## NATIONAL INTERAGENCY FIRE CENTER CASUAL PAYMENT CENTER A SERVICE FIRST ORGANIZATION 3833 S DEVELOPMENT AVE BOISE, ID 83705-5354 PHONE: 877-471-2262 FAX: 208-433-6405

## DOI CASUAL PAY <u>DATAMART REPORT</u> REQUEST FORM

## **Requestor Information:**

Date Requested:	Date Needed	By:
Agency: BIA BLM NPS FWS		
Requestor*:		Contact Number:
How would you like report returned:	Email: 🗌	Fax:
*Requestor must be listed on Approving Official/Point of Contact List. If not listed, we must have approval from an Approving		
Official to provide information to the requestor.		
Description of RequestPlease Choose from the Following Options:		
Hired At(s):		
Year Requested or Specific Dates:		
** Please note that all reports are processed by <u>CALENDAR YEAR</u> unless otherwise requested**		
<b>Totals Report</b> (summary report that shows totals of Casual Count, Payment Count, Hours, Amt Travel Reimbursement, POV Mileage, Amt Boot Stipends, and Gross Amount Paid for the agency)		<b>Training Hours</b> (report includes Casual Name, Hired At,
<b>Totals Report by Name</b> (same report as above but with the added detail of Casual Names)		e Instructing Hours (report includes Casual Name, Hired At, Hours Instructing Total, and Amount Instructing Total)
<b>Totals Report by Fire Code</b> (shows total hours and amounts paid by Hired At for each WBS, or for a specific WBS/Fire Code)		Hazardous Fuels Hours (report includes Casual Name, Hired At, Hours Hazardous Fuels Total, and Amount Hazardous Fuels Total)
<b>ECI Report</b> (all Employee Common Identifiers for requested Hired At or Agency. Includes pre-hire Casuals as well as paid Casuals)		<b>Casual Employment Summary</b> (shows Wage and Earning Statement information for a <u>specific casual</u> . Please list casual's name and ECI below)
Other *Please provide any other pertinent information needed (e.g. Casual Names, Position Codes, Fire Codes, presentation of report, etc.):		









