

Checklist of Information Needed Prior to Entering Time on Timesheet

This form can be used to help ensure you have all of the correct information to transfer the employee's time and attendance information from the OF-288 to the official timesheet.

- Employee's tour of duty at duty station:
 - 8-hour day - standard
 - 8-hour day - flexible schedule
 - 9-hour day - compressed schedule
 - 10-hour day - four day workweek

- Employee's daily schedule at duty station:

| | Su | M | Tu | W | Th | F | Sa |
|--------|----|---|----|---|----|---|----|
| Week 1 | | | | | | | |
| Week 2 | | | | | | | |

- Duty station base hours funding source:

- Base hours funding source while on wildfire assignment:

- Overtime should be charged to:

- Hazardous/Environmental Pay should be charged to:

SAMPLE - Checklist of Information Needed - SAMPLE
Prior to Entering Time on Timesheet

- Employee's tour of duty at duty station:
 8-hour day - standard
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- Employee's daily schedule at duty station:

| | Su | M | Tu | W | Th | F | Sa |
|--------|----|---------------|---------------|---------------|---------------|---------------|----|
| Week 1 | | 7:30am-5:00pm | 7:30am-5:00pm | 7:30am-5:00pm | 7:30am-5:00pm | OFF | |
| Week 2 | | 7:30am-5:00pm | 7:30am-5:00pm | 7:30am-5:00pm | 7:30am-5:00pm | 7:30am-4:00pm | |

- Duty station base hours funding source:

___9263-OVHD ___

- Base hours funding source while on wildfire assignment:

__9141-XXXX (Fire Code for fire)__

- Overtime should be charged to:

__9141-XXXX (Fire Code for fire)__

- Hazardous/Environmental Pay should be charged to:

__9141-XXXX (Fire Code for fire)__