

Approving Official Batch Memo

Date: _____

Unit Batch Number*: _____
(Example: ID-BOD-001)

To: Casual Payment Center MS 270
3833 S Development Ave
Boise, ID 83705-5354
(Please overnight mail / Call Casual Payment Center for Saturday delivery)

From: _____
Name _____ Phone Number _____

Unit Address _____

☐ Check here if you would like a confirmation of processed batch sent to you.

Government Email address for batch confirmation

Subject: Payment of Casual Hire, Incident Time Reports (OF-288)

Attached are the forms necessary for processing casual hire payrolls as follows:

Number of OF-288s in Batch: _____

Number of Casual Names submitted (attach list): _____

(For Crews attach Crew Manifest)

<i>Incidental Expenses: Pay \$5 a day for all casuels listed. Starting Date</i>	<i>Ending Date</i>
*** Provide only if no other travel costs are incurred ***	

I have verified, attached, or have on file the following:

1. OF-288s have been audited and are attached, including signatures of the casual (if available) and an ***original*** Time Officer signature on line 21 of the OF-288.
2. I-9s are completed and on file at the hiring unit (the CPC will return any I-9s to the hiring unit).
3. W-4s and State withholding forms are complete and attached, or previously submitted.
4. Verified Cost Accounting Data.
5. Other (explain):_

If you have any questions, please contact _____ at _____ .

As approving official, I certify the attached travel reimbursement and OF-288s are accurate, appropriate, and legal for payment and meet the provisions of the Department of the Interior Pay Plan for Emergency Workers.

Print Approving Official Name: _____

APPROVING OFFICIAL SIGNATURE: _____

Job Title: _____

*A unique batch number should be assigned to each payroll submitted. Please reference the applicable batch number when contacting the Casual Payment Center with questions.

Batch Number: _____

*EFT OR EFT Waiver

Name of Casual

OF-288

W-4

EFT*

EFT Waiver*

FEHB

Other

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2

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