



File Code: 6540
Route To: (5100), (5700), (6300)

Date: May 24, 2006

Subject: Payment of Casual Hire Time Reports

To: Regional Foresters, Station Directors, Area Director, IITF Director and Deputy Chiefs

REPLY DUE JUNE 22, 2006

The Forest Service will process all Forest Service casual hire payments through the Casual Pay Center in Ogden, Utah this season. Plans to migrate this work to the Albuquerque Service Center (ASC) Budget & Finance (B&F) have been delayed until adequate space is available.

USDA Forest Service
Casual Pay Center, Room 1114
324 25th Street
Ogden, UT 84401

Phone: 801-625-5493;
FAX 801-625-5862
Email: EFF Pay@fs.fed.us
(note space between EFF and Pay)

To alleviate the work load on hiring units and expedite casual payroll processing, the process of submitting Casual hire OF-288's has been changed to allow Finance Section Chiefs (FSC) to submit FS hired casuals directly to the pay center if return travel can be reasonably estimated. ISuite users shall export data to the ISuite repository daily. Detailed instructions are provided the following attachments.

Attachment A - Casual Hire and Payment Process

Attachment B - OF-288 Audit Procedures

Attachment C - Approving Officer Memorandum template

Forms for hiring casuals are available at: <http://www.fs.fed.us/fire/ibp/personnel/personnel.html> or the Casual Pay website at http://fsweb.r4.fs.fed.us/unit/fr/eera/eff/eff_index.html

- Single Resource Casual Hire Information Form, PMS 934 (for use by the hiring official)
- Casual Hire Payment Information, Direct Deposit, SF-1199A and ETA
- Electronic Transfer Account Brochure
- Template of 6540 memo from Approving Official to Casual Pay Center
- DHS I-9, Employment Eligibility Verification
- W-4, Employees Withholding Allowance Certificate

DHS I-9, Employment Eligibility Verification must be completed every 3 years. Refer to the Casual Pay web site for listing of each casual's last valid I-9 under reports titled "I-9 Dates". Remember to attach a copy of the forms utilized to verify eligibility.



A copy of the Single Resource Casual Hire Information form shall be mailed directly to the Pay Center at time of hire for each incident. Hiring units shall verify that check mailing or Direct Deposit Information is kept current. Hard copy checks, Wage and Earnings Statements and other correspondence will be sent to the address on the I-9 and W-4 forms. If the check mailing address is different from the W-4 address and other correspondence address, please make a note. Address or Direct Deposit changes should be submitted on a new W-4 form or Direct Deposit form.

Each unit shall designate an approving official(s) for casual hire transmittals. The designated individual must be familiar with the Pay Plan for Emergency Workers (Pay Plan) and follow the audit procedures outlined in Attachment B. Submit the name of your designated official on Attachment D to EFF Pay@fs.fed.us (note space between EFF and Pay) by **June 1, 2006**.

Changes to the 2006 Pay Plan for Emergency Workers was issued on April 4, 2006 (6150-2-3 2006 Administrative Determined (AD) Pay Plan). Hiring officials must submit a description of duties with the Casual Hire form when the casual is hired in an exception position.

Please distribute this memorandum and the enclosures to all your fire, residual B&F staff, acquisition and human resource staff units, as well as, Incident Management Teams, Dispatch Centers, Buying Teams, and others responsible for the hiring and time recording for casuals.

Questions concerning these procedures should be directed to the Casual Pay Center at (801) 625-5493 (EFF Pay@fs.fed.us) or Debbie Campbell at (801) 625-5317.

/s/ Tamara L. Hanan
TAMARA L. HANAN
Director, Budget and Finance
Albuquerque Service Center

cc: Tina Ledger
Mary A Szymoniak
Emmy Ibison
Debbie Campbell
Deborah Rigden