

UNITED STATES
DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
TIMEKEEPER/QUARTERS, MEALS, COMMISSARY ADJUSTMENT NOTICE

PAY CODE
55A-Quarters (Taxable)
56A-Meals (Taxable)
57A-Electricity (Taxable)
59A-Commissary

DATE TYPE	SSN	PAY PERIOD	D E P T	B U R	SUB BUR	ORG CODE	PRINT EMPLOYEE NAME (Last, First, Middle Initial)
OTIN	XXX-XX-XXXX	200112	IN	O5	AK	AK353	PULASKI, PETER

TC		PAY CODE		ADJUST FACTOR		AMOUNT	
A		59A		1		342	00
A				1			
A				1			
A				1			

CS (Quarters Number)

Indicate "SUPPLEMENTAL" if the deduction is made after the payperiod in which it occurred.

Remarks:

AK-390-2821-HU-AMA1

Certified Correct

Timekeeper/Supervisor
(Timekeeper or Supervisor Signature and Date)

Completion Instructions:

Enter SSN, Current Pay Period, Org Code, Name
Enter Pay Code 59A for Commissary Deduction
Enter Amount from OF-288, Block 22
Timekeeper signs and forwards to D-2663

OVERTIME/SPECIAL PAY CODING FOR WILDFIRE AND NON-FIRE INCIDENTS

<u>Employee Status</u>	<u>Incident Type</u>	<u>Hours Code</u>		<u>Code Special Pay</u>	
		110/120/121	113	Fighting Fires	Non-exempt Week 1/2
Non-exempt	Wildfire	X		Y	
Exempt in Exempt Incident Position	Wildfire		X	Y	
Exempt in Non-exempt Incident Position*	Wildfire	X		Y	Y
Non-exempt	Non-fire	X		N	
Exempt in Exempt Incident Position	Non-fire	X		N	
Exempt in Non-exempt Incident Position**	Non-fire	X		N	Y

General Information

- 110 Regular Overtime
- 120 Holiday Overtime
- 121 Sunday Overtime
- 113 Wildfire Overtime; exempt employees only; (for Regular, Sunday and Holiday OT)

Only Timekeepers have access to Special Pay Screens in Paycheck.

Non-exempt employees are always non-exempt regardless of the incident position to which assigned.
Exempt employees must work in a non-exempt position for more than 20% of the workweek to qualify as non-exempt.

*In situations where an exempt employee works in a qualifying non-exempt position and in an exempt position during the same week, code all overtime for the work performed to HC110 and select the special pay code to indicate non-exempt for that week.

** Only applies in Presidential Declared Disasters/Emergency or when DOI determines an emergency situation exists.

