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

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

In e-ISuite, a user has the ability to Add, Edit, Delete and Roster a resource with each of the following roles:
  - Check-in/Demob
    - Time
    - Cost

Please refer to the Check-In section of the User Guide for additional information on adding, editing and deleting or rostering a resource.
Managing Time Data for a Single, Overhead Resource

This section explains how to manage time data for a Single, Overhead Resource.

NOTE: Data is shared between all e-ISuite modules. Changes, additions, or deletions from any functional area affects the other e-ISuite modules. Successful integration requires cooperation and established data ownership rules.

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

NOTE: Time recorders must enter certain information for a resource prior to posting time. Three conditions must be met before time can be posted:

- The resource must have an Employment Code.
- The resource must have an Accounting Code.
- The resource must have a status of C (Check-In) or P (Pending Demob)

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

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

2. Select an Incident or Incident GroupSite Group.

3. Click the **Time** button from the main toolbar.
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 Groupa Site 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.
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 a Site 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
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 Groupa Site 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 a Site 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 dropdown 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 Groupa Site 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
• **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, use the All Personnel filter to locate the crew member.

2. Click the Post Adjustments button.
3. The **Accounting Code** will default to the Resource's default accounting code. If needed, select a different accounting code from the drop-down list.

4. Enter the **Activity Date**.

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

6. If the resource has a FED or OTHER employment type, select an **Adjustment Type** (i.e., Addition or Deduction).

7. Enter a **Description** of the commodity (e.g., socks, boots, toiletries, etc.)

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

9. Click the **Save** button to post the adjustment to the system. When the adjustment is saved it displays in the grid at the bottom of the window.

---

### AD Batch Adjustments

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

2. Select an Incident or an Incident GroupSite 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.

### AD Batch Adjustments Results

The following AD adjustments were posted.

<table>
<thead>
<tr>
<th>Request #</th>
<th>Resource Name</th>
<th>Date</th>
<th>Category</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-5.1</td>
<td>JOHNSON, JACK</td>
<td>02/01/2020</td>
<td>MEALS</td>
<td>$25.00</td>
</tr>
<tr>
<td>C-5.2</td>
<td>GROGAN, JOSH</td>
<td>02/01/2020</td>
<td>MEALS</td>
<td>$25.00</td>
</tr>
<tr>
<td>C-5.3</td>
<td>MAYER, JOHN</td>
<td>02/01/2020</td>
<td>MEALS</td>
<td>$25.00</td>
</tr>
</tbody>
</table>
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 GroupSite 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 or a Site 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
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 or Site 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 or Site 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 or a Site 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 Groupa Site 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 a Site 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.
Time
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 Groupa Site Group.

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

![Invoice Image]

**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 Groupa Site Group.
3. Click Reports on the main toolbar.
4. Select the Time tab from the toolbar.
5. 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.
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.
<table>
<thead>
<tr>
<th>Column A</th>
<th>Column B</th>
<th>Column C</th>
<th>Column D</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date</td>
<td>Hours</td>
<td>Rate</td>
<td>Total</td>
</tr>
<tr>
<td>1/4/2016</td>
<td>08:00</td>
<td>$14.52</td>
<td>1.00</td>
</tr>
</tbody>
</table>

Total: $145.20

See Attachment for Details.
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**.

---

[Image of the Shifts in Excess of Standard Hours Report]
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.

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.
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]

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.
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.
Vendor Resource Summary

This report details the management of Vendor Equipment including name, request number, type of equipment, and date hired for operation in the Incident.

1. Select one of the following Group By criteria:
   - **None** -- Select this option if the user does not want to group the data in the report.
   - **Item Code** -- Select this option to group the data by the Item Code assigned to the OF-286 Resources.
   - **Vendor** -- Select this option to group the data by the Contractor and Agreement data for the OF-286 Resources.
   - **Hire Date** -- Select this option to group the data by the Hire Date defined for the OF-286 Resources.

2. Select one of the following Sort By criteria:
   - **Request Number** -- Sorts the data in the report in Request Number order.
   - **Item Code** -- Sorts the data in the report by Item Code.
   - **Vendor** -- Sorts the data in the report by Contractor.
• Hire Date -- Sorts the data in the report by Hire Date.

3. To exclude resources with either a Demobed or Reassigned Status, check the **Exclude Demob/Reassigned** checkbox.

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

### Vendor Resource Summary Report

<table>
<thead>
<tr>
<th>Request #</th>
<th>Resource Name</th>
<th>Dom Code</th>
<th>Status</th>
<th>Vendor Agreement Number</th>
<th>Unique Name</th>
<th>Hire Date</th>
<th>Hire Time</th>
<th>Release Date</th>
<th>Release Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-20</td>
<td>CREW-MEISTERS</td>
<td>HG2</td>
<td>C</td>
<td>CREW SOLUTIONS: R9789704321</td>
<td>CREWZ1</td>
<td>07/14/2014</td>
<td>0000</td>
<td></td>
<td></td>
</tr>
<tr>
<td>E-4</td>
<td>MCG: LP 17; E-4</td>
<td>ENG3</td>
<td>C</td>
<td>CREW SOLUTIONS: 097970864121</td>
<td>ENG3</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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