DOI CASUAL PAY DATAMART REPORT REQUEST FORM

**Requestor Information:**

<table>
<thead>
<tr>
<th>Date Requested:</th>
<th>Date Needed By:</th>
</tr>
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<tbody>
<tr>
<td>Agency:</td>
<td>BIA</td>
</tr>
<tr>
<td>Requestor*:</td>
<td>Email:</td>
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<tr>
<td>How would you like report returned:</td>
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*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:**

- **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.):*