Employee Common Identifier (ECI) Procedures

The Employee Common Identifier (ECI) is a unique 10-digit number generated for each casual employee in the Federal Personnel Payroll System (FPPS system). To address PII concerns, the use of the ECI will replace the collection of Social Security Numbers (SSNs) where applicable. ECIs will be the only identification number used in I-SUITE. The following procedures describe how each entity will be affected by the use of ECI and the steps for integrating it into their current payment process.

**The procedures below may vary by agency. When discussing Payment centers, reference will be made to the Department of Interior (DOI), Casual Payment Center (CPC) and the Forest Service (FS), Incident Finance (IF).

Hiring Units
> *The Hiring Units will be responsible for obtaining ECIs from the Payment Center and relaying ECI information to the appropriate entities, inputting on the appropriate documents, etc.*

1. Submit hiring information to the Payment center to generate an ECI for new casuals. Existing casuals will already have an ECI generated. The Payment Center will provide that information to the hiring units as soon as, if not before, the transition from SSNs to ECIs takes place. New casuals will have an ECI generated as soon as hiring information is entered into FPPS.
2. When casuals are mobilized to an incident:
   a. **DOI ONLY:**
      1. If an ECI is needed for a new casual and the hiring information <u>has not</u> yet been submitted to the DOI Casual Payment Center (CPC), an Approving Official (AO) may call the CPC to have an ECI generated and provided over the phone. The AO must provide the **casual's name, SSN, and hired-at location.**
      2. If an ECI is needed for a new or existing casual and the hiring information has been submitted to the CPC, an AO may call the CPC for ECI information. The AO must provide **casual's name and SSN.**
      3. If ECI information is needed for multiple casuals, an AO may submit the list of casuals with **name, SSN, and hired-at** by secured fax to the CPC. The list of casuals with corresponding ECIs will be faxed back to the appropriate AO with sensitive **PII** removed.
   b. **FS ONLY:**
      1. Go to the Forest Service website to view the report which will identify the **casual's name, ECI, and hired-at** (http://fsweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/CasualPay.php). For common names, contact Incident Finance (IF) for clarification.
      2. If an ECI is needed for existing casuals not listed on the report or you are unable to access the report, contact (IF) for ECI information.
3. Provide ECI information to casuals when being mobilized to incidents.
4. If needed, give ECI information to casuals when the Hiring Unit is contacted from the incident.
5. If OF-288s are brought back to the Hiring Unit after an incident, ensure the ECI is included on all OF-288s before sending to the Payment Center for processing.

*Follow all other existing agency procedures for hiring casuals.

Payment Center

The Payment Center will be responsible for generating ECIs for new casuals, and providing ECIs to the Hiring Units for new and existing casuals.

1. **DOI ONLY:**
   a. For new casuals:
      1. Input hiring information which will automatically generate an ECI.
      2. Generate an ECI in FPPS when provided with **name, SSN, and hired-at location** when necessary information is received via fax or through an AO over the phone.
   b. For existing casuals:
      1. Provide ECIs to hiring units when provided with name and SSN over the phone, or when an ECI request is faxed to CPC with **casuals' names, SSNs, and hired-at locations.**
2. **FS ONLY:**
   a. For new casuals:
      1. Input hiring information which will automatically generate an ECI.
   b. For existing casuals:
      1. Provide ECIs to hiring units when provided with name and SSN over the phone, or when an ECI request is faxed to CPC with **casuals' names, SSNs, and hired-at locations.** If Casuals calls, the Casual will need to provide an answer to verifying question.
      2. Post report to website which will identify the **casual's name, ECI, and hired-at location.** (http://fsweb.asc.fs.fed.us/bfm/programs/financial-operations/incident-business/CasualPay.php).

* Follow all other existing agency procedures for payment of casuals

Casual Employees

Casual employees will be responsible for maintaining and providing their ECIs for I-Suite input, for use on OF-288s, and for use on hiring documents (with the exception of I-9, W-4, and state tax forms).

1. If the casual doesn't know his/her ECI, they will contact the hiring unit for the information. If the hiring unit is unavailable to provide the ECI, the casual can then contact the Payment Center (CPC or IF) to retrieve the ECI (note: if **FS IF** has not received the hiring documents yet, they will not be able to provide the ECI).
2. Keep track of their ECI to provide the Finance Section for I-SUITE input when on incidents.

Incident Management Personnel

Incident Management Personnel will be responsible for inputting casual's ECI into I-SUITE when on incidents. If possible, the casual's valid ECI should always be used to initiate time.

The ECI format includes leading zeros to meet the required 10 digits. However, the full 10 digits may not display on all forms (e.g., Earning and Leave Statements). The full ECI maybe 0000012345, but will print without the leading zeros on several of the employee forms and reports. When filling out the OF-288, follow the procedures below:

1. Obtain the ECI from the casual for input into the I-SUITE time module.
2. If the casual does not know his/her ECI, have the individual contact the hiring unit.

3. If the ECI cannot be obtained for a <u>new casual</u> by the time the OF-288 must be printed, input all 9s for the ECI.

I-Suite: I-Suite will require the full 10-character number. If the user enters the number without the leading zeros, I-Suite will automatically add the leading zeros to meet the 10-character requirement

Manually: Enter the full 10-digit number in Block 2 of the OF-288
*Follow all other existing agency procedures for processing OF-288s.

Process	Hiring Unit	Payment Center	IMP	Casual
Submit hiring information to appropriate Payment Center	X			
Generate ECI		X		
Provide ECI to hiring units		X		
Provide ECI to Casual	X	X		
Provide ECI to Incident Management Personnel for input into I-Suite				X
Input ECI into I-Suite	X		X	
Contact hiring unit if ECI is unknown				X
Contact Payment center if ECI is unknown	X			
Write ECI on OF-288 if not printed from I-Suite	X		X	X
Submit OF-288s with ECI to appropriate Payment Center	X		X	

*FS only unless listed on DOI Approving Official List