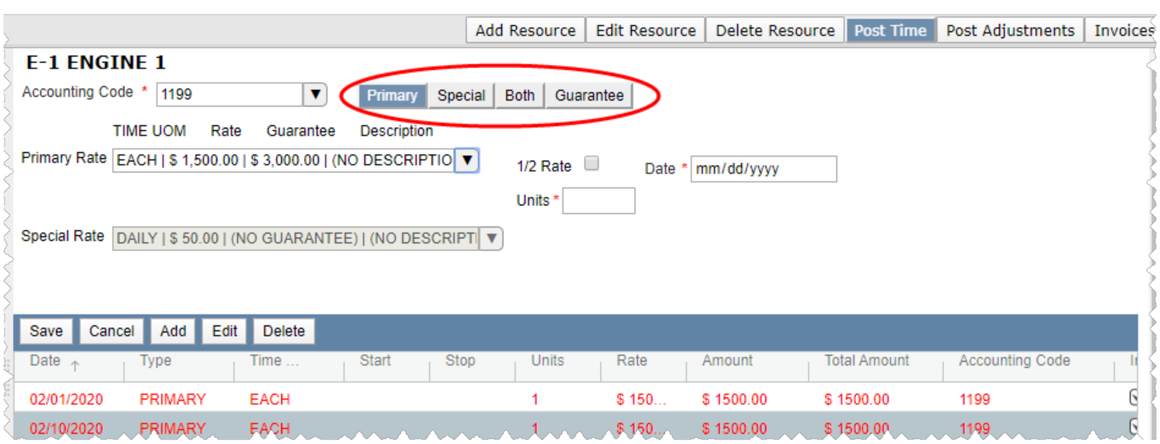


4. Select a contractor or cooperator resource or search by **All**, **Aircraft**, **Overhead**, **Crews**, **Equipment**, **All Personnel** or **All Non-Personnel** by clicking the appropriate radio button at the top of the window.

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

5. 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.

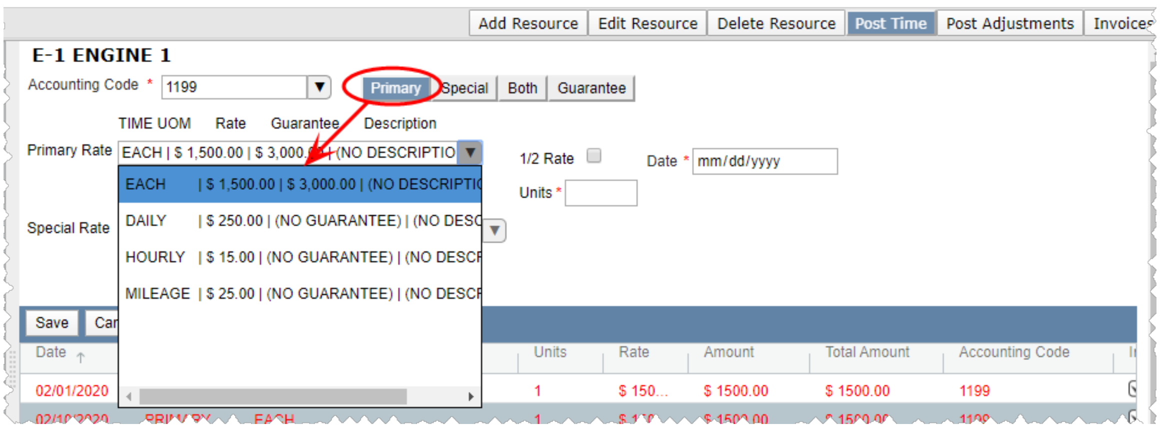
6. Click the **Primary** button to post a Primary rate. Click the **Special** button to post a Special rate. Click the **Both** button to post both a Primary and a Special Rate at the same time. Click the **Guarantee** button to post a Guaranteed rate.



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

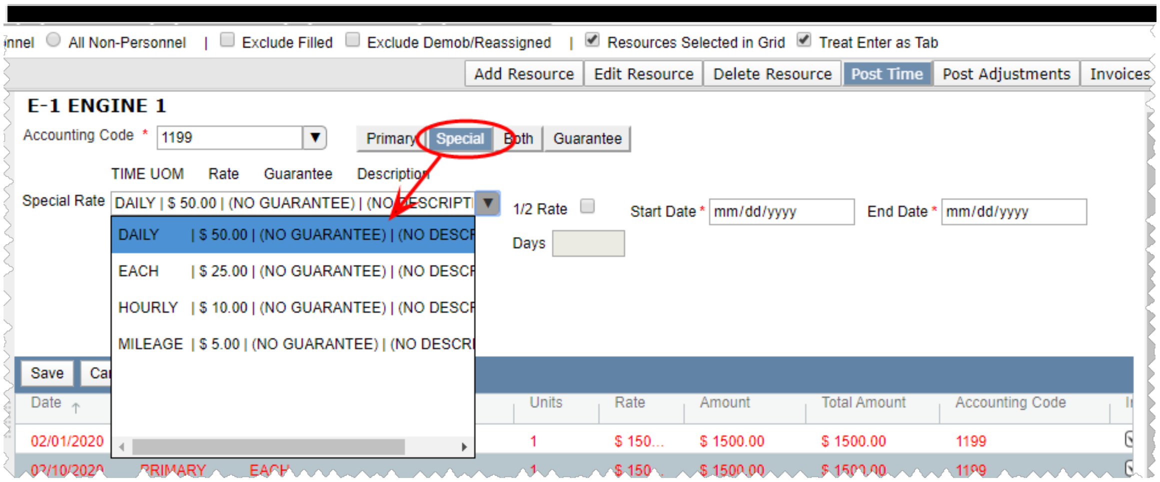
7. From the **Primary Rate** drop-down list, select the appropriate Primary rate for the contracted resource.

- 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**.

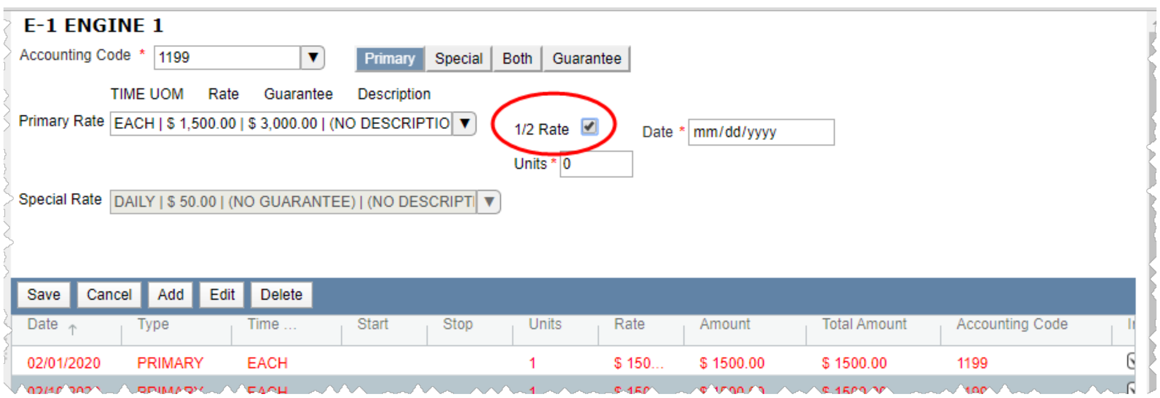


11. From the **Special Rate** drop-down list, select the appropriate Special rate for the contracted resource, if applicable.

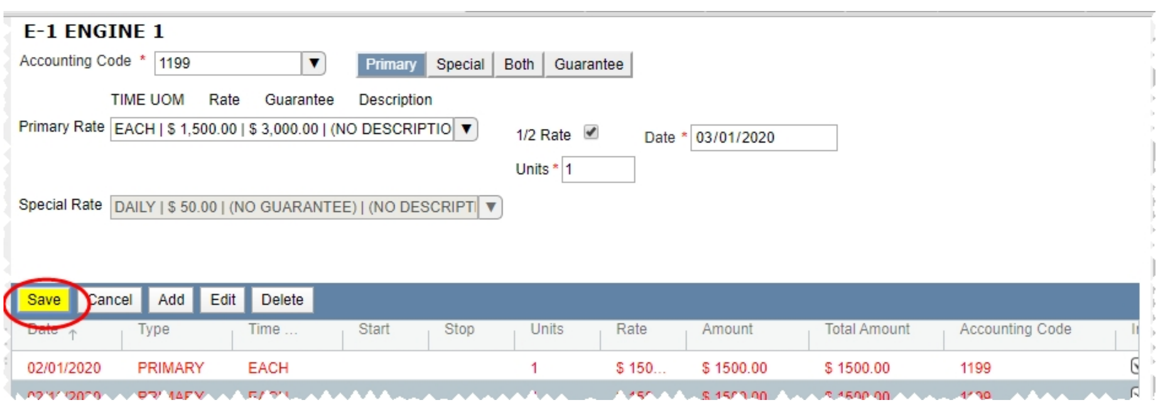
- When posting a **Daily** rate, enter the **Start Date** and **Stop Date**.
- When posting an **Each** rate, enter a **Date** and the total number of **Units**.
- When posting an **Hourly** rate, enter a **Date** and a **Start Time** and **Stop Time**.
- When posting a **Mileage** rate, enter a **Date**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



12. If ½ Rate applies, click to check the ½ **Rate** checkbox.



13. Click the **Save** button.



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

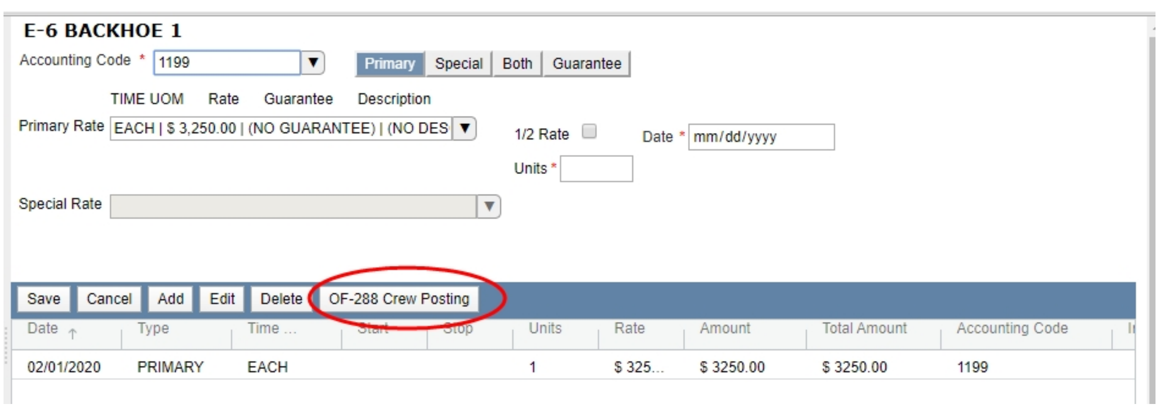
NOTE: A contractor can have two different time postings on the same day with no notification, as long as the Unit of Measure is different. If a posting is added during the same date with the same Unit of Measure a "Post Anyway, Overwrite or Cancel Post" message will display.

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

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

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

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



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

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

Time Post button.

Edit Posted Contracted Time

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

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

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

6. Click the **Save** button.

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

Deleting Posted Contracted Time

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

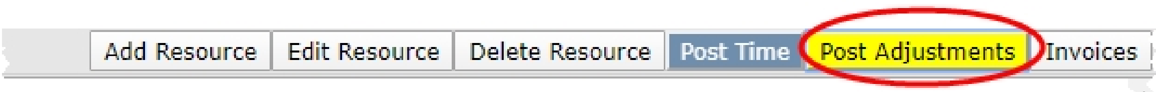
1. In the Resources grid, click the contracted resource with the posted time to delete.
2. Click the **Post Time** button.
3. In the time post grid, click anywhere in the row with the posting to delete.
4. Click the **Delete** button.
5. A confirmation message will display, click the **Yes** button.

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

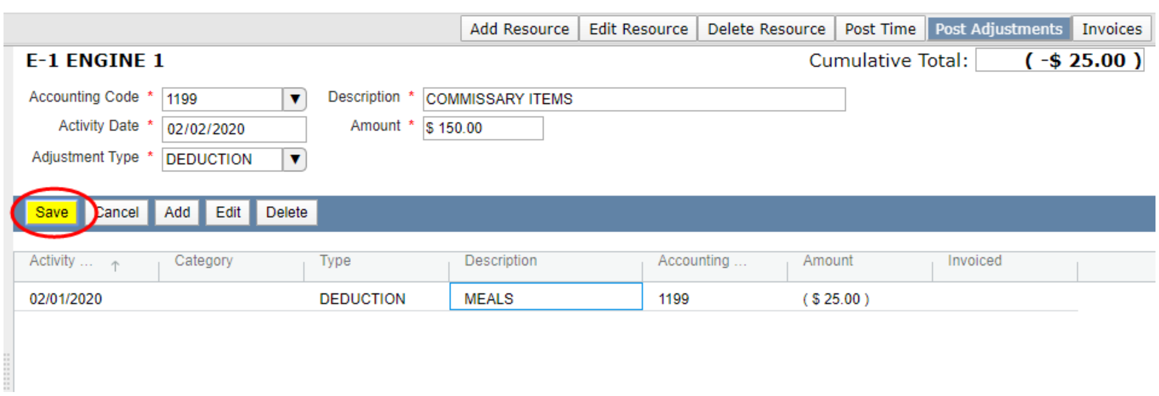
Post Adjustments for Contractor or Cooperator Resources

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

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



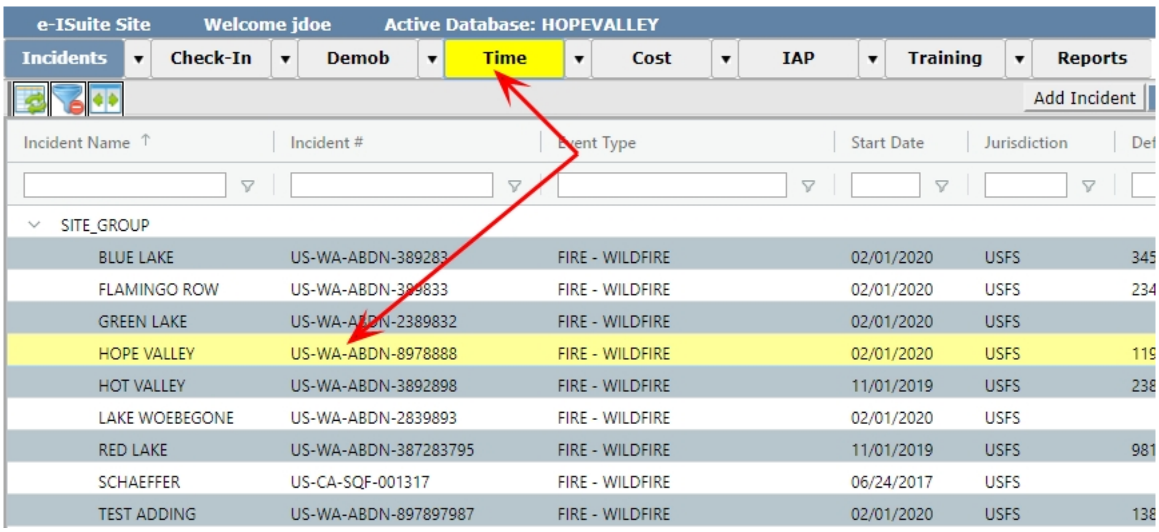
3. The **Accounting Code** will default to the Resource's default accounting code. If needed, a different accounting code can be selected from the drop-down list.
4. Enter the **Activity Date**.
5. Select the **Adjustment Type** (i.e. Addition or Deduction).
6. Enter a **Description** of the commodity (e.g., socks, boots, toiletries, etc.)
7. Enter the **Amount** of the adjustment.
8. Click the **Save** button to post the adjustment to the system. When the adjustment is saved, it displays in the grid at the bottom of the window.



Printing an Emergency Equipment Report (OF-286)

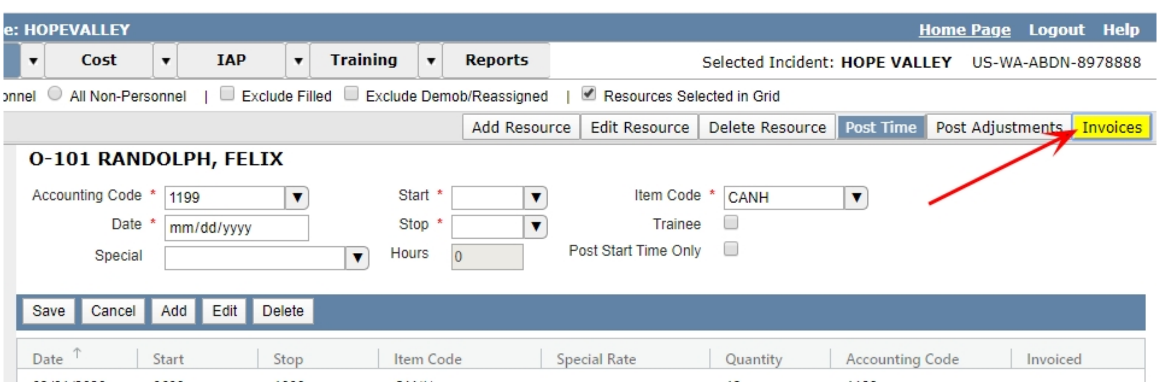
This report is the standard timekeeping record and payment document for resources that have the OF-286 checkbox checked (Contractors and Cooperators). Follow the steps in this section to print an OF-286 Invoice:

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



2. In the Resources grid, select the OF-286 Resource for which to print the Emergency Equipment Report (OF-286).

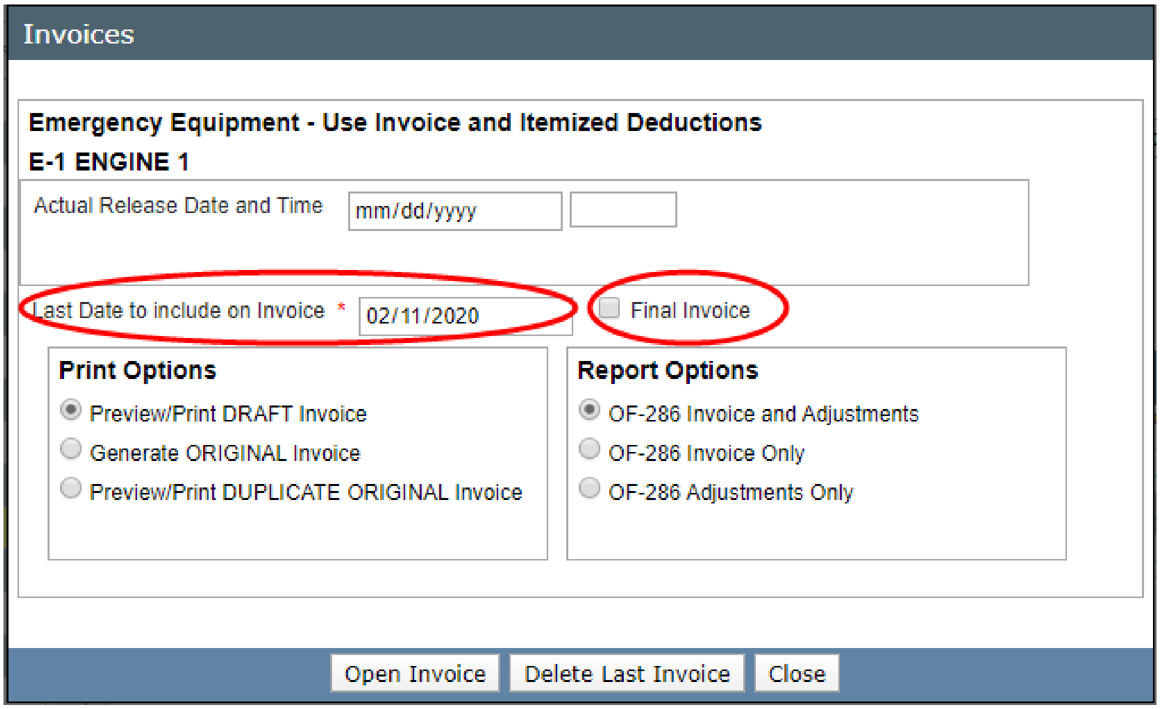
3. Click the **Invoices** button to open the Emergency Equipment - Use Invoice and Itemized Deductions Report window.



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

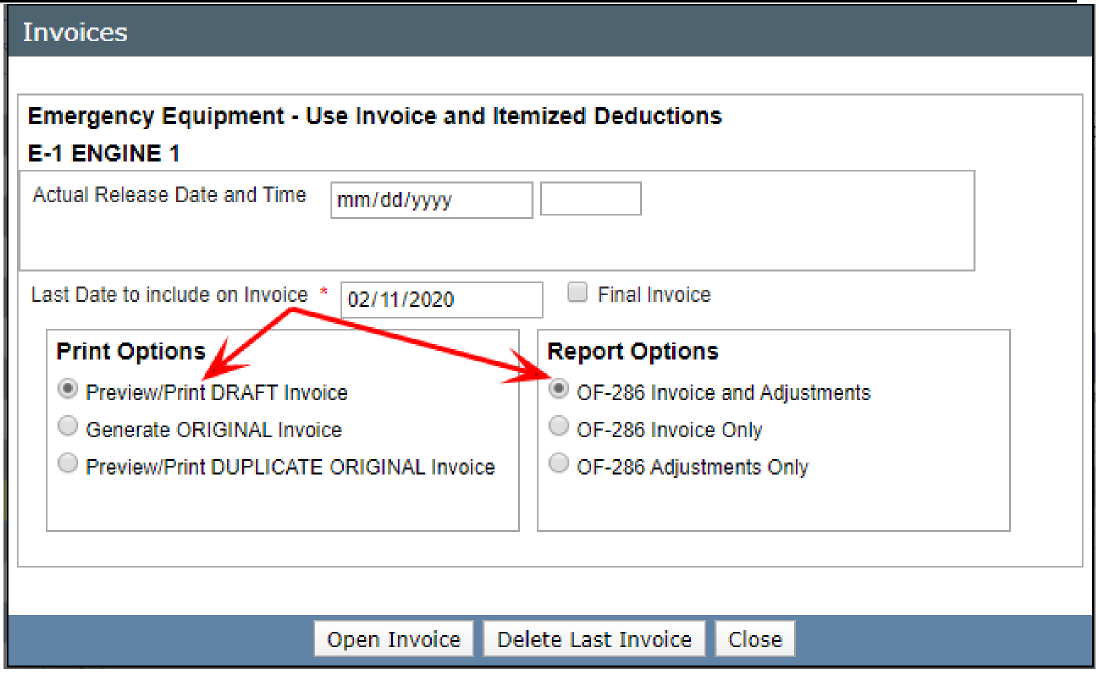
4. The **Last Date Included on Invoice** box contains the last date an invoice was posted for the resource. If needed, this date can be changed by either typing a new date or selecting it from the drop-down calendar.

5. If this is the final OF-286 for a resource leaving the incident, click to check the **Final Invoice** checkbox. If not, leave this checkbox blank. If the Final Invoice is checked, FINAL will print on the invoice. If it is not checked, INTERIM will be printed on the invoice.

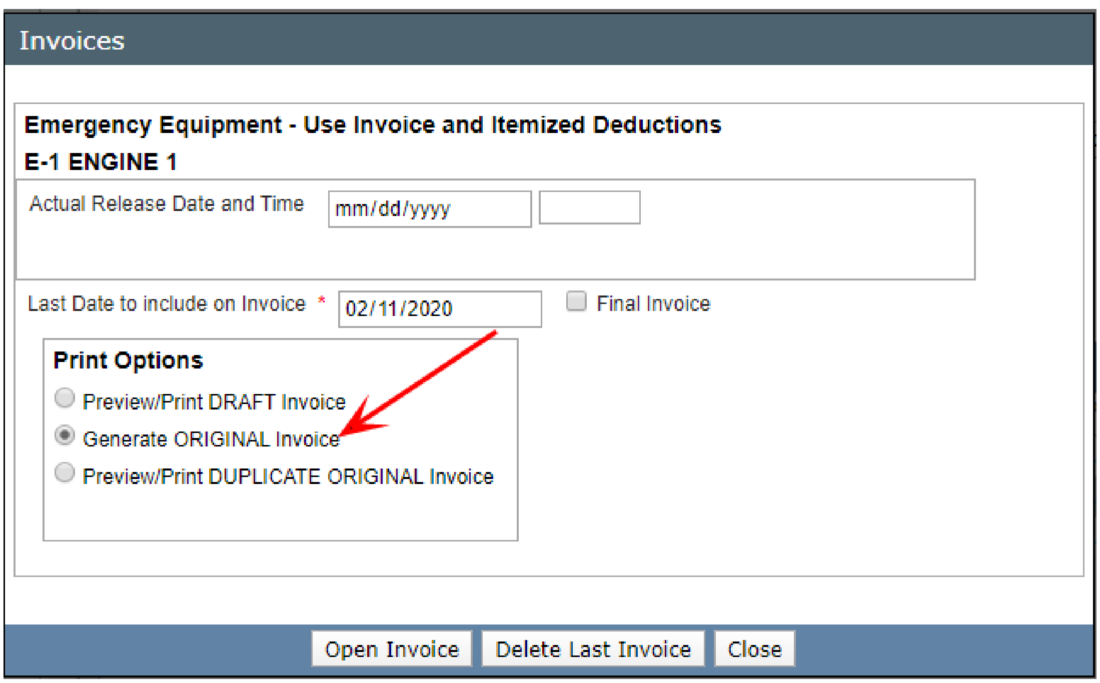


6. In the **Print Options** frame, click one of the following options to identify the type of invoice to create:

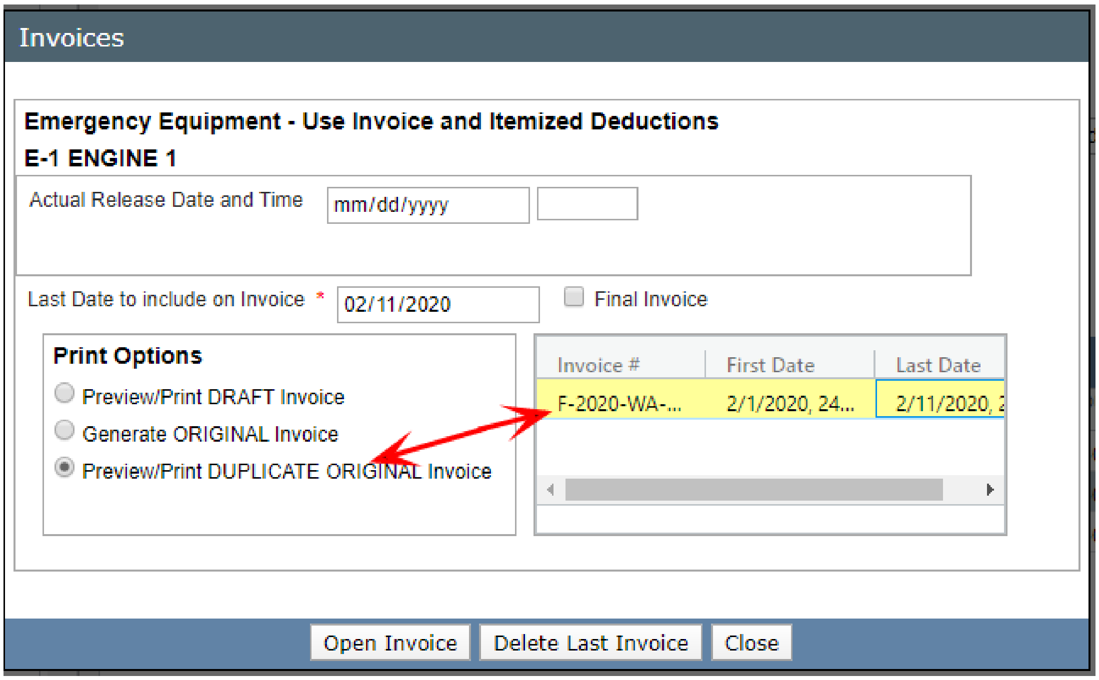
- **Preview/Print DRAFT Invoice** - Generates a Draft Invoice. Review this invoice, before printing an Original copy. The word Draft prints on this invoice. When this option is selected, the user can choose to print **OF-286 Invoice and Adjustments**, **OF-286 Invoice Only** or **OF-286 Adjustments Only**.



- **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.

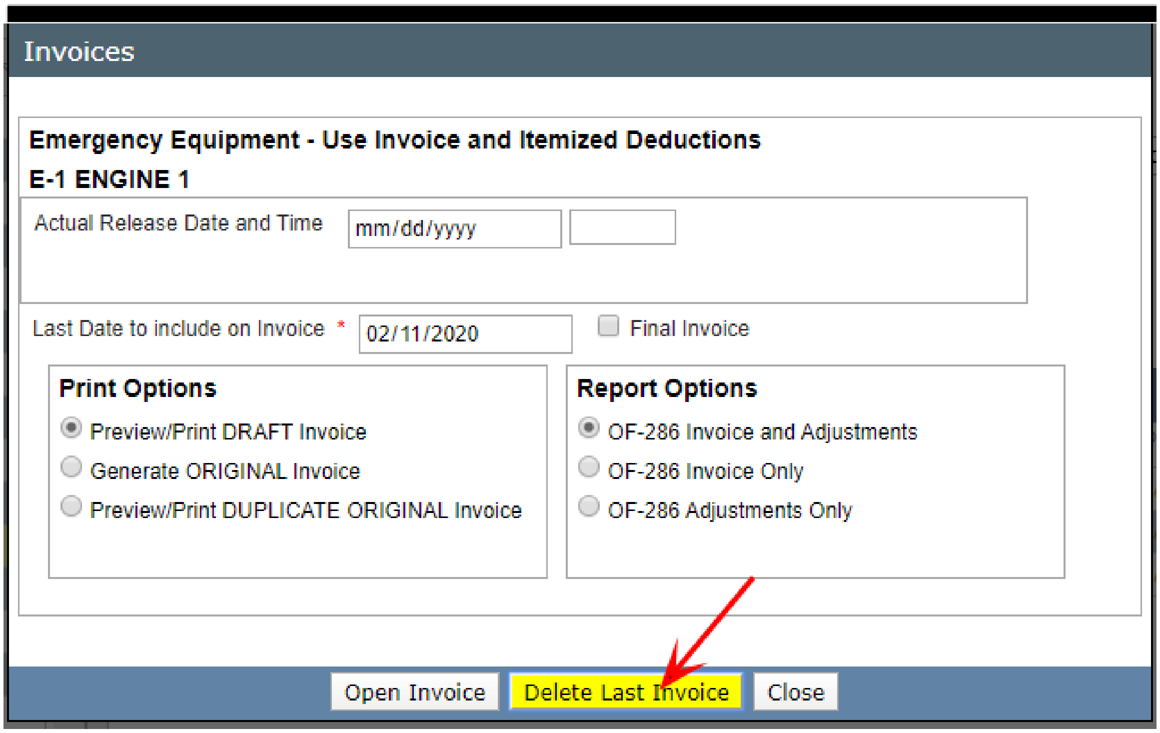


- **Preview/Print DUPLICATE ORIGINAL Invoice** - Generates a copy of an Original Invoice. A list of available invoices to select from displays when this option is selected. Select the invoice to re-print from the list. The words Duplicate Original Invoice print on this invoice.



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

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



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

Printing Time Reports

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

1. From the Home page click the **Incidents** button.
2. 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

This invoice has not received a final audit and is subject to change prior to payment

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 96800 b. DUNS: 9998887777 c. TIN/EIN:	2. INCIDENT OR PROJECT NAME PFEIFFER CA-LPF-003810 3. AGREEMENT NUMBER (From OF-294) 987987654321 4. EFFECTIVE DATES OF AGREEMENT a. Beginning 05/15/2014 b. Ending 05/14/2013
5. EQUIPMENT(List make, model, serial no., etc.) ENG3; LP 17; E-4-ENGINE, TYPE 3 Unique ID: ENG3 LP17 Make: Model:	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 [x] CONTRACTOR(wet) [ ] GOVERNMENT(dry) 11. OPERATOR FURNISHED BY [x] CONTRACTOR [ ] GOVERNMENT 12. RESOURCE ORDER NUMBER E-4

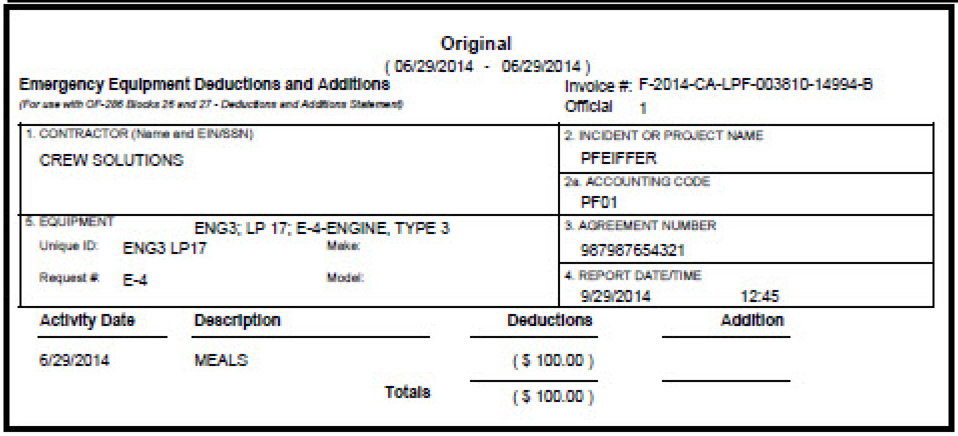
13. YEAR 2014 MO	DA	14. WORK OR DAILY RATE a. UNITS WORKED (MI/HR/DA)	b. RATE	c.	15. SPECIAL RATE a. UNITS WORKED (MI/HR/DA)	b. RATE	c.	16. TOTAL EARNED (14c + 15c)	17. GUARANTEE	18. AMOUNT
6	29	1.0 DAILY	$	$ 2,000.00				$ 2,000.00		$ 2,000.00

19. CHARGE CODE PF01	20. OBJECT CODE	23. GROSS AMOUNT DUE: $ 2,000.00
21. EQUIPMENT WAS [ ] RELEASED [ ] WITHDRAWN Date: Time:		24. ITEM 23 FROM PREVIOUS PAGE: $ 0.00 25. TOTAL AMOUNT DUE: $ 2,000.00
22. REMARKS **INTERIM**	Prior Partial Payments [illegible]	26. DEDUCTIONS (attach statement): ($ 100.00) 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 286



Original
(06/29/2014 - 06/29/2014)

Emergency Equipment Deductions and Additions
(For use with OF-286 Blocks 26 and 27 - Deductions and Additions Statement)

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 ENG3; LP 17; E-4-ENGINE, TYPE 3 Unique ID: ENG3 LP17 Make: Request #: E-4 Model:	3. AGREEMENT NUMBER 987987654321 4. REPORT DATE/TIME 9/29/2014 12:45

Activity Date	Description	Deductions	Addition
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 BILLS, BILL | DRAFT ONLY - NOT FOR PAYMENT | 01/01/2016 - 01/01/2016 | F-2015-UT-USO-928434-0009A

INCIDENT TIME REPORT

1. Hired At (e.g., ID-BOF): AK-AFMX

2. Employee Common Identifier

3. Type of Employment (X One): [x] Casual [ ] Federal [ ] 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

Column A	Column B	Column C	Column D
	Same as Column [ ] A	Same as Column [ ] A [ ] B	Same as Column [ ] A [ ] B [ ] C

8. Incident Name: **AIMEE INCIDENT**

9. Incident Order Number (e.g., ID-BOF-000123): UT-USO-928434

10. FireCode (e.g., B2C5): P12345

11. Resource Request Number (e.g., O-33): C-2.5

12. Position Code: AABI

13. AD Class: AD-A

14. AD Rate: $ 14.52

15. Home/Hiring Unit Account Code

Mo	Day	Start	Stop	Hours
1	1	14:45	08:15	6.5

Year 2016 | 16. Total Hours 6.5

In the "hours" column, indicate "H" for hazard pay, "E" plus % for environment differential, "T" for travel

17. Total Hours (all columns): 6.5

18. Commissary and Travel

18a. Month	18b. Day	18c. Category (e.g., commissary, meals, lodging, mileage, medical, etc.)	18d. Reimbursement	18e. Deduction	18f. FireCode
		See Attachment for Details			
		Total: $(125.00)			

For Payment Center use only

Previous Invoices

19. Remarks

20. Employee Signature

DRAFT ONLY - NOT FOR PAYMENT

21. Time Officer Signature

DRAFT ONLY - NOT FOR PAYMENT

NOTE: The above items are correct and proper for payment from available appropriations.

Department of the Interior
Department of Agriculture *(U.S. Forest Service)*

NSN 7540-01-7633

INTERIM

OPTIONAL FORM 288 (REV. 10/2015)

Page 1 of 1

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): [x] Casual [ ] Federal [ ] 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:

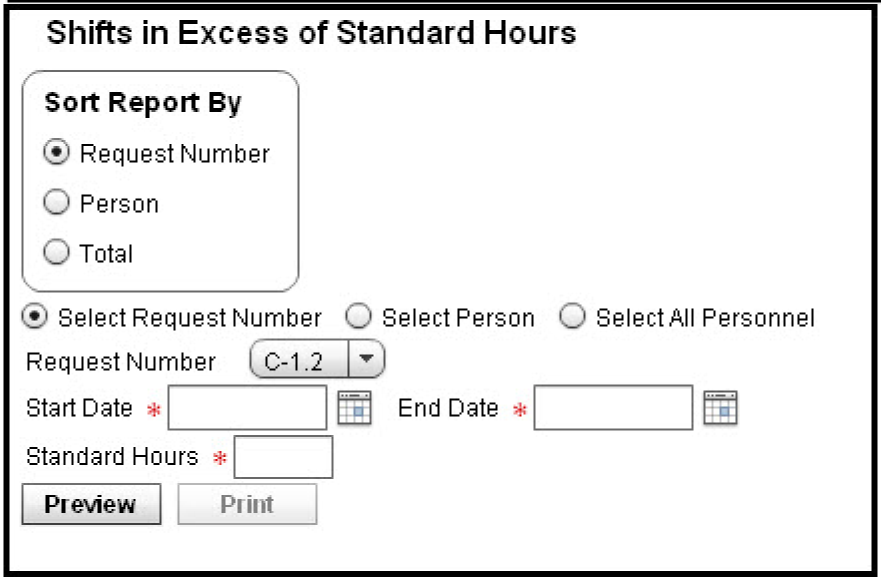
Block 18 Commissary and Travel (From OF-288)

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.

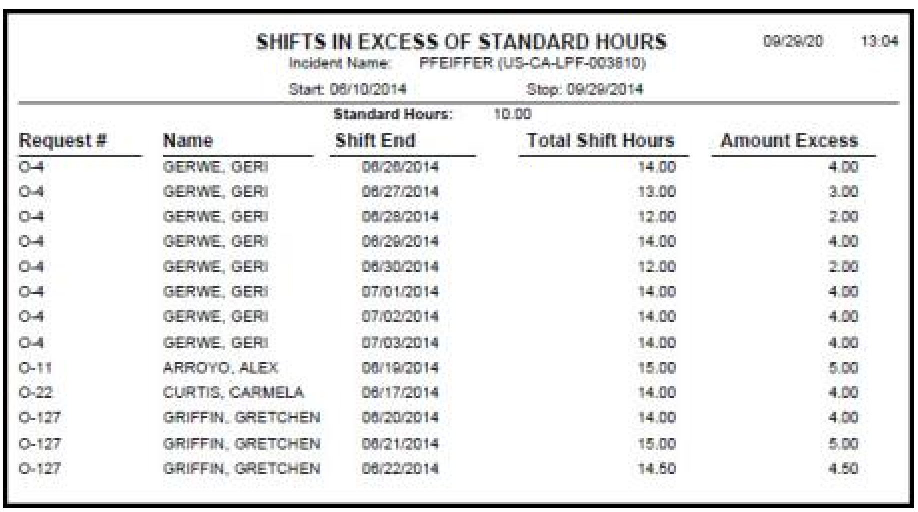
1. Enter the **Start Date** and **End Date** for the report.
2. Enter the **Standard Hours** to use in calculating the excess hours (e.g., if 8 is entered, the report will include employees with hours in excess of 8).
3. Select one of the following Sort Report By options: **Request Number**, **Person** or **Total**.



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
Standard Hours: 10.00

Request #	Name	Shift End	Total Shift Hours	Amount Excess
O-4	GERWE, GERI	06/26/2014	14.00	4.00
O-4	GERWE, GERI	06/27/2014	13.00	3.00
O-4	GERWE, GERI	06/28/2014	12.00	2.00
O-4	GERWE, GERI	06/29/2014	14.00	4.00
O-4	GERWE, GERI	06/30/2014	12.00	2.00
O-4	GERWE, GERI	07/01/2014	14.00	4.00
O-4	GERWE, GERI	07/02/2014	14.00	4.00
O-4	GERWE, GERI	07/03/2014	14.00	4.00
O-11	ARROYO, ALEX	06/19/2014	15.00	5.00
O-22	CURTIS, CARMELA	06/17/2014	14.00	4.00
O-127	GRIFFIN, GRETCHEN	06/20/2014	14.00	4.00
O-127	GRIFFIN, GRETCHEN	06/21/2014	15.00	5.00
O-127	GRIFFIN, GRETCHEN	06/22/2014	14.50	4.50

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
O-9	JARVIS, JON	SOFR	C	06/27/2014	17.0	7.0	1.5

Summary of Hours Worked

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

1. Select a Date Range for the report by entering a **Start Date** and an **End Date** or by clicking 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
O-11	ALEX ARROYO	06/21/2014
		06/22/2014
		06/23/2014
		06/24/2014
		06/25/2014
		06/26/2014
		06/27/2014
		06/28/2014
		06/29/2014
		06/30/2014
		07/01/2014
		07/02/2014
		07/03/2014
		07/04/2014
		07/05/2014
		07/06/2014
		07/07/2014
		07/08/2014
		07/09/2014
		07/10/2014
		07/11/2014
		07/12/2014
		07/13/2014
		07/14/2014
		07/15/2014
O-127	GRETCHEN GRIFFIN	06/24/2014
		06/25/2014
		06/26/2014
		06/27/2014
		06/28/2014
		06/29/2014
		06/30/2014
		07/01/2014
		07/02/2014
		07/03/2014

Request #	Name	Date
		07/04/2014
		07/05/2014
		07/06/2014
		07/07/2014
		07/08/2014
		07/09/2014
		07/10/2014
		07/11/2014
		07/12/2014
		07/13/2014
		07/14/2014
		07/15/2014
O-22	CARMELA CURTIS	06/20/2014
		06/21/2014
		06/22/2014
		06/23/2014
		06/24/2014
		06/25/2014
		06/26/2014
		06/27/2014
		06/28/2014
		06/29/2014
		06/30/2014
		07/01/2014
		07/02/2014
		07/03/2014
		07/04/2014
		07/05/2014
		07/06/2014
		07/07/2014
		07/08/2014
		07/09/2014
		07/10/2014
		07/11/2014
		07/12/2014

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.

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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/Reassisgned** checkbox.

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

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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 987987654321	CREWZ1	07/14/2014	0000		
E-4	ENG3; LP 17; E-4	ENG3	C	CREW SOLUTIONS 987987654321	ENG3 LP17				

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