

### **OF-288 Sample for DOI Agencies**

#### **Employee Common Identifier: Hired At:**

Ensure ECI is entered correctly in *Block 2*.

Ensure *Block 6* is entered with Unit Identifier.

### Type of Employment:

Ensure *Block 4* is marked as "Casual" and not any of the other choices.

### **Casual Information:**

Ensure name and complete address are legible.

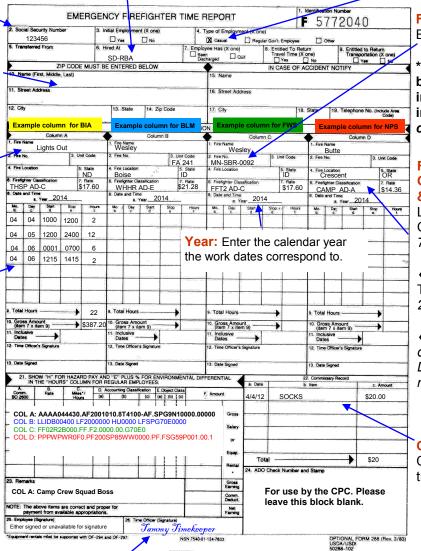
(Does not change the casual's address for CPC records).

Fire name and fire code: Ensure fire name and fire code in full cost string match (per Fire Code System).

## Time Posting Columns:

- ♦ Post hours in military time.
- ♦Post time in 15 minute increments with a 2 hour minimum.
- ♦ If shift passes through midnight from one day to the next, be sure to show ending time at 2400 and starting time on next day at 0001.

  Example Column A Line 2 & 3.



### **Fire Number:**

Enter incident order number.

\*Cost accounting data may be shown in each column, in the Remarks section, or in the Accounting Classification section.

# Firefighter Classification & Rate:

List AD Position Code, Class, & Rate in *Blocks 6 &* 7 per the AD Pay Plan.

- ◆ Column A: example for THSP Position (See block 23).
- ◆ For Exception Positions, a copy of the Description of Duties is required for payment.

### Commissary:

Corresponds to the date of transaction.

### Signatures:

Ensure the <u>original</u> Time Officer signature (or signature stamp) is complete in <u>Block 26</u>. Employee signature (casual) either signed or unavailable for signature in <u>Block 25</u>.

\* Note: The agency specific column has been separated for each agency, BIA, BLM, FWS and NPS to better outline agency specific example codes.

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