TIME USER GUIDE

Version 12.01.00

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Time

Chapter 1

Time

The **Time** User Manual explains how to use the **Time** module to collect and track incident time for Federal, Casual (AD), and other personnel, as well as for Emergency Contracted Resources. In **Time**, you can create pay documents, the Emergency FireFighter Time Report (OF-288) and the Emergency Equipment Use Invoice (OF-286). By collecting accurate time data, you can generate meaningful management reports.

Make sure you are careful when working with private information such as Social Security Numbers (SSNs) and IRS Federal Employer Tax ID Numbers (EINs). This information must be kept confidential.

Information defined in **Time** is shared with other I-Suite modules, including:

- Resources
- Demob
- Incident Action Plan (IAP)
- Cost
- Supply

Topics in this guide include the following:

I-Suite Time

Chapter 2

Common Features

This section describes the menus and toolbars available in the Time module.

Menus

The following drop-down menus display at the top of the I-Suite windows:

File Menu
The following options are available in the **File** menu in all modules:

- **Open Database** - Opens an incident database in I-Suite.
- **Print** - Prints the grid in the open module or a report selected on the Reports window.

The **Print** option is not available in the Database Admin module.

- **Refresh Data** - Refreshes the data on your window.
- **Exit** - Closes the I-Suite application.

Modules Menu
The following options are available in the **Modules** menu:

- **Database Admin** - Opens the Database Admin Module.
- **Data Admin** - Opens the Data Admin Module.
- **Resources** - Opens the Resources Module.
- **Cost** - Opens the Cost Module.
- **Supply** - Opens the Supply Module.
- **IAP** - Opens the Incident Action Plan Module.
- **Demob** - Opens the Demob Module.
- **Time** - Opens the Time Module.
- **Injury/Illness** - Opens the Injury/Illness Module.

Filters Menu
Select an option from the **Filters** drop-down menu to filter the **Resources** grid by:

- Aircraft
- Crews

- Equipment
- Overhead
- All
- All Personnel

Reports Menu
Select an option from the **Reports** menu to print the following types of reports:

- Cost Reports
- Demob Reports
- Plans Reports
- Supply Reports
- Time Reports
- Custom Reports
- Injury/Illness Reports

Tools Menu
The following options are available in the **Tools** menu in all modules:

- **Options** - Define the settings for the different modules in I-Suite.

The settings you can change in **Options** depends on the permissions that are assigned to you in the I-Suite system.

- **Quick Stats** - Quickly view Stats in the I-Suite system.
- **Change Password** - Change your I-Suite password.

Help Menu
The following options are available in the **Help** menu:

- **I-Suite Help** - Opens Help information for the I-Suite application.
- **About** - Displays version information for I-Suite.
- **Support** - Displays contact information for the HelpDesk.

Time Menu
The **Time** menu only displays when you are in the **Time** module. The following options are available in this menu:

- **Admin Office For Payment** - Adds administrative office information to I-Suite.
- **Contractor** - Adds contractors and agreements to I-Suite.

Toolbars

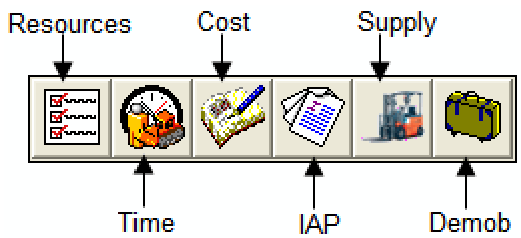
The following toolbars display at the top of the I-Suite windows:

Main Toolbar

The Main toolbar contains two separate types of buttons:

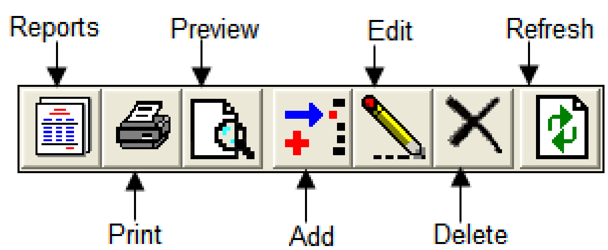
Module Buttons

The Module buttons open modules in the I-Suite system. These buttons are located on the left side of the Main toolbar. The following example identifies the buttons and the modules that they open:



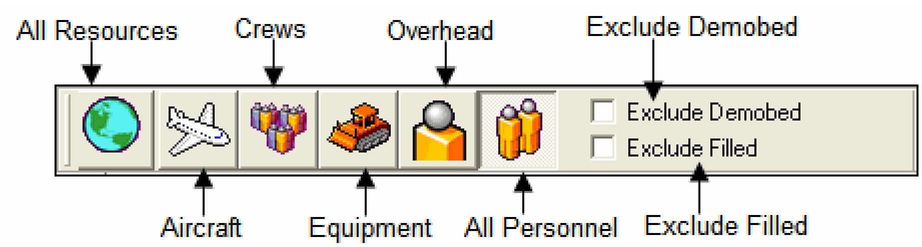
Action Buttons

The Action buttons perform an action in one of the I-Suite modules. These buttons are located on the right side of the Main toolbar. The following example identifies the buttons and the action that occurs:



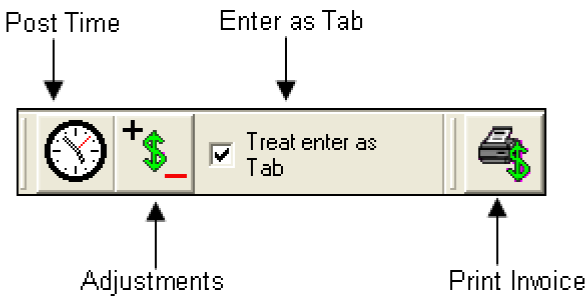
Filter Toolbar

The **Filter** toolbar displays beneath the **Main** toolbar. Click the buttons in this toolbar to filter the information in the **Resources** grid. The following example identifies the buttons in this toolbar and the resources that display in the grid when you click the buttons:



Time Toolbar

The **Time** toolbar displays to the right of the **Filter** toolbar when you are in the **Time** module. The following example identifies the buttons in this toolbar:

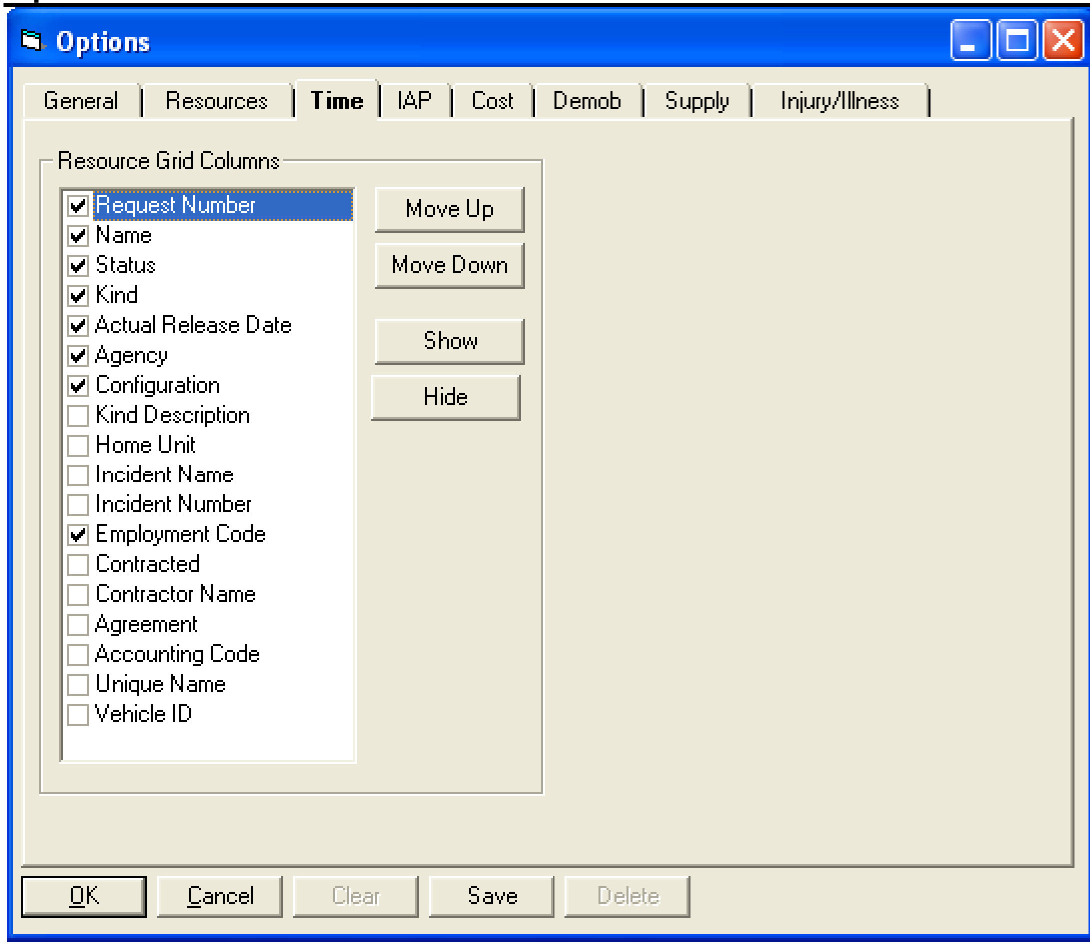


- **Post Time** - Post time for a resource.
- **Adjustments** - Make adjustments to the time for items such as Quarters and Lodging, Meals, Travel, etc.
- **Treat enter as Tab** - If you would like the **Enter** key to work as the **Tab** key when moving between options, click to check the **Treat enter as Tab** checkbox.
- **Print Invoice** - Print either an OF 288 or an OF 286, depending on the resource you have selected.

Selecting Time Options

Follow the steps in this section to select the options to use in the **Time** area of the I-Suite system:

1. From the **Tools** drop-down menu, select **Options** to open the **Options** window.
2. Click the **Time** tab to select it.



3. Under **Resource Grid Columns**, hold down the **Ctrl** key and click to highlight each of the columns that you want to select.
4. If you want to remove the selected columns from the **Resources** grid, click the **Hide** button.

   If you want to display the selected columns on the **Resources** grid, click the **Show** button.

Each column with a checkmark in the checkbox next to it is included in the grid. When you click the **Show** button, it places a checkmark in the checkbox. When you click the **Hide** button, it removes the checkmark from the checkbox. You can also click the checkbox next to the column to either **Show** or **Hide** it.

5. To adjust the order in which the columns display on the **Time** window, click a column under **Resource Grid Columns**, then click the **Move Up** or **Move Down** button.

The order in which the columns display under **Resource Grid Columns** is the order in which they will display in the grid.

6. Click the **Save** button to save your changes. Click the **OK** button to close the Options window.

Chapter 4

Reviewing Common Data

This section explains how to review common data when you are in the **Time** module.

Resources is the primary data entry point for Common Data in I-Suite. The quality of the initial data is critical to successful integration of the data into other I-Suite modules.

Understanding the concept of data sharing is critical. Data is shared between all I-Suite modules. Changes, additions, or deletions from any functional area affects the other I-Suite modules. Successful integration requires cooperation and established data ownership rules.

Follow the steps in this section to review common data:

Information located above the tabs (if any) in the **Manage Resource - Edit Mode** area is considered the **Common Data** for a **Resource**.

1. Click the **Time** button to open the **Time** window.
2. In the **Resources** grid, click to select the Resource you want to view.
3. Click the **Edit** button in the **Main** toolbar to open the record in the **Manage Resource - Edit Mode** area at the bottom of the window.
4. Review the following information for completeness and accuracy:

- *Request Number
- *Account Code
- Person - checked, if applicable
- Contracted - checked, if applicable
- *Resource Name
- *Kind/Position
- Trainee - checked, if applicable
- *Status
- Unit ID
- Agency

When the **Employment Type** is **AD**, you cannot set the **Agency** to **PVT**.

- *Configuration
- Actual Release Date
- Actual Release Time

A label preceded by an asterisk (*) indicates that the information is required.

When the **Person** checkbox is checked, the **Resource Name** is replaced with **Last Name** and **First Name** and the **Time - Individual** tab displays. Either a **Last Name** or a **First Name** is required. You do not need to define both in order to save the record.

When the **Contracted** checkbox is checked, the **Time - Contracted** tab displays.

If you change the **Person** or **Contracted** selection and time was posted for the resource, a message displays indicating that the time postings will be deleted if you continue. When you select **Yes**, the system deletes all time postings. When you select **No**, the system does not change the **Person** or **Contracted** selection.

If you change the **Person** or **Contracted** selection and one or more invoices were already generated for the resource, a message displays indicating that the resource has invoiced postings. You must manually delete those postings before you can change the **Person** or **Contracted** selection.

5. To save any changes made to the information, click the **Save** button.
6. To close the **Manage Resource - Edit Mode** window, click the **Close** button.

Chapter 5

Personnel Time

Use the **Personnel Time** options to post personnel time to the system. This section includes the following information:

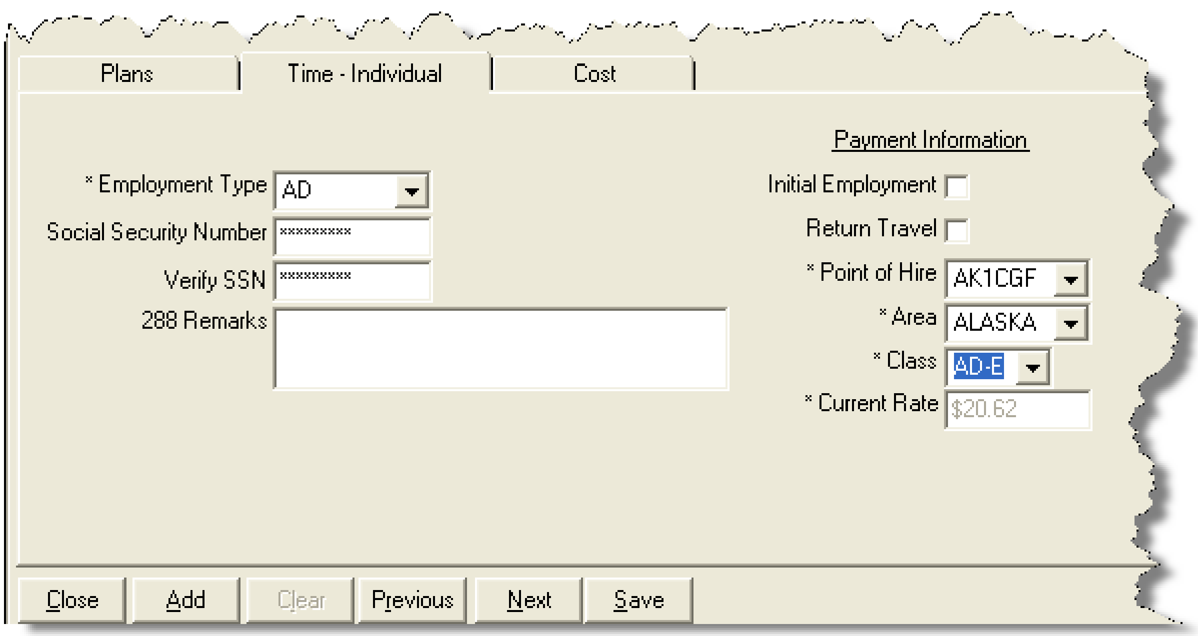
- See "Defining Personnel Information" on page 15
- See "Posting Personnel Time" on page 17

Defining Personnel Information

This section explains how to define **Personnel** information.

Personnel data is initially defined in Resources. Before you can Post Time, you must edit Resource records and add Time data.

1. Click the **Time** button to open the **Time** window.
2. In the **Resources** grid, click the personnel resource to which you want to add time data.
3. Click the **Edit** button in the Main toolbar at the top of the window.
4. Click the **Time - Individual** tab at the bottom of the window.



5. From the **Employment Type** drop-down list, select one of the following employment types:

- AD

When the **Agency** is **PVT**, you cannot set the **Employment Type** to **AD**.

- FED
- OTHER

6. If the **Employment Type** is **AD**, enter the resource's social security number in the **Social Security Number** box. For privacy reasons, the social security number displays as asterisks (*) when you type it in this box.
7. To ensure that the social security number for an **AD** employee was entered correctly, enter it a second time in the **Verify SSN** box.

Resources with an **AD Employment Type** must have a **Social Security Number** defined or an **Original OF 288** will not print for them.

7. In the **288 Remarks** box, type any 288 remarks.
8. If the **AD** employment type is selected, define the following information in the **Payment Information** section:

- If this is the initial employment for the personnel resource, click to check the **Initial Employment** checkbox.
- If there will be return travel, click to check the **Return Travel** checkbox.
- From the **Point of Hire** drop-down list, select the appropriate point of hire.
- From the **Area** drop down-list, select the appropriate area.
- From the **Class** drop-down list, select the appropriate class.

9. If **OTHER** is selected as the **Employment Type**, enter the appropriate **Current Rate**.
10. If **FED** is selected as the **Employment Type**, this is the only required information.
11. In the **Personnel Mailing Address** area, define the following information:

- Address 1
- Address 2
- City
- State
- Zip
- Phone
- Fax

If a **Fax** number for **FED** or **OTHER** is defined, it is available for the Personnel Time Report (Print/Fax).

12. To save your changes, click the **Save** button.

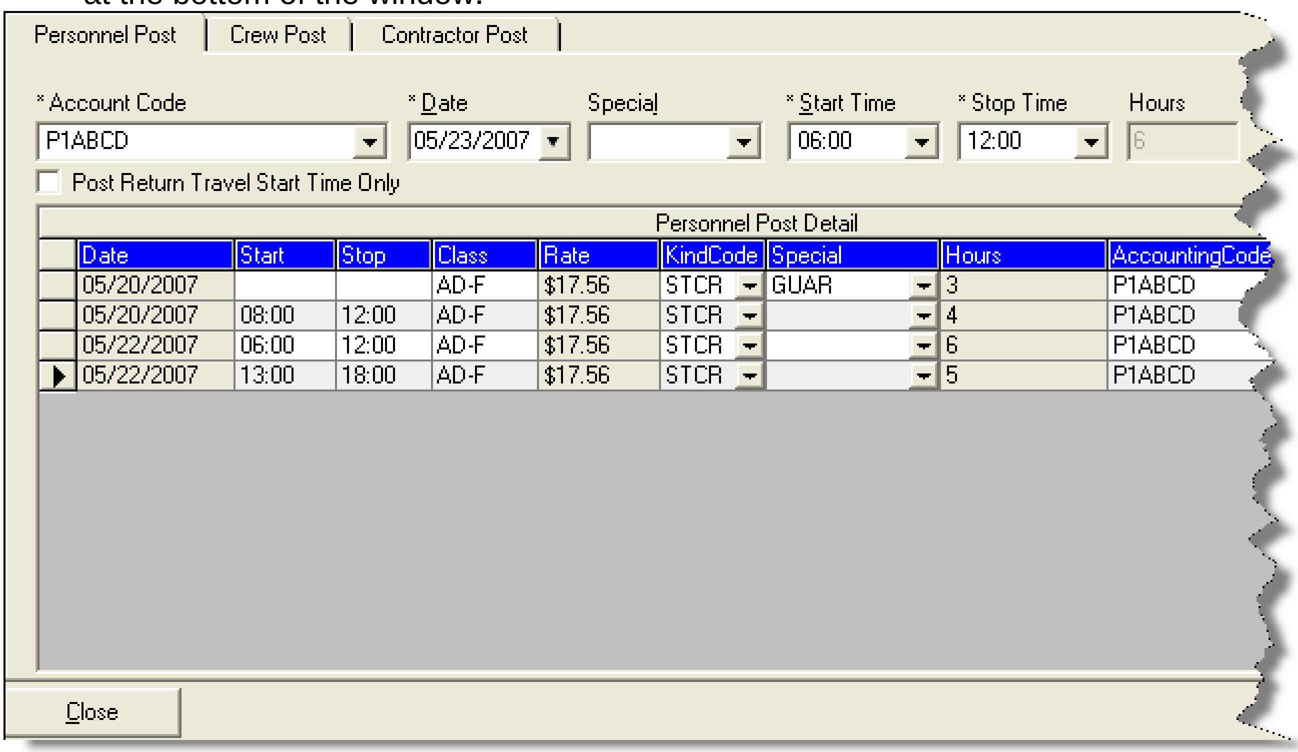
Posting Personnel Time

Follow the steps in this section to **Post Personnel Time**:

The date automatically changes for posting time that extends beyond midnight. If users post overlapping hours, they must first verify before proceeding.

Posted time is locked to an established employment code.

1. Click the **Time** button to open the **Time** window.
2. In the **Resources** grid, click the **Personnel Resource** to which you are posting time.
3. On the **Time Toolbar**, click the **Post Time** button. A **Personnel Post** tab displays at the bottom of the window.



5. From the **Account Code** drop-down list, select the appropriate account code.

The codes that display in the **Accounting Codes** drop-down list are based on whether **Manage All as One** is selected. If **Manage All as One** is selected, all accounting codes display in the list. If a single incident is selected, only accounting codes for that incident display in the list.

When you select an accounting code from the drop-down list that is not the default, that accounting code remains selected until you select another resource or accounting code.

6. In the **Date** box, either type the date for the time entry or select it from the drop-down calendar.
7. If a special circumstance applies (e.g. Environmental Pay, Travel, Day Off, etc.), select the appropriate code from the **Special** drop-down list.

If you assign the **GUAR**, **COP**, or **DAY OFF** special codes to a resource with an **Employment Type** of **FED** or **OTHER**, the **Start Time** and **Stop Time** boxes are disabled. You do not need to define a Start or Stop time when these special codes are assigned.

If you assign the **GUAR**, **COP**, or **DAY OFF** special codes to a resource with an **Employment Type** of **AD**, the **Start Time** and **Stop Time** boxes are disabled and an **Hours** box displays. Enter the number of hours for the **AD** resource in this box. The maximum number of hours you can enter is eight.

8. In the **Start Time** box, either type the time or select it from the drop-down list to identify when the individual started working.
9. In the **Stop Time** box, either type the time or select it from the drop-down list to identify when the individual stopped working.
10. Click the **Save** button to commit the posting.

If the time your are posting includes time from before midnight and time after midnight, a **Posting Spans Midnight** message displays. If you click the **Yes** button, the posting is split into two entries. If you click **No**, the posting is canceled.

11. Click the **Close** button to close the **Personnel Post** tab.

Reposting Personnel Time

Follow the steps in this section to repost a day's time with different hours:

1. Click the **Time** button to open the **Time** window.
2. In the **Resources** grid, click the **Personnel Resource** for which you are reposting the time.
3. Click the **Post Time** button to open the **Personnel Post** area at the bottom of the window.
4. Fom the **Account Code** drop-down list, select the appropriate account code.
5. In the **Date** box, either type the date or select it from the drop-down calendar.
6. If a special circumstance applies (e.g. Environmental Pay, Travel, Day Off, etc.), select the appropriate code from the **Special** drop-down list.
7. In the **Start Time** box, either type the time or select it from the drop-down list to identify when the individual started working.
8. In the **Stop Time** box, either type the time or select it from the drop-down list to identify when the individual stopped working.

9. Click the **Save** button to commit the posting. An **Overlapping Hours** window displays.
10. Click the **Yes** button to repost the new hours to that day.
11. Click the **Close** button to close the **Personnel Post** tab.

Editing Posted Personnel Time

Follow the steps in this section to edit time that was posted to the system:

1. Click the **Time** button to open the **Time** window.
2. In the **Resources** grid, click the **Personnel Resource** with the posted time that you want to edit.
3. Click the **Post Time** button to open the **Personnel Post** area at the bottom of the window.
4. Make the appropriate changes to the information in the **Personnel Post Detail** area. You can change the **Start**, **Stop**, **Class**, **KindCode**, **Special**, and **AccountingCode** information.

If the special code **GUAR**, **COP**, or **DAY OFF** were assigned to the posting, you cannot edit the entry. To make changes to one of these postings, you must delete the entry and then create a new posting.

5. Click the **Close** button after you make your changes. The application automatically saves your changes when you close the **Personnel Post** tab.

For edited entries to save, you must click outside of the row being edited. When the pencil image in the selector column changes from a pencil to an arrow, the changes were saved.

Deleting Posted Personnel Time

Follow the steps in this section to delete time that was posted to the system for a day:

1. Click the **Time** button to open the **Time** window.
2. In the **Resources** grid, click the **Personnel Resource** with the posted time that you want to delete.
3. Click the **Post Time** button to open the **Personnel Post** area at the bottom of the window.
4. In the **Personnel Post Detail** grid, click anywhere in the row that you want to delete.
5. Click the **Delete** button to remove the posted time.
6. When the **Delete Posting** window displays, Click the **Yes** button to delete the posting.

Changing the KindCode and Rate (One Time Change Only)

Follow the steps in this section to change the kind code and rate:

1. Click the **Time** button to open the **Time** window.
2. Click the **Post Time** button to open the **Posting** area at the bottom of the window.
3. In the **Resources** grid, click the **Personnel Resource** you want to edit.
4. In the **Personnel Post Detail** grid, locate the row that contains the kind code and rate you want to change.
5. From the **KindCode** drop-down list, select the new code.
6. To change the **Rate**, click in the **Rate** box. Then enter the appropriate rate.
7. To close the **Personnel Post** tab, click the **Close** button.

Refer to **Resources** for specific instructions on changing the **KindCode / Rate** so that all subsequent postings will use the new **KindCode / Rate**.

Posting Personnel Return Travel Time

Follow the steps in this section to post **Return Travel** time:

1. Click the **Time** button to open the **Time** window.
2. Click the **Post Time** button to display the **Posting** area at the bottom of the window.
3. In the **Resources** grid, click the **Resource** for which you are posting travel time.
4. Click to check the **Post Return Travel Start Time Only** checkbox. The system automatically inserts the code **TVL** in the **Special** box.

When the **Post Return Travel Start Time Only** checkbox is checked, the number of hours is automatically set to **0** (Zero).

If you want to define hours for the Return Travel, do NOT check the **Post Return Travel Start Time Only** checkbox. Instead, select the **TVL** code from the **Special** drop-down list. Then define a **Start Time** and a **Stop Time**.

5. In the **Date** box, either type the date for the travel time or select it from the drop-down calendar.
6. In the **Start Time** box, either type the time or select it from the drop-down list to identify when the person started traveling.
7. If appropriate, enter the time in the **Stop Time** box.

The **Stop Time** is required if you selected the **TVL** code from the **Special** drop-down list and did NOT check the **Post Return Travel Start Time Only** checkbox.

The **Stop Time** is not required if you checked the **Post Return Travel Start Time Only** checkbox.

8. Click the **Save** button to commit the posting.

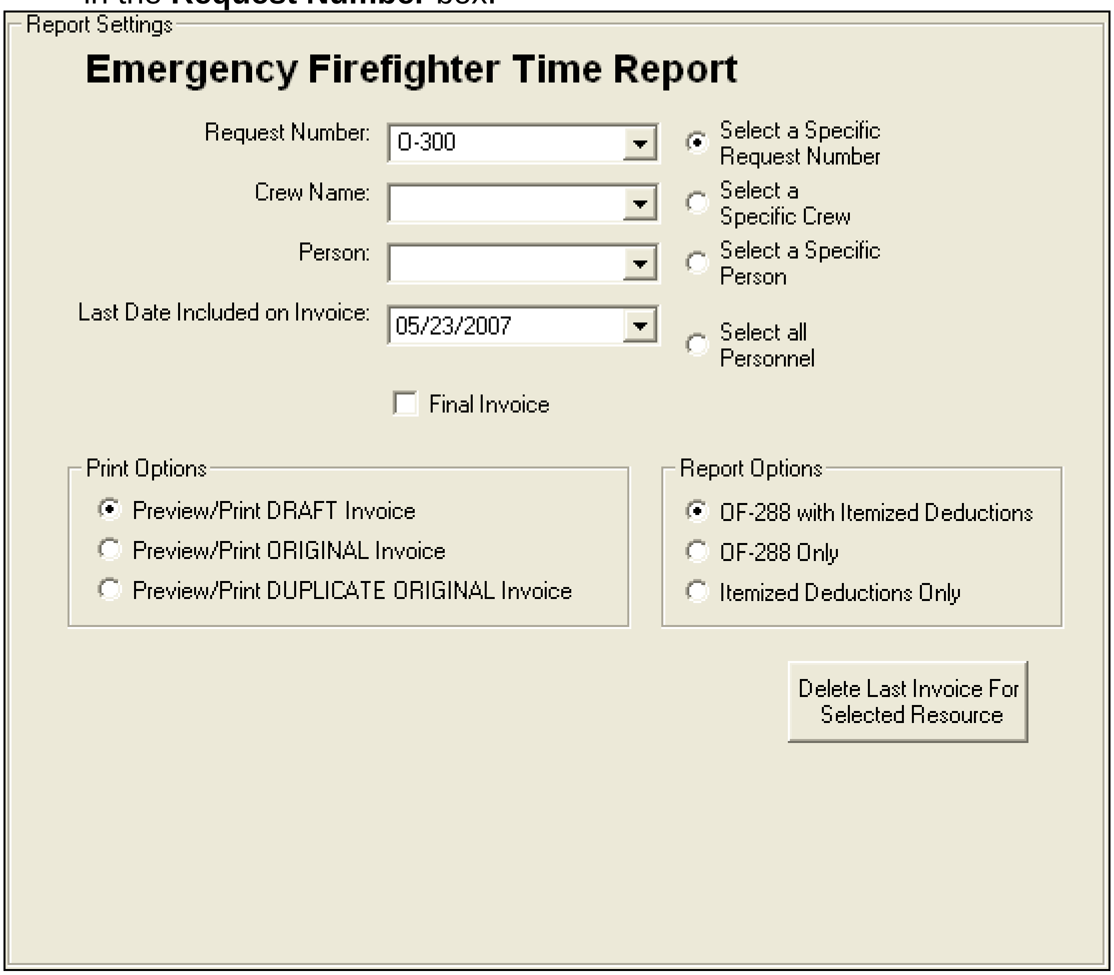
9. Click the **Close** button to close the **Personnel Post** tab.

Printing an Emergency Fire Fighter Time Report (OF 288)

This report is the standard timekeeping record and payment document for FED and casual (AD) personnel involved in the fire fighting incident. Follow the steps in this section to print an **Emergency Fire Fighter Time Report (OF 288)**:

An **Original OF-288** will not print for an **AD** employee who does not have a **Social Security Number** defined.

1. Click the **Time** button to open the **Time** window.
2. In the **Resources** grid, click the **Resource** for which you want to print the Emergency Fire Fighter Time Report (OF 288).
3. Click the **Print Invoice** button to open the **Emergency Firefighter Time Report** window. Notice that the **Request Number** for the resource you selected displays in the **Request Number** box.



4. To print the invoice for a resource other than the one selected in the **Resources** grid, click one of the following options:

- **Select a Specific Request Number** - Select the number from the **Request Number** drop-down list.
- **Select a Specific Crew** option - Select the crew from the **Crew Name** drop-down list.
- **Select a Specific Person** - Select the name from the **Person** drop-down list.
- **Select all Personnel** - No other information needs to be defined.

4. The **Last Date Included on Invoice** box contains the last date an invoice was posted for the resource. If needed, you can change this date by either typing a new date or selecting it from the drop-down calendar.
5. If this is the final OF 288 for a resource leaving the incident, click to check the **Final Invoice** checkbox. If not, leave this checkbox blank.
7. In the **Print Options** frame, click one of the following options to identify the type of invoice to create:

The Social Security Number only prints when the **Preview/Print ORIGINAL Invoice** option is selected.

- **Preview/Print DRAFT Invoice** - Generates a Draft Invoice. Review this invoice, before printing an Original copy. The word Draft prints on this invoice.
- **Preview/Print ORIGINAL Invoice** - Generates an Original Invoice and locks all postings included in the invoice. When a posting is locked, you cannot make any changes to it.
- **Preview/Print DUPLICATE ORIGINAL Invoice** - Generates a copy of an Original Invoice. A list of available invoices from which you can select displays when you click this option.

8. When generating a **Draft** invoice, click to select one of the following **Report Options**:

- OF-288 with Itemized Deductions
- OF-288 Only
- Itemized Deductions Only

When you are printing an **Original Invoice** or a **Duplicate Original Invoice**, only the **OF-288 with Itemized Deductions** option is available.

9. To preview and then print the report, click the **Preview** button, and then click the **Print Report** button.

   To print the report without previewing, click the **Print** button.

If there are missing days of posted time when printing or previewing an OF-288, a warning message now displays. Click **OK** to continue with the **Print** or **Preview** process. Click the **Cancel** button to cancel the **Print** or **Preview** process.

10. To delete the last invoice for the selected resource, click the **Delete Last Invoice for Selected Resource** button. Two different warning messages display. Click the **Yes** button on each window to delete the invoice.

If the last invoice for an AD resource was included in a Financial Export, you cannot delete the invoice.

Time

Chapter 6

Crew Time

A crew is more than one resource sharing the same request number. Crews are built by attaching or rostering members to a kind of resource. Examples of crews include hand crews, engine crew members, and contract pickup with an AD driver.

Types of crews include the following:

- Hand crew
- Engine members paid on an OF 288
- Driver attached to a vehicle
- Faller attached to a chainsaw or vehicle
- Helitack Crew

The same rules apply for entering crews as for entering personnel:

- Add crew and member data in **Resources**.
- Edit crew and member data and enter additional crew and member data in **Time**.

The two levels within a crew are the crew itself and the crew members or operators.

This section contains the following information:

- See "Creating a Crew" on page 25
- See "Editing Crew Information" on page 28
- See "Crew Roster" on page 57
- See "Posting Crew Time" on page 29

Creating a Crew

Crews are built by attaching or rostering members to a Kind of Resource. Follow the steps in this section to create a crew:

When crew and crew member data is not being entered by **Resources** users, **Time** users must enter and manage all crew and crew member data.

1. Click the **Time** button to open the **Time** window.
2. On the **Toolbar**, click the **Add** button. A **Manage Resource - Add Mode** area displays at the bottom of the window.
3. In the **Manage Resource – Add Mode** area define the following:

- *Request Number
- *Account Code
- Person - checked, if applicable
- Contracted - checked, if applicable
- *Resource Name, or *Last Name and *First Name (for a person)
- *Kind/Position

Make sure you select a Crew code from the Kind/Position drop-down list. This identifies the resource as being a crew.

- Trainee - checked, if applicable
- *Status
- Unit ID
- Agency
- *Configuration
- Actual Release Date
- Actual Release Time

4. To save your changes, click the **Save** button.

Adding Crew Members to the Crew

After you have defined the new crew resource, follow these steps to add members to the crew:

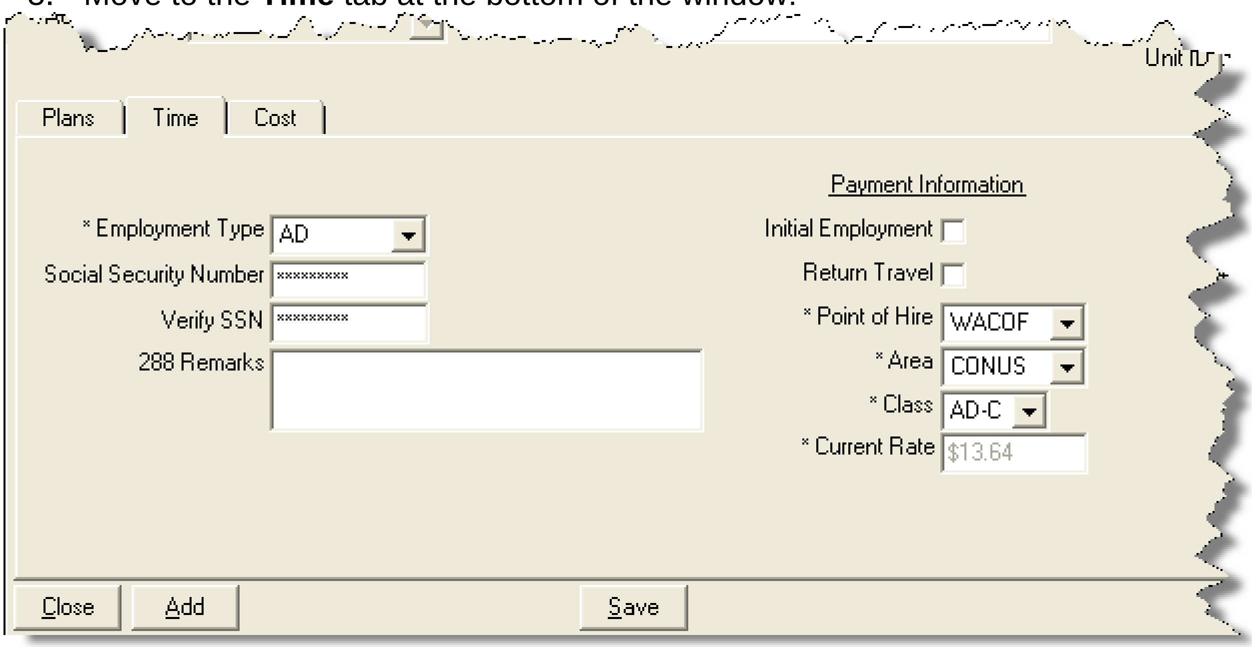
In some cases, a crew leader will show up on the crew, but the user must add the remaining crew members.

1. In the **Resources** grid, click to select the **Crew** in which you want to add the crew members.

2. On the **Toolbar**, click the **Edit** button. The **Manage Resource - Edit Mode** window displays.
3. Click the **Roster** button. The **Roster Resource - Add Mode** window displays.
4. Define the following personnel data as required or appropriate:

- *Request Number
- *Last Name
- *First Name
- *Kind/Position
- If the crew member is a trainee, click to check the **Trainee** checkbox.
- *Status
- Agency
- Actual Release Date
- Actual Release Time
- To designate the resource as the crew leader, click to select the **Leader** check box.

5. Move to the **Time** tab at the bottom of the window:



6. From the **Employment Type** drop-down list, select one of the following employment types:

- AD
- FED
- OTHER

Use the **Members to Fed** button to change the **Employment Type** for all crew members without an employment type to **Fed**. Use the **Members to Other** button to change the **Employment Type** to **Other**. Click the **Arrow** next to the button to switch between **Members to Fed** and **Members to Other**.

7. If the **Employment Type** is **AD**, enter the resource's social security number in the **Social Security Number** box. For privacy reasons, the social security number displays as asterisks (*) when you type it in this box.
8. To ensure that the social security number for an **AD** employee was entered correctly, enter it a second time in the **Verify SSN** box.

Resources with an **AD Employment Type** must have a **Social Security Number** defined or an **Original OF 288** will not print for them.

9. Enter any applicable comments in the **288 Remarks** field.
10. If **AD** is selected as the **Employment Type**, define the following **Payment Information**:

- If this is an initial employment, click to check the **Initial Employment** check box.
- If return travel is needed, click to check the **Return Travel** checkbox.
- From the **Point of Hire** drop-down list, select the appropriate **point of hire**.
- From the **Area** drop-down list, select the appropriate **Area**.
- From the **Class** drop-down list, select the appropriate **Class**.

10. If **OTHER** is selected as the **Employment Type**, define the appropriate **Current Rate**.
11. If **FED** is selected as the **Employment Type**, no other information is required.
12. Under **Personnel Mailing Address**, define the following personnel data:

- Address 1
- Address 2
- City
- State
- Zip
- Phone
- Fax

If a **Fax** number for **FED** or **OTHER** is defined, it is available for the Personnel Time Report (Print/Fax).

13. To add the address in a selected crew member record to all crew members without an address, click the **Propagate Address** button.

To clear an address in a crew member record, click the **Clear Address** button.

14. To save your changes, click the **Save** button.
15. To add additional crew members, repeat the steps in this section.

Editing Crew Information

Follow the steps in this section to edit crew information.

Editing the Actual Crew Information

Follow these steps to edit information for the actual crew itself:

1. Click the **Time** button to open the **Time** window.
2. In the **Resources** grid, click the **Crew** you want to edit.
3. On the **Toolbar**, click the **Edit** button to display the **Manage Resource - Edit Mode** area at the bottom of the window.
4. Make the appropriate changes to the information that displays in **Manage Resource - Edit Mode** area.
5. To save your changes, click the **Save** button.

Editing Crew Member Information

Follow these steps to edit the information for crew members that were rostered to the crew:

1. Click the **Time** button to open the **Time** window.
2. In the **Resources** grid, click to select the plus sign (+) to the left of the **Crew** that contains the member you want to edit.
3. Click to select the **Crew Member** you want to edit.
4. On the **Toolbar**, click the **Edit** button to display the **Roster Resource - Edit Mode** area at the bottom of the window.
5. Make the appropriate changes to the information that displays in the **Roster Resource - Edit Mode** area.
6. To save your changes, click the **Save** button.
7. If you need to edit the information for other crew members, click their name in the **Resources** grid at the top of the window. Then repeat steps 5-6.
8. When you have finished making changes to the crew member information, click the **Close** button to close the **Roster Resource** area.

Posting Crew Time

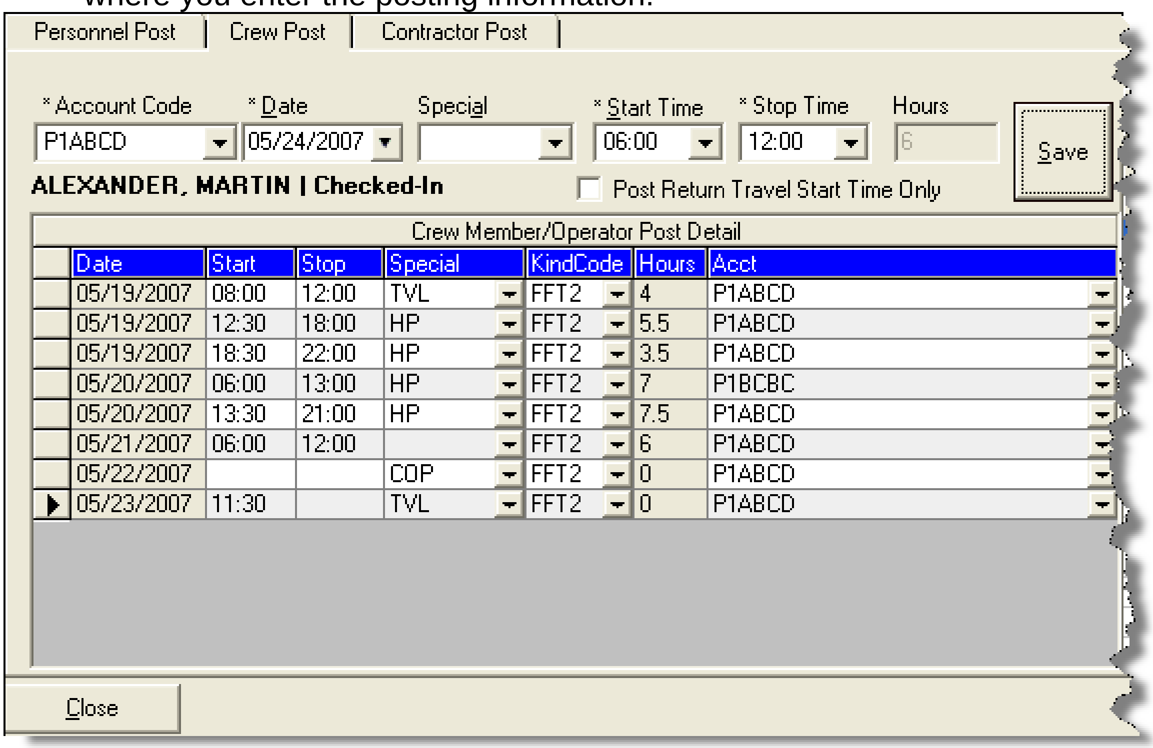
Follow the steps in this section to post crew time:

Posting Time to All Crew Members

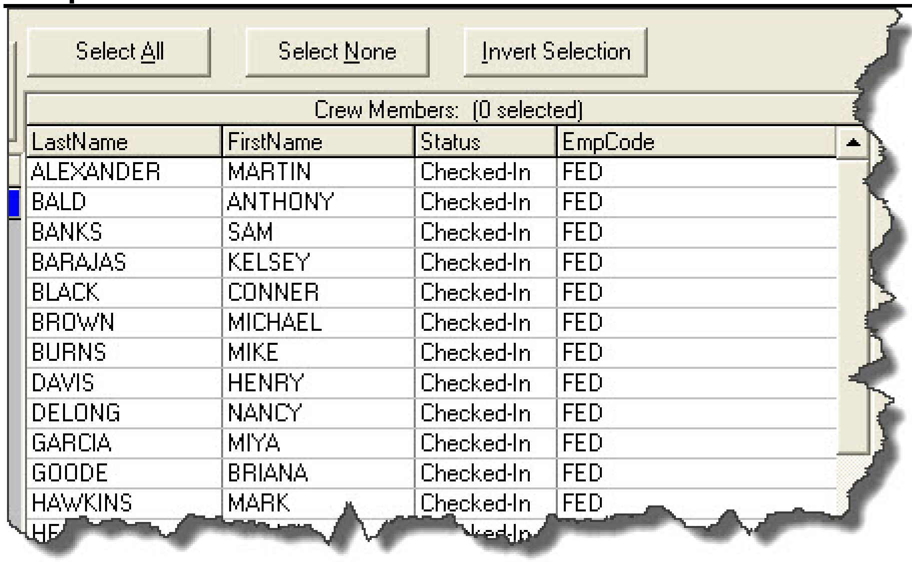
Follow the steps in this section to use the **Select All** option to post time to all crew members at the same time:

1. Click the **Time** button to open the **Time** window.
2. In the **Resources** grid, click the crew for which you are posting time.
3. Click the **Post Time** button to open the **Crew Post** tab at the bottom of the window.

   There are two areas that display on the Crew Post tab. The area on the left is where you enter the posting information:



The area on the right contains a list of crew members to which you can post time:



4. Click the **Select All** button. Notice that all of the crew members are now selected.

If all of the crew members are selected and you want to unselect them, click the **Select None** button.

Click the **Invert Select** button to invert the crew members that are selected. This means that those members that were selected are now unselected and those who were not selected are now selected.

5. From the **Account Code** drop-down list, select the appropriate account code.

When you select an accounting code from the drop-down list that is not the default, that accounting code remains selected until you select another resource or accounting code.

6. In the **Date** box, either type the posting date or select it from the drop-down calendar.
7. If you want to assign a special code (i.e. Travel, Day Off, etc.) to the time posting, select the code from the **Special** drop-down list.

If you assign the **GUAR**, **COP**, or **DAY OFF** special codes to a resource with an **Employment Type** of **FED** or **OTHER**, the **Start Time** and **Stop Time** boxes are disabled. You do not need to define a Start or Stop time when these special codes are assigned.

If you assign the **GUAR**, **COP**, or **DAY OFF** special codes to a resources with an **Employment Type** of **AD**, the **Start Time** and **Stop Time** boxes are disabled and an **Hours** box displays. Enter the number of hours for the **AD** resource in this box. The maximum number of hours you can enter is eight.

8. In the **Start Time** box, either type the beginning time for all of the crew members or select it from the drop-down list.
9. In the **Stop Time** box, either type the ending time for all of the crew members or select it from the drop-down list.
10. Click the **Save** button to post the time. A **Crew Post Results** window displays. This window identifies each of the crew members to which the time was posted and whether the posting was successful.
11. Click the **OK** button to close the **Crew Post Results** window.
12. Click the **Close** button to close the **Posting** area on the **Time** window.

Posting Time to a Single Crew Member

Follow these steps to post time to a single crew member:

1. Click the **Time** button to open the **Time** window.
2. In the **Resources** grid, click the crew for which you are posting time.
3. Click the **Post Time** button to open the **Crew Post** tab at the bottom of the window.
4. Under **Crew Members** on the right side of the window, click the crew member for which you want to post time.
5. From the **Account Code** drop-down list, select the appropriate account code.

When you select an accounting code from the drop-down list that is not the default, that accounting code remains selected until you select another resource or accounting code.

6. In the **Date** box, either type the posting date or select it from the drop-down calendar.
7. If you want to assign a special code (i.e. Travel, Day Off, etc.) to the time posting, select the code from the **Special** drop-down list.
8. In the **Start Time** box, either type the beginning work time for the selected crew member or select it from the drop-down list.
9. In the **Stop Time** box, either type the ending work time for the selected crew member or select it from the drop-down list.
10. Click the **Save** button to post the time. A **Crew Post Results** window displays. This window identifies the crew member to which the time was posted and whether it was successful.
11. Click the **OK** button to close the window.
12. Click the **Close** button to close the **Crew Post** tab.

Reposting Crew Time

Follow the steps in this section to repost crew time for a day:

1. Click the **Time** button to open the **Time** window.
2. In the **Resources** grid, click the crew for which you are reposting time.

3. Click the **Post Time** button to open the **Crew Post** tab at the bottom of the window.
4. Under **Crew Members**, click the crew member(s) for which you are reposting time.
5. Under **Crew Member/Operator Post Detail**, find the day for which you are reposting time.
6. In the **Date** box, either type the appropriate date or select it from the drop-down calendar. This should be the same date that was listed in the **Detail** grid.
7. If you want to assign a special code (i.e. Travel, Day Off, etc.) to the time posting, select the code from the **Special** drop-down list.
8. In the **Start Time** box, either type the beginning time for the selected crew member(s) or select it from the drop-down list.
9. In the **Stop Time** box, either type the ending time for the selected crew member(s) or select it from the drop-down list.
10. Click the **Save** button to repost the time. An **Overlapping Hours** window displays.
11. Click the **Yes** button to repost the hours to that day.
12. Click the **Close** button to close the **Crew Post** tab.

Deleting Posted Crew Time

Follow the steps in this section to delete time that was posted for crew members:

1. Click the **Time** button to open the **Time** window.
2. In the **Resources** grid, click the crew with the posted time you want to delete.
3. Click the **Post Time** button to open the **Crew Post** tab at the bottom of the window.
4. Under **Crew Member/Operator Post Detail**, click anywhere in the row that contains the posted time you want to delete.
5. Click the **Delete** button in the **Main** toolbar.
6. When the **Delete Posting** window displays, Click the **Yes** button to delete the posted time for the crew member(s).

Copying Posted Crew Time

Follow the steps in this section to copy posted time from one crew member to another:

You cannot use the Copy/Paste functionality for the special postings time postings, GUAR, COP or DAY OFF.

1. Click the **Time** button to open the **Time** window.
2. In the **Resources** grid, click the crew for which you are posting time.
3. Click the **Post Time** button to open the **Crew Post** area at the bottom of the window.

4. Under **Crew Members**, click the crew member with the posted time you want to copy.
5. Under **Crew Member/Operator Post Detail**, click the row with the posted time you want to copy.
6. Right click your mouse button over the selected row. Then click the **Copy Selected Postings** option in the menu that displays.
7. Under **Crew Members**, click the member to which you are copying the time posting.
8. Right click your mouse button over the selected row. Then click the **Paste Selected Postings** option. The **Crew Post Results** window displays.
9. Click the **OK** button to close the window.
10. Click the **Close** button to close the **Crew Post** tab.

Posting Return Travel Time for Crews

Follow the steps in this section to **Post Return Travel Time** for **Crew Members**:

1. Click the **Time** button to open the **Time** window.
2. In the **Resources** grid, click the crew for which you are posting return travel time.
3. Click the **Post Time** button to open the **Crew Post** tab at the bottom of the window.
4. Under **Crew Members,** click the crew member(s) for which you are posting return travel time.
5. Click to check the **Post Return Travel Start Time Only** option. The system automatically inserts the code **TVL** in the **Special** box.

When the **Post Return Travel Start Time Only** checkbox is checked, the number of hours is automatically set to **0** (Zero).

If you want to define hours for the Return Travel, do NOT check the **Post Return Travel Start Time Only** checkbox. Instead, select the **TVL** code from the **Special** drop-down list. Then define a **Start Time** and a **Stop Time**.

6. In the **Date** box, either type the appropriate date or select it from the drop-down calendar.
7. In the **Start Time** box, either type the time when the crew member(s) started traveling or select it from the drop-down list.
8. If appropriate, enter time in the **Stop Time** box.

The **Stop Time** is required if you selected the **TVL** code from the **Special** drop-down list and did NOT check the **Post Return Travel Start Time Only** checkbox.

The **Stop Time** is not required if you checked the **Post Return Travel Start Time Only** checkbox.

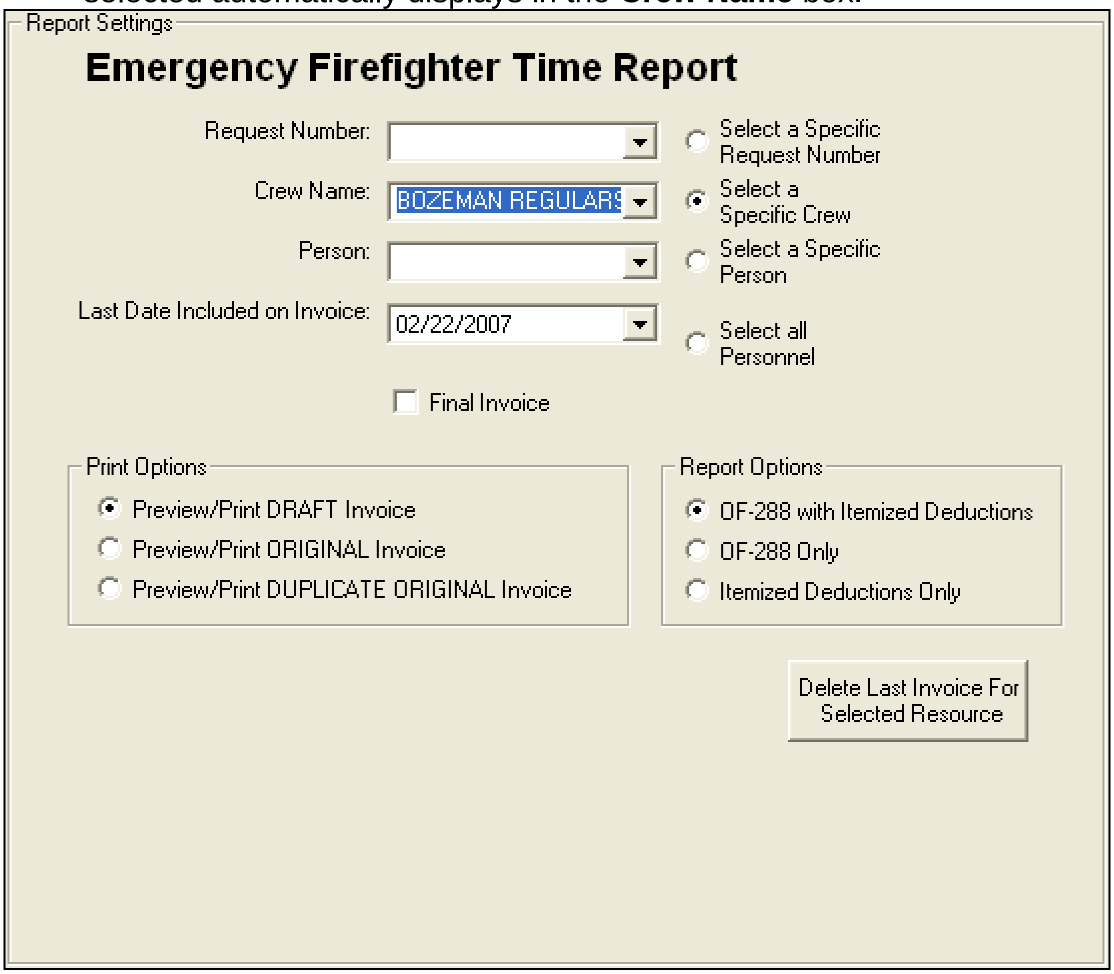
9. Click the **Save** button to commit the posting.
10. Click the **Close** button to close the **Crew Post** tab.

Printing Emergency Fire Fighter Time Report for Crews

Follow the steps in this section to print an Emergency Fire Fighter Time Report (OF 288) for crew members:

A separate OF-288 is generated for each crew member. You can preview and print each OF-288 as needed.

1. Click the **Time** button to open the **Time** window.
2. In the **Resources** grid, click the crew for which you want to print the Emergency Fire Fighter Time Report (OF 288).
3. Click the **Print Invoice** button. The **Select Report** window displays with the **OF-288** report selected on the **Time** tab. Notice that the name of the crew you selected automatically displays in the **Crew Name** box.



4. To print the invoice for a resource other than the one selected in the **Resources** grid, click one of the following options:

- **Select a Specific Request Number** - Select the number from the **Request Number** drop-down list.
- **Select a Specific Crew** - Select the crew from the **Crew Name** drop-down list.
- **Select a Specific Person** - Select the name from the **Person** drop-down list.
- **Select all Personnel** - No other information needs to be defined.

5. The **Last Date Included on Invoice** box contains the last date an invoice was posted for the resource. If needed, you can change this date by either typing a new date or selecting it from the drop-down calendar.
6. To create the final OF 288 for a resource leaving the incident, click to check the **Final Invoice** checkbox.
7. In the **Print Options** frame, click one of the following options to identify the type of invoice to create:

The social security number will only print when the **Preview/Print ORIGINAL Invoice** option is selected.

- **Preview/Print DRAFT Invoice** - Generates a Draft Invoice. Review this invoice, before printing an Original copy. The word Draft prints on this invoice.
- **Preview/Print ORIGINAL Invoice** - Generates an Original Invoice and locks all postings included in the invoice. When a posting is locked, you cannot make any changes to it.
- **Preview/Print DUPLICATE ORIGINAL Invoice** - When the parent crew resource is selected, this option generates a copy of the last Original Invoice printed for each crew member.

  When an individual crew member is selected, a list of invoices that can be reprinted for the crew member displays.

8. When generating a **Draft** invoice, click to select one of the following **Report Options**:

- OF-288 with Itemized Deductions
- OF-288 Only
- Itemized Deductions Only

When you are printing an **Original Invoice** or a **Duplicate Original Invoice**, only the **OF-288 with Itemized Deductions** option is available

9. To preview and then print the report, click the **Preview** button, and then click the **Print Report** button.

   To print the report without previewing, click the **Print** button, and then click the **Print** button on the **Print** window.

If there are missing days of posted time when printing or previewing an **OF-288**, a warning message now displays. Click the **OK** button to continue with the **Print** or **Preview** process. Click the **Cancel** button to cancel the **Print** or **Preview** process.

10. To delete the last invoice for the selected resource, click the **Delete Last Invoice for Selected Resource** button. Two different warning messages display. Click the **Yes** button on each window to delete the invoice.

Chapter 7

Contracted Time

Use the **Contracted Time** options to post contracted resource time to the system. This section includes the following information:

- See "Defining Contracted Resources" on page 38
- See "Adding Operators to a Contracted Resource" on page 42
- See "Posting Contracted Time" on page 43

Defining Contracted Resources

Follow the steps in this section to define contracted resources.

Relationships between contractors, agreements, and resources

The following are important terms to understand when working with contractors:

- **Contractor** – a business entity that has available resources.
- **Agreement** – an OF-294 that is attached to the Contractor. A single contractor may have many agreements.
- **Specifications** – conditions that the Resource (Contractor) must meet to fulfill the agreement.

It is not mandatory to have a contract and an agreement established prior to posting time, but it may be necessary before processing an invoice.

Reviewing or Editing Common Data

Follow these steps to review or edit common data before you define the Contracted Information:

Resources is the primary data entry point for I-Suite data. The quality of the initial data is critical to successful integration of the data into other I-Suite modules.

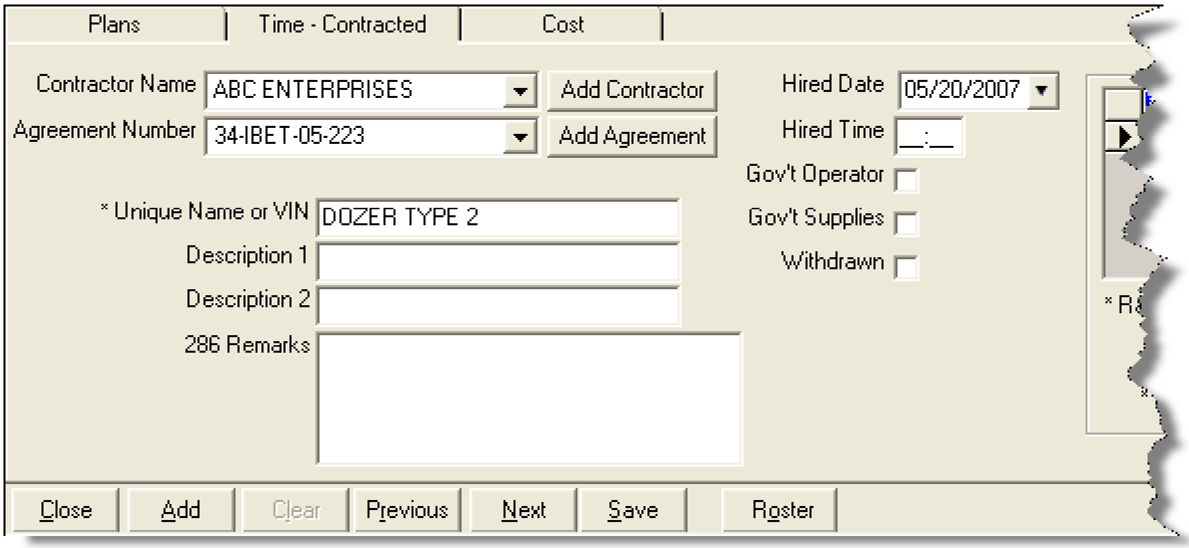
Understanding the concept of data sharing is critical. Data is shared between all I-Suite modules. Changes, additions, or deletions from any functional area affects the other I-Suite modules. Successful integration requires cooperation and established data ownership rules.

1. Click the **Time** button to open the **Time** window.
2. In the **Resources** grid, click the Resource you want to view or edit.
3. Click the **Edit** button in the toolbar at the top of the window.
4. Make any needed changes to the **Common Data**.
5. Click the **Save** button to save your changes.

Defining Time Contracted

Follow the steps in this section to define the **Time Contracted** information for a contracted resource:

1. In the **Resource** grid, click the resource to which you are adding Time Contracted information.
2. Click the **Edit** button.
3. Click the **Time – Contracted** tab at the bottom of the **Manage Resource** area to select it.



4. From the **Contractor Name** drop-down list, select the appropriate **Contractor Name**.

   If the contractor is not listed in the **Contractor Name** drop-down list, follow these steps to add the contractor to the system:

a. Click the **Add Contractor** button to open the **Add Contractor** window.
b. Enter the contractor's **Name**.
c. Enter the contractor's **TIN** (Tax Identification Number). For privacy reasons, the TIN displays as asterisks (*) when you type it in this box.
d. To ensure that the TIN was entered correctly, enter it a second time in the **Verify TIN** box.
e. Enter the contractor's **DUNS** (D&B DUNS Number).
f. Enter the contractor's **Address**, **City**, **State**, and **Zip**.
g. Enter the contractor's **Phone**.
h. Click the **Save** button to save the **Contractor** to the system.
i. Click the **Close Contracts** button at the top of the window to return to the **Time - Contracted** tab.

5. From the **Agreement Number** drop-down list, select the appropriate agreement number.

   If the agreement number is not listed in the **Agreement Number** drop-down list, follow these steps to add the agreement to the system:

a. Click the **Add Agreement** button to open the **Agreement** window.
b. Enter the appropriate **Agreement Number**.

c. Enter the **Beginning Date** for the agreement.
d. Enter the **Expiration Date** for the agreement.
e. Enter the **Point of Hire** for the contractor.
f. From the **Administrative Office for Payment** drop-down list, select the appropriate office.

   If the office is not listed in the **Administrative Office for Payment** drop-down list, click the **Add New Administrative Office for Payment** button. Then define the office's name and address information in the window that displays. Click the **Save** button to save the information, then click the **Close Admin Office** button at the top of the window to return to the **Agreement** window.
g. After you have defined the appropriate information on the **Agreement** window, click the **Save** button to save the agreement to the system.
h. Click the **Close Contracts** button to return to the **Time - Contracted** tab.

6. Enter a **Unique Name or VIN** for the contracted resource.
7. In the **Description 1** and **Description 2** boxes, enter any information that may be applicable to the contracted resource (e.g. Make, Model, etc.).
8. In the **286 Remarks** box, enter any remarks you want to print on the OF-286 Invoice.
9. Enter the **Hired Date** for the contracted resource.

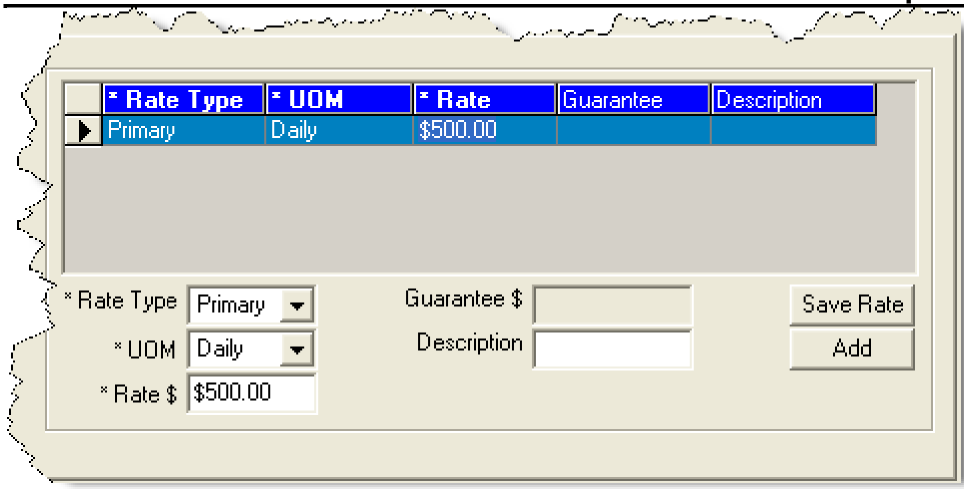
The **Hired Date** on the **Time - Contracted** tab is the same as the **Assign Date** on the **Cost** tab.

10. Enter the **Hired Time** for the contracted resource.
11. If the contracted resource has a government provided operator, click the **Gov't Operator** checkbox to select it.
12. If the government is providing supplies to the contracted resources, click the **Gov't Supplies** checkbox to select it.
13. If the resource was withdrawn, click the **Withdrawn** checkbox to select it.
14. Click the **Save** button to save the **Time Contracted** information to the contracted resource.
15. When the prompt displays asking whether you want to save the resource, click the **Yes** button to save the record.
16. When the **Data Saved** window displays, click the **OK** button to close it.

Defining Rate Information

Follow these steps to add rate information to the Time Contracted record:

1. On the **Time Contracted** tab, move to the **Rate** area that displays on the right side of the tab.



2. Select the type of rate you are defining from the **Rate Type** drop-down list. Rate types include a **Primary** or **Special** rate for the contracted resource.
3. From the **UOM** drop-down list, select the appropriate **Unit of Measure** for the contracted resource.
4. In the **Rate $** box, enter the rate to apply to the contracted resource.
5. If applicable, enter the guaranteed amount for the contracted resource in the **Guarantee $** box.
6. In the **Description** box, enter a description of the rate.
7. Click the **Save Rate** button to save the rate to the contracted resource.
8. Click the **Save** button beneath the **Time - Contracted** tab.
9. When the prompt displays asking whether to save the resource, click the **Yes** button to save the record.
10. Click the **Yes** button to save the **Time Contracted** information.
11. When the **Data Saved** message displays, click the **OK** button to close the window.
12. Click the **Close** button on the **Time Contracted** tab to close the Manage Resource area.

Adding Operators to a Contracted Resource

Follow the steps in this section add operators to a contracted resource.

Not all contracted operators require time data.

The operator may have been added during the initial check in process.

1. Click the **Time** button to open the **Time** window.
2. In the **Resources** grid, click the contracted resource to which you want to add operators.
3. Click the **Edit** button in the toolbar at the top of the window.
4. When the **Manage Resources - Edit Mode** window displays, click the **Roster** button at the bottom of the window. The **Roster Resources Add Mode** window displays.
5. Enter the appropriate information for the operator into the fields on this window.See "Adding Crew Members to the Crew" on page 25

Rostering an operator is the same as adding crews.

6. Click the **Save** button to save the operator to the contracted resource.

Posting Contracted Time

Follow the steps in this section to post time for a contracted resource.

Posting Time for Units of Measure

Use the following guidelines when posting time for each type of Unit of Measure (UOM):

- To post a **Daily Rate** for contracted resource time, complete the **Start Date** and **End Date** fields.

You can post for one date or a range of up to five dates.

- To post an **Hourly Rate** for contracted resource time, complete the **Date**, and the **Start** and **Stop Time** fields.

To ensure a guarantee is posted for equipment that is still under hire but is not currently being used on any given day, enter a minimum of 15 minutes of work time and one mile of mileage.

- To post **Mileage** for contracted resource time, complete the **Date** and **Miles** fields.
- To post **Each** for contracted resource time, complete the **Date** and **Each** fields.

Posting Time with ½ Rate and Guarantee Function

Use the following guidelines when posting time using the **1/2 Rate** and **Guarantee** functions:

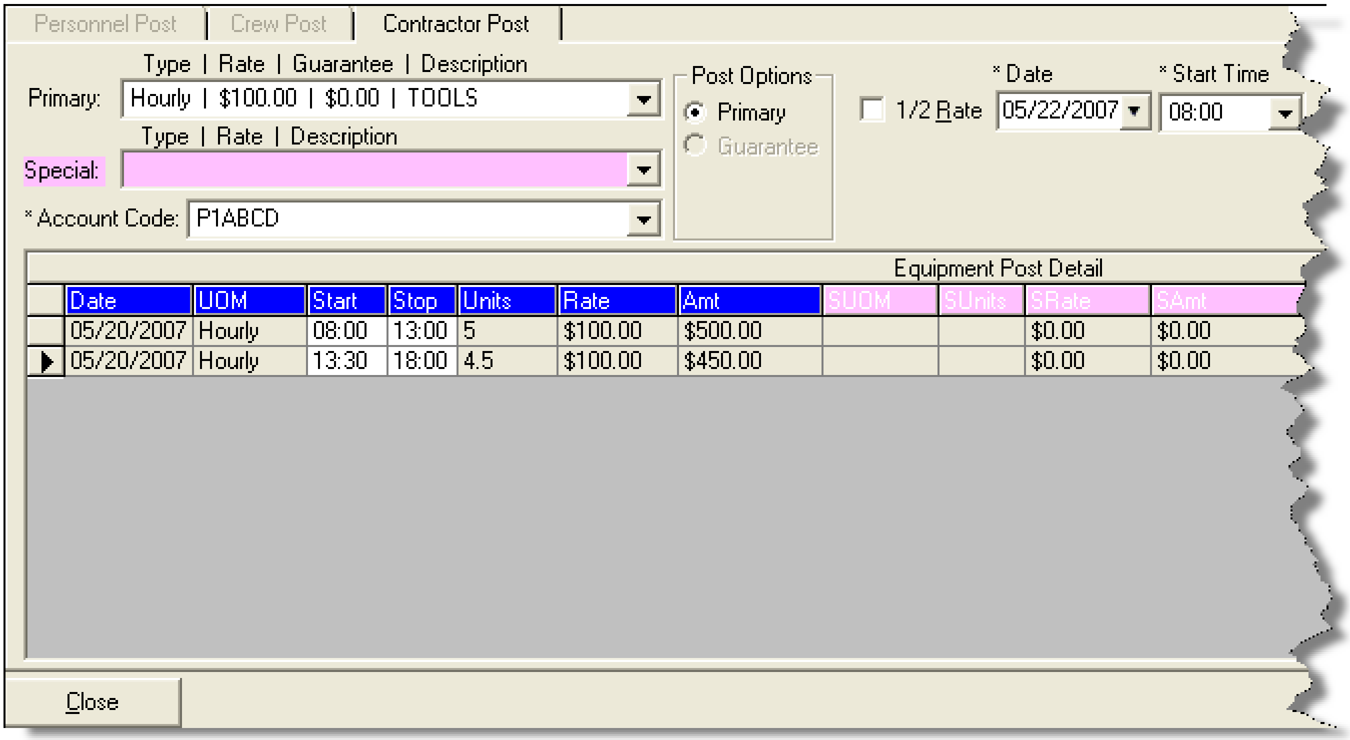
- The **½ Rate** can apply to the **Primary**, **Special**, or **Both Rates** when posting. The **½ Rate** will reduce the guarantee amount on **Daily** by half.
- To post for equipment not currently being used on any given day, but still under hire, enter a minimum for the specific unit of measure to trigger the guarantee.
- The guarantee amount is shown on the OF-286, but does not display on the **Incident Post – Posting Equipment** window.

Posting Contracted Resource Time

Follow the steps in this section to post contracted resource time:

1. Click the **Time** button to open the **Time** window.

2. In the **Resources** grid, click the contracted resource for which you are posting time.
3. Click the **Post Time** button to display the **Contractor Post** tab at the bottom of the window.



4. From the **Primary Type | Rate | Guarantee** drop-down list, select the appropriate **Primary** rate for the contracted resource.
5. From the **Special Type | Rate | Description** drop-down list, select the appropriate **Special** rate for the contracted resource, if applicable.
6. Under **Post Options**, click to select the appropriate option.

Post Options display based on which **Primary** and **Special UOMs** are selected.

7. If ½ **Rate** applies, click to check the ½ **Rate** checkbox.
8. Enter the remaining information on the window based on the **Post Option** that you selected.
9. To commit the posting, click the **Save** button.
10. When you have finished posting time, click the **Close** button to close the **Contractor Post** tab.

Reposting Contracted Time

Follow the steps in this section to repost contracted time:

1. Click the **Time** button to open the **Time** window.

2. In the **Resources** grid, click the contracted resource for which you are reposting time.
3. Click the **Post Time** button to open the **Contractor Post** tab at the bottom of the window.
4. From the **Primary Type | Rate | Guarantee** drop-down list, select the appropriate **Primary Rate** for the contracted resource.
5. From the **Special Type | Rate | Description** drop-down list, select the appropriate **Special Rate** for the contracted resource.
6. Under **Post Options**, click to select the appropriate option.
7. If **½ Rate** applies, click to check the **½ Rate** checkbox.
8. Enter the remaining information on the window based on the **Post Option** that you selected.
9. To repost the hours for the day, click the **Save** button. An **Overlapping Hours** window displays.
10. Click the **Overwrite** button to repost the new hours to the day.

If you click the **Post Anyway** button, the first set of hours will not be overwritten. Instead, a second record is created for that day with those hours.

12. Click the **Close** button to close the **Posting** area on the **Time** window.

Deleting Posted Contracted Time

Follow the steps in this section to delete time that was posted for a contracted resource:

1. Click the **Time** button to open the **Time** window.
2. In the **Resources** grid, click the contracted resource with the posted time you want to delete.
3. Click the **Post Time** button to open the **Contractor Post** tab at the bottom of the **Time** window.
4. In the **Equipment Post Detail** grid, click anywhere in the row with the posting you want to delete.
5. Click the **Delete** button in the **Main** toolbar to remove the posted time.
6. When the **Delete Posting** window displays, click the **Yes** button to remove the posted time from the system.
7. Click the **Close** button to close the **Contractor Post** tab.

Printing Emergency Equip Invoice/Itemized Deductions Report (OF-286)

Follow the steps in this section to print an Emergency Equipment Invoice or Itemized Deductions Report (OF-286):

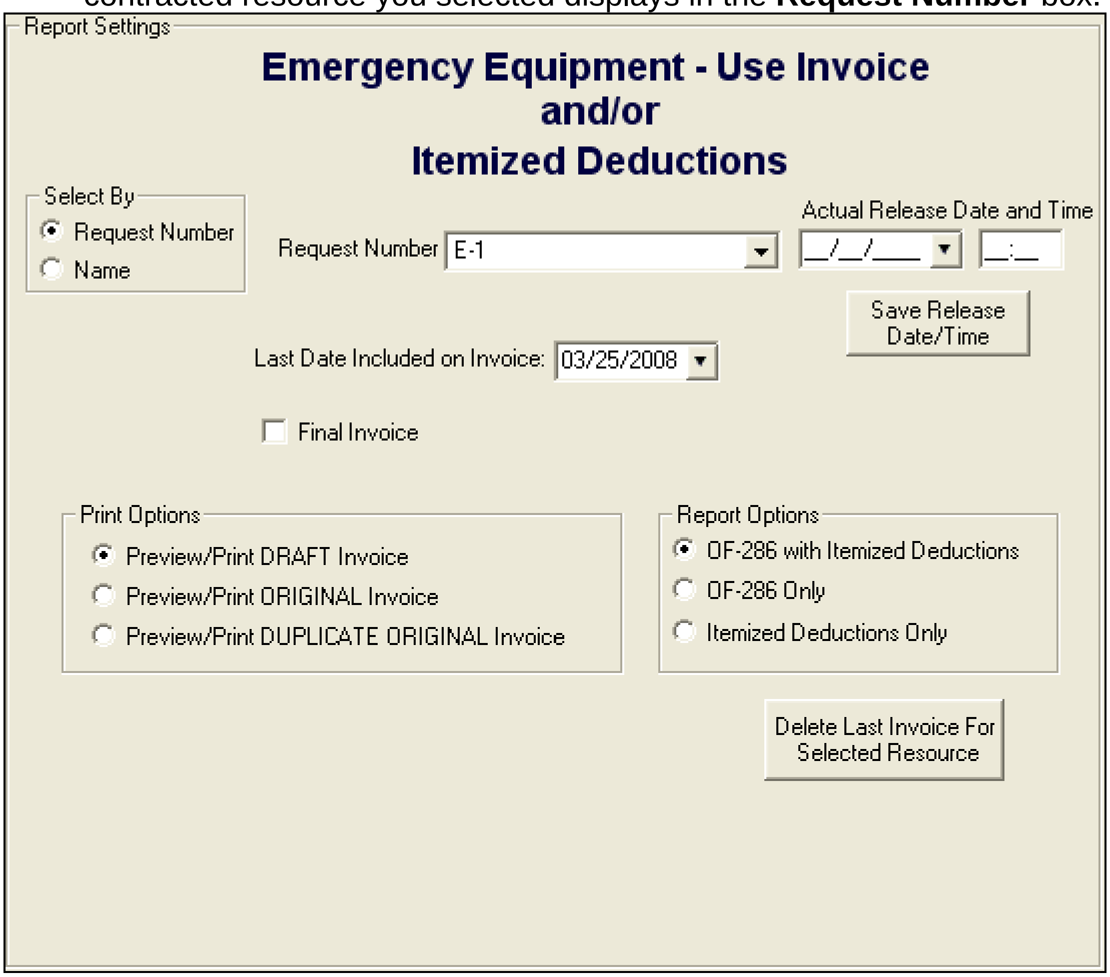
All invoices printed at one time will have the same **First** and **Last Date**.

Deductions/Adjustments prior to the date of the first posted time are included on the OF-286.

Each **Invoice Number** is saved separately. **Adjustments** are associated with an **Invoice Number** that is printed on the **Adjustments** page. Page numbers restart for each **Invoice Number**.

When there are multiple postings on the same day with different account codes (incidents), the OF-286 Report includes amounts for each account code.

1. Click the **Time** button to open the **Time** window.
2. In the **Resources** grid, click the contracted resource for which you are printing the report.
3. Click the **Print Invoice** button to open the **Emergency Equipment - Use Invoice and/or Itemized Deductions** window. Notice that the **Request Number** for the contracted resource you selected displays in the **Request Number** box.



4. To print an invoice for a resource other than the one selected in the Resources grid, click either the **Request Number** or **Resource Name** option. Then select the appropriate number from the **Request Number** drop-down list or the name from the **Resource Name** drop-down list.
5. The **Last Date Included on Invoice** box contains the last date an invoice was posted for the resource. If needed, you can change this date by either typing a new date or selecting it from the drop-down calendar.
6. If this is the final invoice for the contracted resource, click to check the **Final Invoice** checkbox.

When the **Final Invoice** checkbox is checked, the word "Final" prints in box 22 on the OF-286 Invoice. If **Final Invoice** is not checked, the word "Interim" prints in box 22.

7. If the resource was Demobed, enter the **Actual Release Date and Time** for the contracted resource. If you want to save the release date and time information, click the **Save Release Date/Time** button.
8. Under **Print Options**, click one of the following options to identify the type of invoice to create.
    - **Preview/Print DRAFT Invoice** - Generates a Draft Invoice. Review this invoice, before printing an Original copy. The word Draft prints on this invoice.
    - **Preview/Print ORIGINAL Invoice** - Generates an Original Invoice and locks all postings included in the invoice. When a posting is locked, you cannot make any changes to it.
    - **Preview/Print DUPLICATE ORIGINAL Invoice** - Generates a copy of an Original Invoice. A list of available invoices from which you can select displays when you click this option.

When reprinting an invoice, you can only select one invoice, even if multiple invoices were originally printed.

9. When generating a **Draft** invoice, click to select one of the following **Report Options**:

- OF-286 with Itemized Deductions
- OF-286 Only
- Itemized Deductions Only

When you are printing an **Original Invoice** or a **Duplicate Original Invoice**, only the **OF-288 with Itemized Deductions** option is available.

10. To preview and then print the report, click the **Preview** button, and then click the **Print Report** button.

    To print the report without previewing, click the **Print** button, and then click the **OK** button on the **Print** window.

If there are missing days of posted time when printing or previewing an OF-286, a warning message displays indicating that time is missing. Click the **OK** button to continue with the **Print** or **Preview** process. Click the **Cancel** button to cancel the **Print** or **Preview** process.

11. To delete the last invoice for the selected resource, click the **Delete Last Invoice for Selected Resource** button.

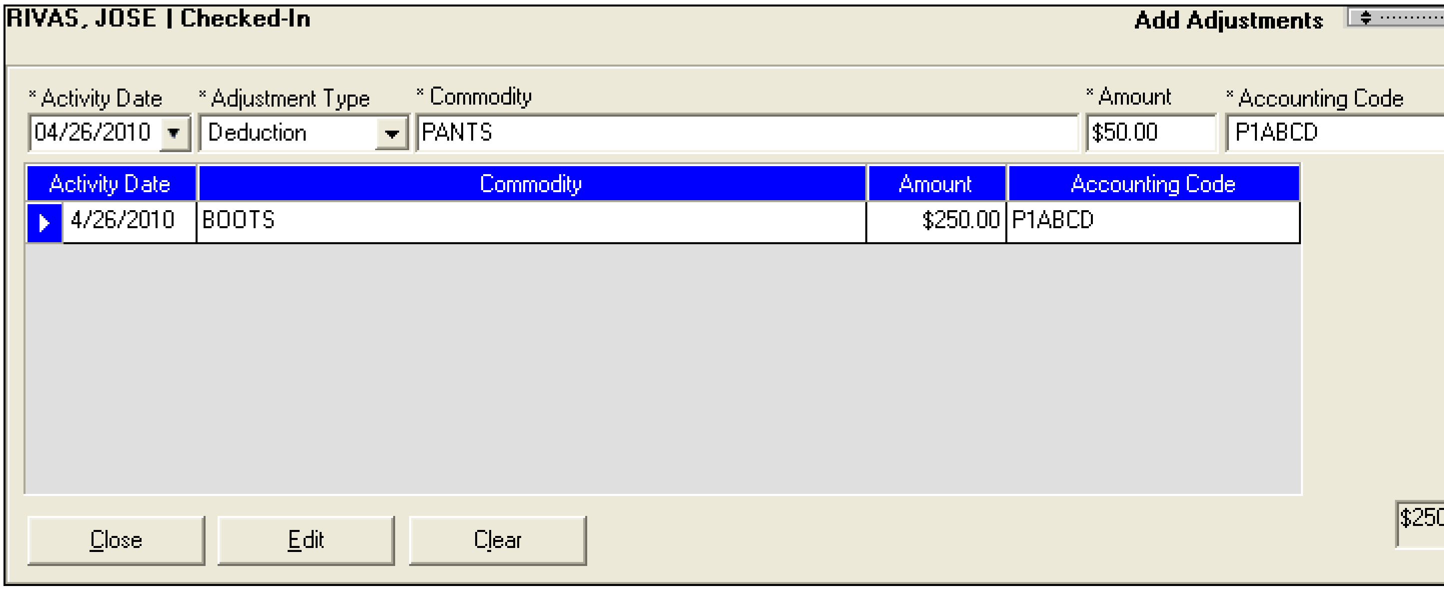
Deleting the **Last Invoice Last Invoice** deletes all invoices with the same date range (i.e. all that were printed at the same time). A warning lists each Invoice Number and the amount of each invoice being deleted.

Chapter 8

Posting Time Adjustments

Time adjustments should be entered for such items as Quarters and Lodging, Meals, Travel, etc. Follow the steps in this section to post time adjustments:

1. Click the **Time** button to open the **Time** window.
2. On the **Time Toolbar**, click the **Adjustments** button to open the **Adjustments** area at the bottom of the window.



3. Enter the **Activity Date** for the adjustment.
4. Select the **Adjustment Type**.

If you select **Addition**, the amount displays as a negative number in the grid. If you select a **Deduction**, the amount displays as a positive number in the grid.

5. If the resource has an **AD** employment type, the **Categories** box displays on the **Add Adjustments** window. From the **Categories** drop-down list, select the appropriate category (e.g. Meals, Lodging, etc.).
6. In the **Commodity** box, type a description of the commodity (e.g. socks, boots, toiletries, etc.).

If you selected a **Category**, an entry in the **Commodity** box is not required.

7. Enter the **Purchase Amount** for the commodity.

To post an addition, place a negative sign (-) in front of the purchase amount.

8. Click the **Save** button to post the adjustment to the system. When the adjustment is saved, it displays in the grid at the bottom of the window.
9. Click the **Close** button to close the **Adjustments** area on the **Time** window.

Editing an Adjustment

Follow these steps to edit an adjustment:

Once an **Original Invoice** is printed, users will not be able to edit the adjustment.

1. Click the **Time** button to open the **Time** module.
2. In the **Resources** grid, click the resource with the adjustment you want to edit.
3. On the **Time Toolbar**, click the **Adjustments** button to open the **Adjustments** area at the bottom of the window.
4. In the grid at the bottom of the window, click to select the row you want to edit.
5. Click the **Edit** button. The system moves the adjustment information to the adjustment boxes.
6. Edit the adjustment information, as needed.
7. Click the **Save** button to save your changes.
8. Click the **Close** button to close the **Adjustments** area on the **Time** window.

Deleting an Adjustment

Follow the steps in this section to delete an adjustment:

Once an **Original Invoice** is printed, users will not be able to delete the adjustment.

1. Click the **Time** button to open the **Time** module.
2. In the **Resources** grid, click the resource with the adjustment you want to delete.
3. On the **Time Toolbar**, click the **Adjustments** button to open the Adjustments area at the bottom of the window.
4. In the grid at the bottom of the window, click to select the row you want to edit.
5. Click the **Delete** button in the **Main** toolbar to remove the adjustment.
6. When the **Delete Adjustment** window displays, click the **Yes** button to remove the adjustment from the system.
7. Click the **Close** button to close the **Adjustments** area on the **Time** window.

Chapter 9

Printing Time Reports

Follow the steps in this section to print standard **Time** reports:

I-Suite has a number of features that allow users to produce standard reports.

1. Click the **Reports** button to open the **Select Reports** window.
2. If it is not already selected, click the **Time** tab to select it.
3. Click to select one of the following reports:

- Work/Rest Ratio See "Work/Rest Ratio" on page 51
- Summary of Hours for Personnel See "Summary of Hours for Personnel" on page 52
- Payment Summary of Equipment Usage See "Payment Summary of Equipment Usage" on page 53
- Shifts in Excess of Standard Hours See Shifts in Excess of Standard Hours
- OF 288 See "Printing an Emergency Fire Fighter Time Report (OF 288)" on page 21
- OF 286 and/or Itemized Deductions See "Printing Emergency Equip Invoice/Itemized Deductions Report (OF-286)" on page 45
- Contractor Debits See "Contractor Debits" on page 55
- Commissary Authorization See "Emergency FireFighter Commissary Authorization" on page 55
- Equipment Management See "Equipment Management Report" on page 56
- Crew Roster See "Crew Roster" on page 57
- Commissary Charges by Date See "Commissary Charges by Date" on page 57
- Personnel Time Report (Print / Fax) See "Personnel Time Report" on page 58
- Missing Days of Postings See "Missing Days of Postings" on page 60
- No Postings Prior See "No Postings Prior" on page 61

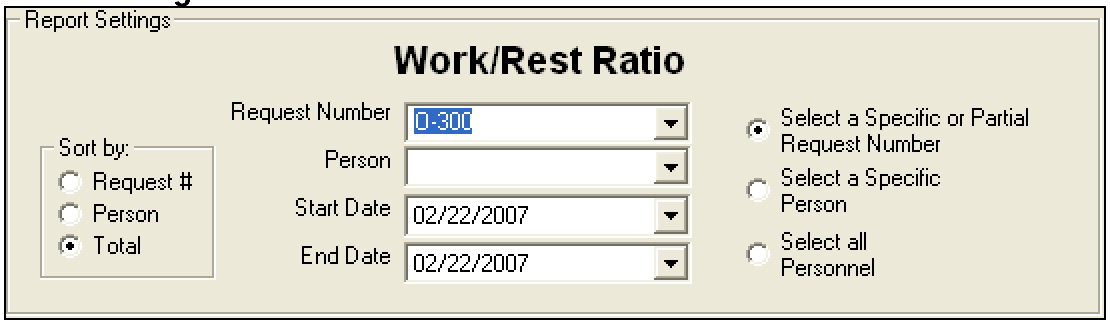
Work/Rest Ratio

This report identifies the ratio between work and rest for a resource at the incident.

The data for the Work/Rest Ratio report does not include GUAR, COP or DAY OFF postings.

To generate a **Work/Rest Ration** report, complete the following steps:

1. On the **Time Reports** window, click **Work/Rest Ratio** to display the **Report Settings**.



2. Under **Sort by**, click the sort option you want to use.
3. If you want to print the report based on a specific or partial request number click the **Select a Specific or Partial Request Number** option. Then select the number from the Request Number drop-down list.

   If you want to print the report based on a specific person, click the **Select a Specific Person** option. Then select the name from the **Person** drop-down list.

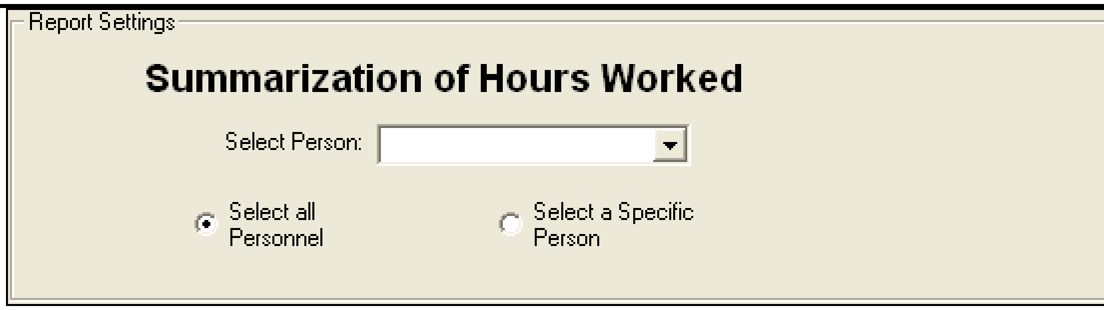
   If you want to print the report for all personnel, click the **Select all Personnel** option.
4. Enter the **Start Date** and **End Date** to include in the report.
5. To preview and then print the report, click the **Preview** button. When the **Preview** window displays, click the **Print Report** button.

   To print the report without first previewing it, click the **Print** button.
6. When the **Print** window displays, select the printer where you want to send the report and click the **Print** button.

Summary of Hours for Personnel

This report contains a summary of the hours worked for All Personnel or a Specific Individual. To generate a **Summary of Hours for Personnel** report, complete the following steps:

1. On the **Time Reports** window, click **Summary of Hours for Personnel** to display the **Report Settings**.



2. If you want to print the report for all personnel, click the **Select all Personnel** option.

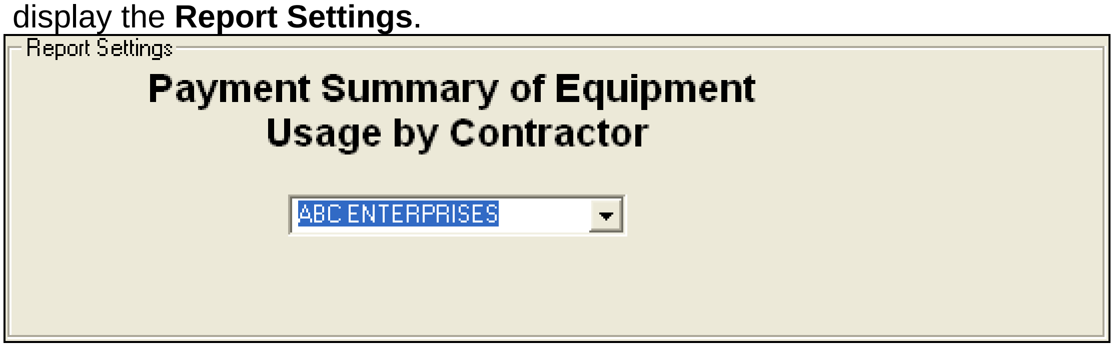
   If you want to print the report for a specific person, click the **Select a Specific Person** option. Then select the person from the **Select Person** drop-down list.
3. To preview and then print the report, click the **Preview** button. When the **Preview** window displays, click the **Print Report** button.

   To print the report without first previewing it, click the **Print** button.
4. When the **Print** window displays, select the printer where you want to send the report and click the **Print** button.

Payment Summary of Equipment Usage

This report identifies the total amount that was paid for the use of a specific equipment resource. To generate a **Payment Summary of Equipment Usage** report, complete the following steps:

1. On the **Time Reports** window, click **Payment Summary of Equipment Usage** to display the **Report Settings**.



2. From the **Contractor** drop-down list, select the **Contractor** for which you are creating the report.
3. To preview and then print the report, click the **Preview** button. When the **Preview** window displays, click the **Print Report** button.

To print the report without first previewing it, click the **Print** button.

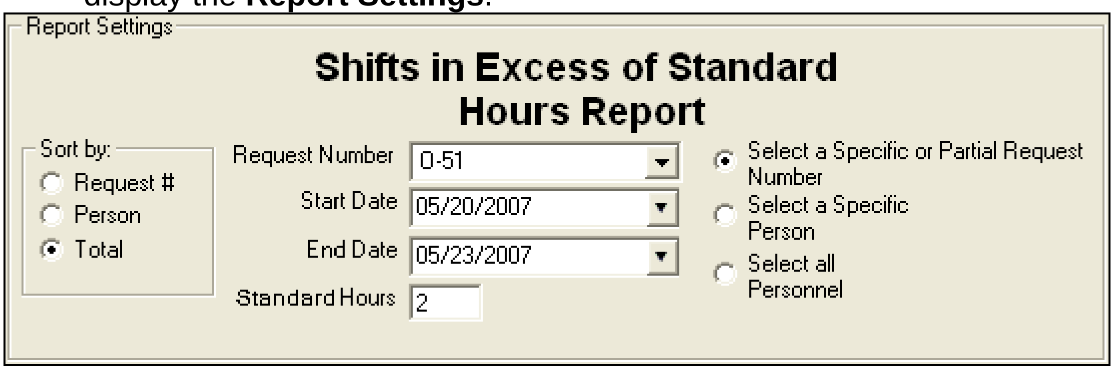
4. When the **Print** window displays, select the printer where you want to send the report and click the **Print** button.

Shifts in Excess of Standard Hours

The data for the Shifts in Excess of Standard Hours report does not include GUAR, COP or DAY OFF postings.

This report identifies the work shifts that went over the standard hours. To generate a **Shifts in Excess of Standard Hours** report, complete the following steps:

1. On the **Select Reports** window, click **Shifts in Excess of Standard Hours** to display the **Report Settings**.



2. Under **Sort by**, click the option to use in sorting information in the report.
3. If you want to print the report based on a specific or partial request number, click the **Select a Specific or Partial Request Number** option. Then select the request number from the **Request Number** drop-down list.

   If you want to print the report based on a specific person, click the **Select a Specific Person** option. Then select the person from the **Name** drop-down list.

   If you want to include all personnel in the report, click the **Select All Personnel** option.
4. Enter the **Start Date** and **End Date** to include in the report.
5. Enter the **Standard Hours** to use in calculating the excess hours (e.g. if you enter 8, the report will include employees with hours in excess of 8).
6. To preview and then print the report, click the **Preview** button. When the Preview window displays, click the **Print Report** button.

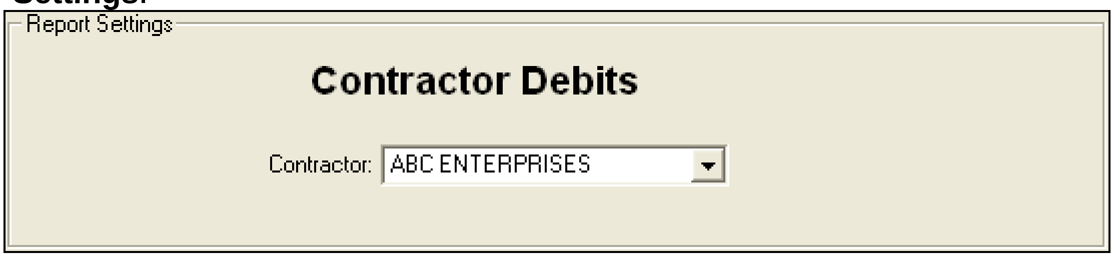
   To print the report without first previewing it, click the **Print** button.

7. When the **Print** window displays, select the printer where you want to send the report and click the **Print** button.

Contractor Debits

This report identifies debit amounts for a selected contractor. To generate a **Contractor Debits** report, complete the following steps:

1. On the **Time Reports** window, click **Contractor Debits** to display the **Report Settings**.



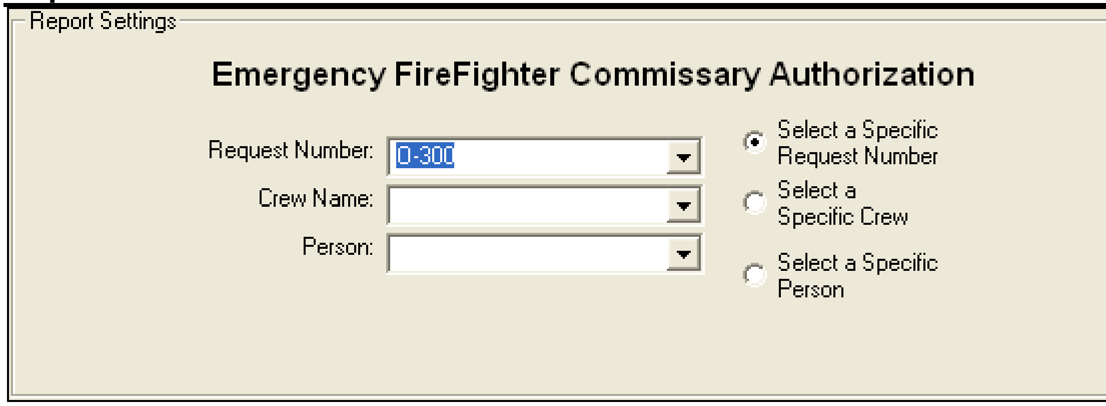
2. From the **Contractor** drop-down list, select the appropriate **Contractor**.
3. To preview and then print the report, click the **Preview** button. When the **Preview** window displays, click the **Print Report** button.

   To print the report without first previewing it, click the **Print** button.
4. When the **Print** window displays, select the printer where you want to send the report and click the **Print** button.

Emergency FireFighter Commissary Authorization

This is the standard form that firefighters must have to receive their pay or purchase any items from the Commissary. This form includes the person's name, social security number, and employment information. To generate an **Emergency FireFighter Commissary Authorization** report, complete the following steps:

1. On the **Time Reports** window, click **Commissary Authorization** to display the **Report Settings**.



2. If you want to print the report based on a specific request number, click the **Select a Specific Request Number** option. Then select the request number from the **Request Number** drop-down list.

   If you want to print the report based on specific crew, click the **Select a Specific Crew** option. Then select the crew from the **Crew Name** drop-down list.

   If you want to print the report based on a specific person, click the **Select a Specific Person** option. Then select the name from the **Person** drop-down list.
3. To preview and then print the report, click the **Preview** button. When the **Preview** window displays, click the **Print Report** button.

   To print the report without first previewing it, click the **Print** button.
4. When the **Print** window displays, select the printer where you want to send the report and click the **Print** button.

Equipment Management Report

This report identifies the equipment being used at the incident. To generate an **Equipment Management** report, complete the following steps:

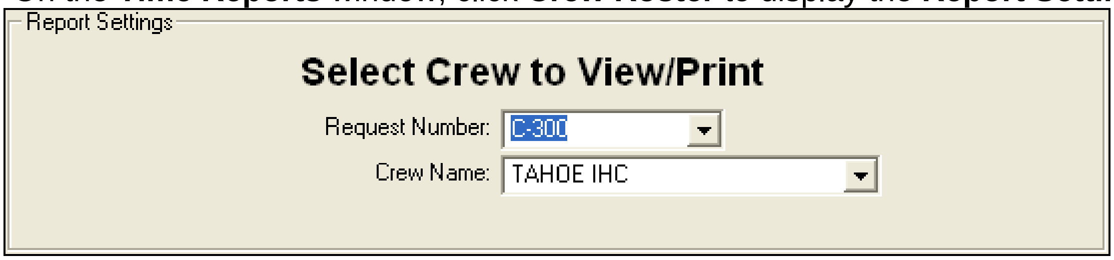
1. On the **Time Reports** window, click **Preview Equipment Management**.
2. To preview and then print the report, click the **Preview** button. When the Preview window displays, click the **Print Report** button.

   To print the report without first previewing it, click the **Print** button.
3. When the **Print** window displays, select the printer where you want to send the report. Then click the **Print** button.

Crew Roster

The Crew Roster contains a list of all members assigned to the crew identified on the Select Report window. To generate a **Crew Roster** report, complete the following steps:

1. On the **Time Reports** window, click **Crew Roster** to display the **Report Settings**.



2. From the **Request Number** drop-down list, select the **Request Number** to use for the report.

   OR

   From the **Crew Name** drop down list, select the **Crew** to use for the report.
3. To preview and then print the report, click the **Preview** button. When the **Preview** window displays, click the **Print Report** button.

   To print the report without first previewing it, click the **Print** button.
4. When the **Print** window displays, select the printer where you want to send the report and click the **Print** button.

Commissary Charges by Date

This report identifies resources that have made charges to the Commissary. To generate a **Commissary Charges by Date** report, complete the following steps:

1. On the **Time Reports** window, click the **Preview Commissary Charges by Date**.
2. To preview and then print the report, click the **Preview** button. When the **Preview** window displays, click the **Print Report** button.

   To print the report without first previewing it, click the **Print** button.
3. When the **Print** window displays, select the printer where you want to send the report and click the **Print** button.

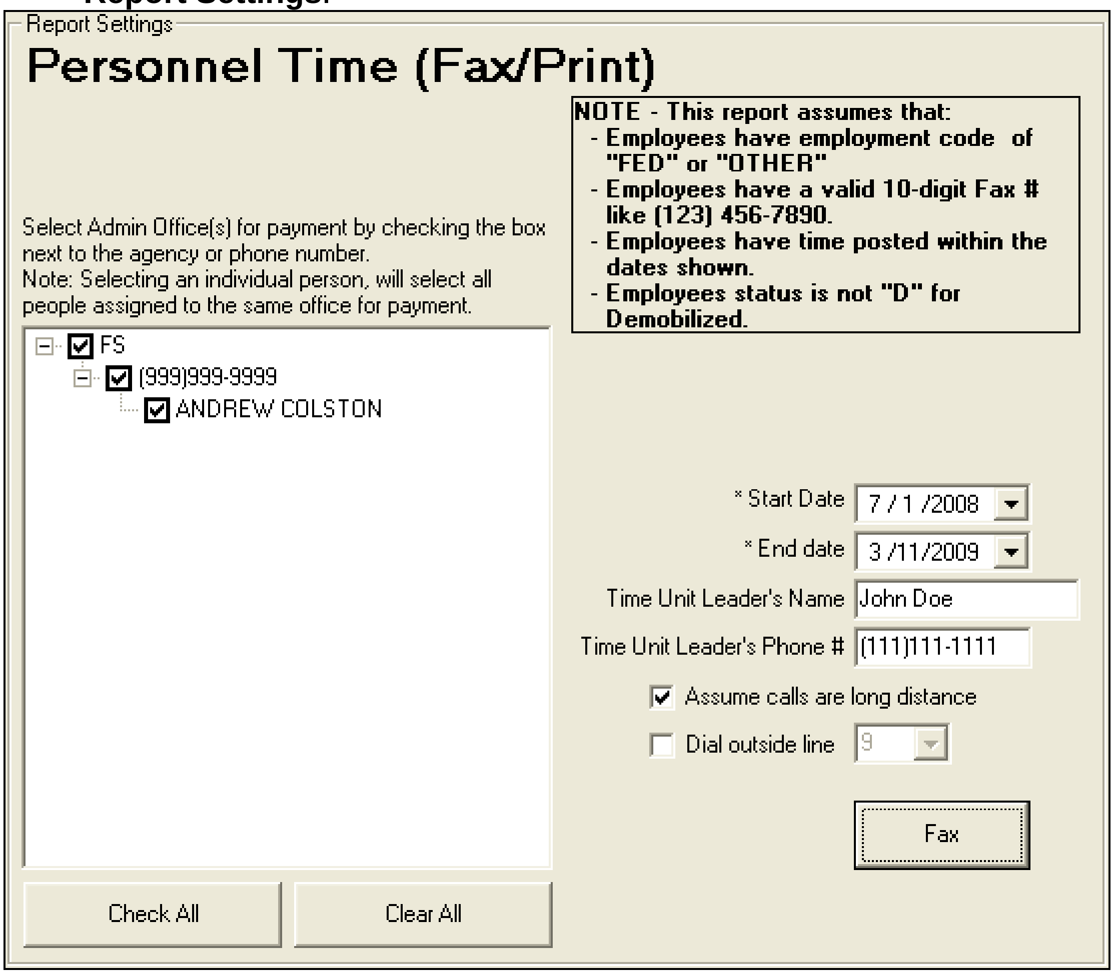
Personnel Time Report

This report identifies posted time for FED or OTHER personnel. Only those personnel that meet the following requirements are included in the report:

- Time Posted
- Assigned fax number
- Employment code of FED or OTHER
- An employment status that is NOT D (Demobilized)

To generate a **Personnel Time Report**, complete the following steps:

1. On the **Time Reports** window, click **Personnel Time Report** to display the **Report Settings**.



2. Enter the **Start Date** and **End Date** to include in the report.

The range of dates you select (Start Date and End Date) should include the days for which personnel time was posted.

When you select a date range, the application automatically populates the text box on the left. If the box does not populate, then one or more of the previously defined criteria was not met for the selected range of dates.

3. Enter the **Time Unit Leader's Name**.
4. Enter the **Time Unit Leader's Phone #**.
5. If the fax numbers are long distance, click to check the **Assume calls are long distance** option.
6. If a number must be dialed before placing a phone call (e.g., you have to dial 9 to get an outside line), click to check the **Dial outside line** checkbox. Then enter the number you must dial for the outside line.
7. On the left side of the **Report Settings** frame, select the appropriate **Agencies** and **Payment Offices**.

   You can expand the list of **Agencies** and **Payment Offices** by clicking the plus sign (+) next to an entry. To close the expanded list, click the minus sign (-) next to the entry.

Selecting an agency will select all offices from that agency in the tree. You can select individual offices within an agency, and you can also select individual people on the tree. Selecting an individual person will select all people assigned to the same fax number and include them in the report.

6. Under **Select Admin Office(s) for Payment**, click to check the appropriate checkbox(es).
7. To preview and then print the report, click the **Preview** button. When the Preview window displays, click the **Print Report** button.

   To print the report without previewing it, click the **Print** button.

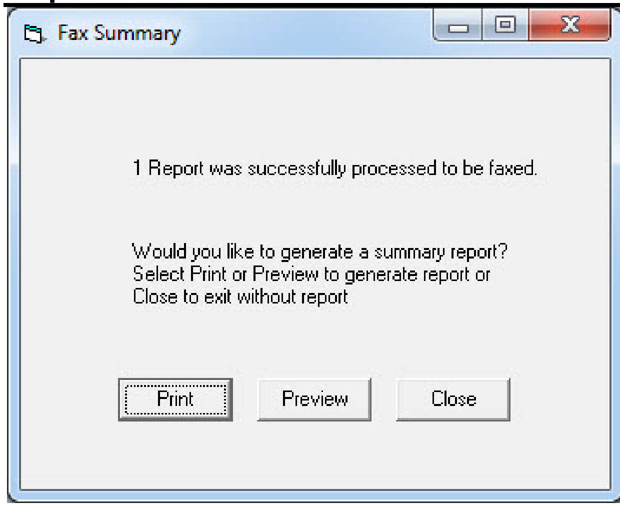
A new page is generated for each fax number included in the report.

8. To fax a Personnel Time Report directly from I-Suite, click the **Fax** button.

Requirements for faxing a **Personnel Time Report**:

- A fax modem that is properly installed and correctly configured.
- A fax printer device properly set up in the printers folder.

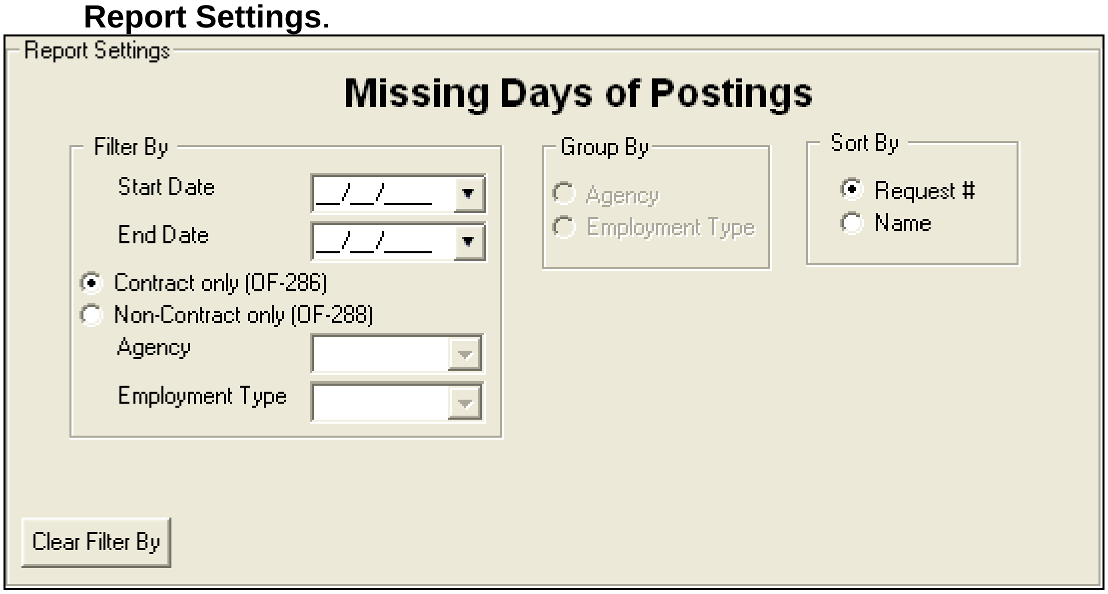
9. Follow the prompts that display on your screen for faxing the report.
10. After the **Personnel Time Report** has been faxed a dialogue will be displayed to print the **Personnel Fax Report Summary**.



Missing Days of Postings

The Missing Days of Postings report identifies those resources with missing posted time. To generate a Missing Days of Posting Report, complete the following steps:

1. On the **Time Reports** window, click **Missing Days of Postings** to display the **Report Settings**.



2. Enter the dates to include in the report in the **Start Date** and an **End Date** boxes.
3. Click one of the following options to identify the information to include in the report:

- **Contract only (OF-286)** - Only includes contracted resources.
- **Non-Contract ony (OF-288)** - Only includes non-contracted resources.

3. When you select the **Non-Contract only (OF-288)** option, you can limit the report to a specific agency by selecting an agency from the **Agency** drop-down list.

4. When you select the Non-Contract (OF-288) option, you can limit the report to a specific employment type by selecting a type from the **Employment Type** drop-down list.
5. When you select the Non-Contract (OF-288) option, you can group the data in the report by **Agency** or **Employment Type** by clicking the appropriate option under **Group By**.
6. Under **Sort By**, click one of the following options to identify the order in which to sort the information in the report:

- **Request #** - Sorts the information by request number.
- **Name** - Sorts the information by name.

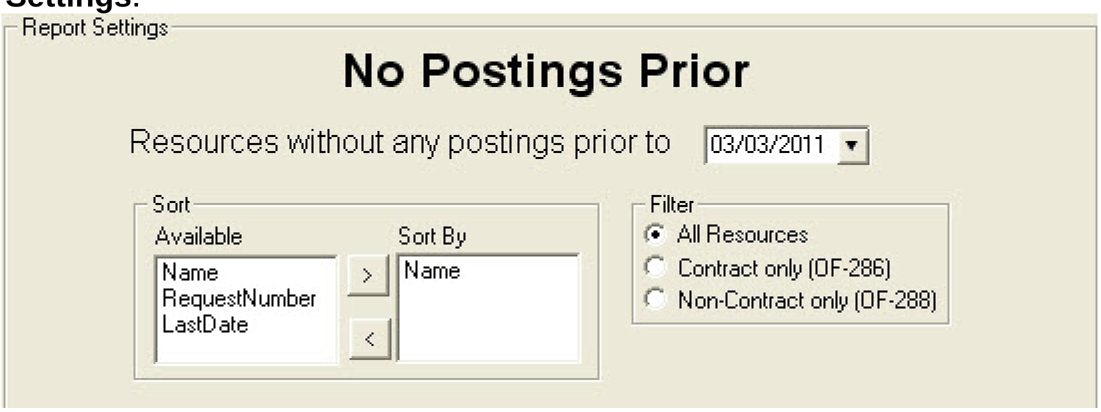
4. To preview and then print the report, click the **Preview** button. When the **Preview** window displays, click the **Print Report** button.

   To print the report without first previewing it, click the **Print** button.
5. When the **Print** window displays, select the printer where you want to send the report and click the **Print** button.

No Postings Prior

This report lists those resources with no time posted after a specified date. To generate the No Postings Prior report, complete the following steps:

1. On the **Time Reports** window, click **No Postings Prior** to display the **Report Settings**.



2. In the **Resources without any postings prior to** box, either type a date or select it from the drop-down calendar. The report will include resources with no time posted after the defined date.
3. Under **Sort/Available**, double click the sort(s) to use in the report. The sort(s) you select are moved under **Sort By**.

The **Name** sort is automatically selected. If you do not want to use the **Name** sort, click to select it under **Sort By**. Then click the **<** button.

4. Under **Filter**, click one of the following options to identify the information to include in the report:

- **All Resources** - Includes both Contract and Non-Contract resources.
- **Contract Only (OF-286)** - Only includes contracted resources.
- **Non-Contract only (OF-288)** - Only includes non-contracted resources.

5. To preview and then print the report, click the **Preview** button. When the **Preview** window displays, click the **Print Report** button.

   To print the report without first previewing it, click the **Print** button.
6. When the **Print** window displays, select the printer where you want to send the report then click the **Print** button.

I-Suite Time

Chapter 10

Advanced Contracting

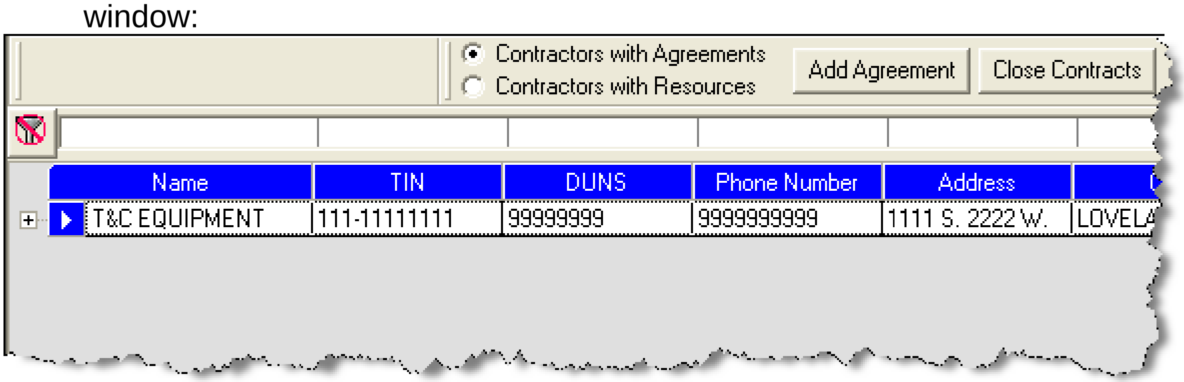
This section identifies how to work with complex contracts for resources, such as contract crews and engines, portable toilets, and resources with multiple rates based on duration.

Review contracts and shift tickets to add contractor data and post time to contracted resources.

Identify Existing Contractors

Follow the steps in this section to identify contractors that already exist in the I-Suite system:

1. Click the **Time** button to open the **Time** module.
2. From the **Time** drop-down menu, select **Contractors** to open the Contractors window:

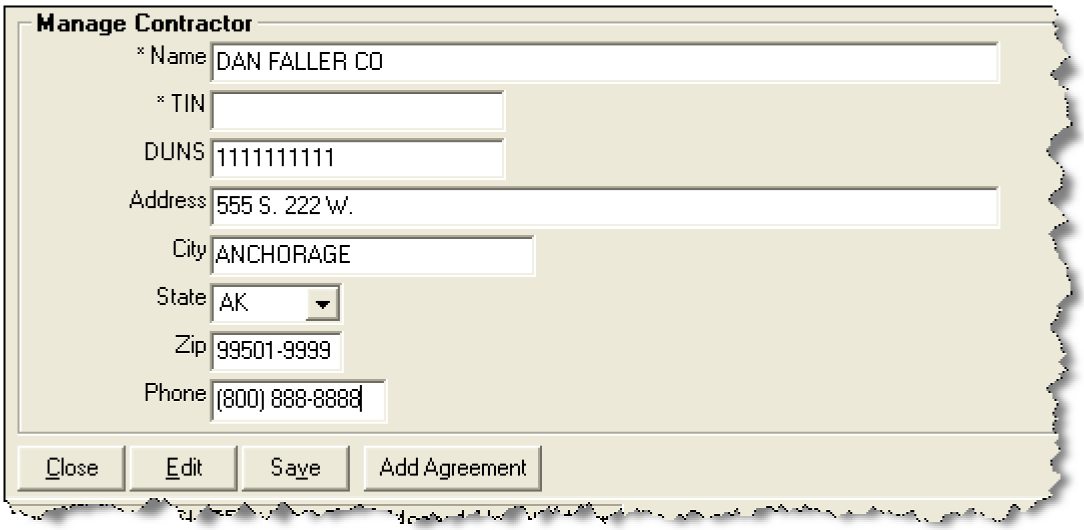


3. To view all contractors with agreements, click the **Contractors with Agreements** option. When you select this option, the grid at the bottom of the window displays a list of all contractors with agreements.
4. To view all contractors with resources, click the **Contractors with Resources** option. When you select this option, the grid at the bottom of the window displays a list of all contractors with resources.

Adding Contractors

If you need to add a contractor to the I-Suite system, follow the steps in this section:

1. Click the **Time** button to open the **Time** module.
2. From the **Time** drop-down menu, select the **Contractors** option.
3. Click the **Add** button in the **Main** toolbar at the top of the window. An **Add Contractor** area displays at the bottom of the Contractors window where you can enter the contractor information:



4. Complete the following information:

- *Name
- *TIN
- DUNS
- Address
- City
- State
- Zip
- Phone

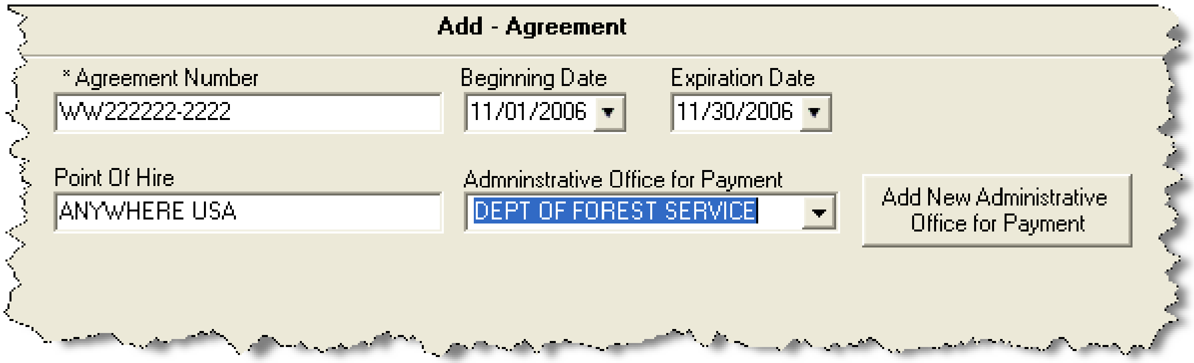
5. Click the **Save** button to save the Contractor to I-Suite.
6. Click the **Close** button to close the **Add Contractor** area at the bottom of the window.

Adding an Agreement to a Contractor

To add an agreement to a contractor record, follow the steps in this section:

1. Click the **Time** button to open the **Time** module.
2. From the **Time** drop-down menu, select the **Contractors** option.
3. On the **Contractor** window, click the appropriate contractor in the grid.

4. Click the **Add Agreement** button. An **Add Agreement** area displays at the bottom of the window.



5. Complete the following information:

- *Agreement Number
- Point of Hire
- Beginning Date
- Expiration Date
- Administrative Office for Payment

If the Appropriate Administrative Office for Payment does not display in the drop-down list, click the **Add New Administrative Office Payment** button to add the office to the system.

6. Click the **Save** button. To close the **Add Agreement** area at the bottom of the window, click the **Close** button.
7. Click the **Close Contracts** button to close the **Contractor** window.

Linking Contractor to Resource and Rates

To link the contractor and their agreement to a resource and rates, follow the steps in this section:

1. Click the **Time** button to open the **Time** module.
2. In the **Resources** grid, click the appropriate resource.
3. On the **Time-Contracted** tab, select the appropriate contractor from the **Contractor Name** drop-down list.
4. From the **Agreement Number** drop-down list, select the appropriate agreement number.
5. Complete the following fields on the **Time-Contracted** tab:

- Unique Name
- Description 1 & 2
- 288 Remarks
- Hired Date & Time
- If appropriate, click to check the **Gov't Operator** and **Gov't Supplies** checkboxes.

- If appropriate, click to check with the **Withdrawn** checkbox.
- From the **Rate Type** drop-down list, select the appropriate rate type.
- From the **UOM** drop-down list, select the appropriate unit of measure.
- In the **Rate$** field, type the appropriate rate amount.
- Click the **Save Rate** button to save the rate.

6. Click the **Save** button on the **Time - Contracted** tab.

Make sure you add all primary rates and special rates for mileage.

UOM Key Points

The following are key points to remember when working with Units of Measure (UOM):

- All contracted resources must have a primary rate designation.
- A contracted resource may or may not have one to five special rate designations.
- Units of Measure include Daily, Each, Hourly, and Mileage.
- Make sure you match the correct rate type with the correct UOM.

Posting Time for Complex Contract

To post time for a complex contracted resource, follow the steps in this section:

1. Click the **Time** button to open the **Time** module.
2. Click the **Post Time** button to open the Posting area at the bottom of the window.
3. In the **Resources** grid, click the contracted resource.
4. On the **Contractor Post** tab, select the appropriate account code from the **Account Code** drop-down list.
5. Under **Post Options**, click to select the appropriate **Rate Type**.
6. If one-half rate applies, click to check the **1/2 Rate** checkbox.
7. Complete the remaining boxes with the appropriate information for that **Rate Type** and **Unit of Measure**.
8. Click the **Save** button to commit the posting.
9. Click the **Close** button to close the posting area at the bottom of the window.

Chapter 11

Time Report Descriptions

The following Time Reports are available in I-Suite:

Work/Rest Ratio

The **Work/Rest Ratio** report identifies the ratio between work and rest for a resource at the incident. You can print the report for **All Personnel** or print it for a **Specific Person** or a **Specific Request Number**. You can sort the information in the report by **Request Number**, **Person**, or **Total**. The information in this report includes:

- the request number,
- the person's name,
- the kind code assigned to the resource,
- the activity date,
- the total number of days and hours,
- and the calculated work/rest ratio.

Summary of Hours for Personnel

The **Summary of Hours for Personnel** contains a summary of the hours worked for **All Personnel** or a **Specific Individual**. The information in this report includes:

- the person's name,
- the kind code or position assigned to the person,
- the hours the person worked on the incident,
- and any commissary deductions.

Payment Summary of Equipment Usage

The **Payment Summary of Equipment Usage** report identifies the total amount that was paid for the use of a specific equipment resource. The information in this report includes:

- the kind description for the equipment,

- the unique name assigned to the equipment,
- the amount posted for the equipment,
- any adjustment amounts posted for the equipment,
- and the net amount paid for the equipment.

Shifts in Excess of Standard Hours

The **Shifts in Excess of Standard Hours** report identifies the work shifts that went over the standard hours. You can print the report for **All Personnel** or print it for a **Specific Person** or a **Specific Request Number**. You can sort the information in the report by **Request Number**, **Person**, or **Total**. The information in this report includes:

- the request number,
- the person's name,
- the date when the excess hours occurred,
- the total hours for postings on that date,
- and the total number of hours that were in excess of the standard

OF-288 - Emergency Fire Fighter Time Report

The **OF-288** is the standard timekeeping record and payment document for federal and casual (AD) personnel involved in the fire fighting incident. You can print the report for **All Personnel**, a **Specific Crew**, a **Specific Person**, or a **Specific Request Number**. You can select to print or preview a:

- DRAFT Invoice,
- ORIGINAL Invoice,
- or DUPLICATE ORIGINAL Invoice.

OF-286 - Emergency Equipment Use Invoice

The **OF-286** is the standard invoice for emergency equipment used at an incident. You can print the invoice by **Request Number** or by **Name**. You have the option to print the **OF-286 Only**, the **OF286 with Itemized Deductions**, or **Itemized Deductions Only**. You can select to print or preview a:

- DRAFT Invoice,
- ORIGINAL Invoice,
- or DUPLICATE ORIGINAL Invoice.

Contractor Debits

The **Contractor Debits** report identifies debit amounts for a selected contractor. The information in this report includes:

- the contractor name,
- the incident or project name,
- the kind code assigned to the contracted resource,
- the unique identification code for the contracted resource,
- the activity date when the adjustment occurred,
- a description of the adjustment,
- the amount of each adjustment,
- the total adjustment amount for the resource,
- and the total adjustment amount for the contractor.

Emergency FireFighter Commissary Authorization

The **Emergency FireFighter Commissary Authorization** form is a standard form that firefighters must have to receive their pay or purchase any items from the Commissary. This form includes the person's name, social security number, and employment information.

Equipment Management Report

The **Equipment Management** report identifies the equipment being used at the incident. The information in this report includes:

- the kind code assigned to the equipment,
- a description of the kind code assigned to the equipment,
- the unique identification code assigned to the equipment,
- the equipment's request number,
- the hire date for the equipment,
- the hire time for the equipment,
- and the total number of equipment resources assigned the same kind code.

Crew Roster

The **Crew Roster** contains a list of all members assigned to the crew selected on the **Select Report** window. The information in this report includes:

- the names of the crew members,

- the status codes assigned to the crew members,
- the employment types for the crew members,
- and the kind codes assigned to the crew members.

Commissary Charges by Date

The **Commissary Charges by Date** report identifies resources that have made charges to the Commissary. The information in this report includes:

- the amount of the charge,
- the request number for the person to whom the charge was applied,
- the name of the person to whom the charge was applied,
- and the total amount of charges for the identified date.

Personnel Time Report

The **Personnel Time Report** identifies posted time for FED or OTHER personnel. Only those personnel that meet the following requirements are included in the report:

- Time Posted
- Assigned fax number
- Employment code of FED or OTHER
- An employment status that is NOT D (Demobilized)

The information in this report includes:

- the name of the person for whom time was posted,
- the date when time was posted,
- the accounting code to which time was posted,
- the start and stop time that was posted,
- the total hours posted,
- and any premium amounts that were posted.

Missing Days of Postings

The **Missing Days of Postings** report identifies those resources with missing posted time. You can include:

- Only Contract resources with missing time
- Only Non-Contract resources with missing time

No Postings After

The **No Postings After** report lists those resources with no time posted after a specified date. You can include:

- All resources without time posted after the defined date
- Only Contract resources without time posted after the defined date
- Only Non-Contract resources without time posted after the defined date

Appendix A

Revision History

Revision Date	Revision Summary
2010-04-27	Revised instructions for the 10.01.00 version of I-Suite.
2009-05-01	Revised instructions for the 9.01.00 version of I-Suite.
2009-01-16	Revised instructions for the 8.01.05 version of I-Suite.
2008-04-25	Revised instructions for the 8.01.00 version of I-Suite.
2007-07-25	Revised instructions for the 7.01.05 version of I-Suite.
2007-04-20	Revised instructions for the 7.01.00 version of I-Suite.
2007-01-16	Revised instructions based on changes received for Training Manuals.
2006-12-04	Revised instructions by adding more detail and graphics.
2006-06-12	Revised instructions for the 6.02 version of I-Suite.
2006-04-17	Revised instructions for the new I-Suite 2006 application.
2005-02-28	Revised instructions for the new I-Suite website and to reflect changes in procedures from the June and August 2004 I-Suite releases.

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