**DOI Casual Pay Datamart Report 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 Request--Please Choose from the Following Options:***

Hired At(s):

Year Requested or Specific Dates:

 **\*\* Please note that all reports are processed by CALENDAR YEAR unless otherwise requested\*\***

|  |  |
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| [ ]  **Totals Report** (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) | [ ]  **Training Hours** (report includes Casual Name, Hired At, Hours Training Total, and Amount Training Total) |
| [ ]  **Totals Report by Name** (same report as above but with the added detail of Casual Names) | [ ]  **Instructing Hours** (report includes Casual Name, Hired At, Hours Instructing Total, and Amount Instructing Total) |
| [ ]  **Totals Report by Fire Code** (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) |
| [ ]  **ECI Report** (all Employee Common Identifiers for requested Hired At or Agency. Includes pre-hire Casuals as well as paid Casuals) | [ ]  **Casual Employment Summary** (shows Wage and Earning Statement information for a specific casual. 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.)*:**      |