**DOI Casual Pay Datamart Report Request Form**

## ***Requestor Information:***

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| --- | --- | --- | --- | --- |
| 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.)*:** | |