

DOI CASUAL PAYMENT CENTER

CASUAL PAYMENT PROCESS

Documents to be Completed by Hiring Official

DOCUMENTS TO 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 has expired. The Form I-9 is *retained at the hiring unit*.
- Incident Behavior Form: retained at the home unit.
- Single Resource Hire 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: submitted to the CPC each calendar year for tax exemption status
- Direct Deposit Form or Electronic Funds Transfer (EFT) Waiver form EFT Waiver submitted every year for a Treasury check to be issued until a direct deposit account can be opened.
- Federal Employees Health Benefits (FEHB) Conditional Offer Form: completed each calendar year.

HIRING UNIT PAYMENT RESPONSIBILITES

- Ensure work time has been recorded as outlined in the NWCG Standards for Interagency Incident Business Management assuring the AD Title is included in all columns and agrees with the Pay Plan Matrix.
- Process partial payments every two weeks, indicating partial payments in the remarks section of the OF-288.
- Complete travel time home if away from home unit upon casual's return.
- E-ISuite timesheets: enter the Employee Common Identifier (ECI) if all 9s were printed on timesheet. If ECI number is unknow, contact CPC to request for individual or a report for hiring unit. Never use a social security number on an OF-288.
- Include travel comments on Approving Official Batch Memo, OF-288 or Travel Worksheet If T&A is for suppression/preparedness (a non-planned incident) and there are no receipts, (e.g., M&IE). If receipts are included, (e.g., meals, gas, lodging) travel must be entered through ETS.

CASUAL PAYMENT CENTER (CPC) RESPONSIBILITIES

- Maintains Federal W-4, State Tax, Tribal Exemption, and Direct Deposit/EFT Waiver Forms, FEHB Conditional Offer, Travel Worksheets and OF-288s in the casual's payment file.
- Maintain a copy of the Exception Position's description of duties documentation with the OF-288.
- Process payment to the casual within 5 business days of receipt.
- Notify hiring unit when there are questions on timesheets received.
- Notify hiring unit by email when payment has processed if requested on the Approving Official Memo.

CASUAL/AD RESPONSIBILITIES

- Always indicate address where you receive mail on all forms submitted to CPC (e.g., W4, State Tax Forms, Direct Deposit, etc.). If forms are incomplete or filled out incorrectly, they will be returned to the casual/agency without updating their profile information. The Federal Personnel Payroll System (FPPS) will automatically default taxes to Single marital status and Zero allowances for Federal & State taxes if forms are completed incorrectly.
- Bank information provided will be used unless the CPC is notified of any changes.
- Always review timesheets thoroughly before signing.

NATIONAL INTERAGENCY FIRE CENTER
DOI CASUAL PAYMENT CENTER
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