



# INTERIOR WILDLAND FIRE

## CASUAL PAYMENT PROCESS

### DOCUMENTS TO BE COMPLETED BY HIRING OFFICIAL

#### DOCUMENTS TO BE COMPLETED AND KEPT AT THE HIRING UNIT:

- Form I-9: the AD completes on the first day of hire; hiring official verifies the documents within 3 days of hire. This form must be completed every 3 years or when a presented document is expired. *Form I-9 is retained at the hiring unit.*
- Incident Behavior Form: *retained at the home unit.*
- Single Resource Form: *retained at the home unit.*

#### DOCUMENTS TO BE COMPLETED BY HIRING UNIT AND SUBMITTED TO CPC:

- Form W-4 resubmit only when information changes, or yearly for Federal exempt status.
- State Tax Form: resubmit only when information changes, or yearly for State exempt status.
- If Federal W-4 is utilized by a State, please notate “State & Federal” on the form.
- Tribal Tax form: submit to the CPC each calendar year for tax exemption status.
- Direct Deposit *or* Electronic Funds Transfer (EFT) Waiver form. EFT Waiver (must submit every year for Treasury check to be issued until a direct deposit account can be opened).
- DOI Federal Employees Health Benefits (FEHB) Conditional Offer form: submit each calendar year.

### CASUAL PAYMENT CENTER (CPC) RESPONSIBILITIES

- Maintains Federal W-4, State Tax, Tribal Tax Exemption, and Direct Deposit/EFT Waiver forms, FEHB Conditional Offer, Travel Worksheets and OF-288s for permanent record keeping.
- Maintain a copy of the Exception Position’s description of duties documentation with the OF-288s.
- Process payment to the casual within 5 business days of receipt if there are no issues.
- Notify hiring unit when there are questions on timesheets received.
- Notify hiring unit by email when payment has process if requested on the Approving Official Batch Memo.
- Process all AD Travel routed to CPC in Electronic Travel System (ETS) within 5 business days.

### AD/CASUAL HIRE RESPONSIBILITIES

- Always indicate address where mail is received on all forms submitted to CPC (e.g., W4, State Tax Form, Direct Deposit, etc.). If forms are incomplete or filled out incorrectly, they will be returned to the casual/agency without updating profile information. Federal Personnel Payroll System (FPPS) will automatically default taxes to single with zero dependent amounts/credits if forms are completed incorrectly.
- Bank information provided remains unchanged unless the CPC receives new Direct Deposit form.
- Always review OF-288s thoroughly before signing.