

# Preparing AD OF-288 Electronic Payments

- ◇ Tips for sending AD OF-288's to the CPC for processing
  - ◇ Adobe PDF (if available using Adobe Pro allows the Agency and CPC to easily document any necessary changes and track the process of the payment).
  - ◇ Electronically prepare or scan all documents into a single PDF file.
  - ◇ Attach the PDF file (CPC will reply to emails to inform sender the number of OF-288's and forms received).
- ◇ When sending batches electronically, avoid sending:
  - ◇ Photos (i.e. .jpg, .png, .tiff, etc.) – photos sometimes come in very small and hard to see
  - ◇ Locked documents - prohibits us from documenting the CPC internal process.
  - ◇ PDF Portfolio - Once a PDF Portfolio is signed, we have to open each PDF individually, save it, then combine the documents to start the payment process.
    - ◇ This is time consuming and could lead to accidentally missing documents or duplicating them.

# Things to Remember When Submitting OF-288's for Payment

- ◇ **THSP**
  - ◇ Due to the number of THSP positions in the AD Pay Plan, the OF-288 should indicate the *entire* position title (e.g., THSP Lead Instructor).
- ◇ **Future Time**
  - ◇ Do not indicate future time as we are unable to pay this per policy.
- ◇ **Pack Test**
  - ◇ Need to pay casuals as the Position Code that they are taking the Pack Test for (not necessarily their highest qualifying Position Code on their Red Card).
- ◇ **EMT/Medical Position Codes**
  - ◇ If the incident is for Training, indicate whether they are Monitoring Training or Taking Training (this will affect the pay code in which they are paid).

# OF-288's Sent to ASC

- ◇ In 2025, 31 batches were sent to the ASC for processing instead of the CPC.
- ◇ What happens when payments are sent to the wrong agency for processing?
  - ◇ Payments will be backed out so correct agency can process.
  - ◇ Creation of debts occur.
  - ◇ Payments are forwarded to the CPC to be re-entered.
  - ◇ Delay of payments.