

Paycheck8 Procedures for Firefighters and Support Staff in FY18

Firefighters and fire support personnel on an incident, who have historically charged at least 50% of their time to any combination of WFPR and WFSU, will charge a B-code for their Base 8 hours. The WFPR-funded B-code will mirror the incident's normal P-code, and the regional level override for the B-code will always align with the employee's assigned regional shorthand code (SHC). Employees charging to B-codes will continue to charge any overtime hours to the incident's P-code; B-codes are for Base 8 hours only. Employees who support fire for less than 50% of their overall time will continue to charge a P-code while on an incident, including their Base 8 hours.

How should I record my time when on incident? Example for Region 6 employee:

- 1) Within home Region 6: When recording your time, the first 8 hours worked of each day is recorded against the B-code. All other time beyond the first 8 hours is recorded against the incident P-code.
 - a. Base hours B6xxxx18, Override 0697
 - b. Premium pay hours for OT, etc P6xxxx18, Override: 06xx Incident Unit's Override Code
- 2) Region 6 Person goes to out of Region incident in Region 5.
 - a. Base hours to B5zzzz18, Override 0697
 - b. Premium pay hour for OT, Hazard pay, etc P5zzzz18, Override: 05xx

NOTE: If your regularly scheduled tour-of-duty requires daily base time of 9, 10, or some number of hours other than 8, record that many hours against the B-code.

How do I enter my time within Paycheck 8 on an Incident?

Within Paycheck8, enter your Regional unit 'override' code, the same override you will be using for your time when not on an incident. The override codes for each Region are in the table below. The shorthand code you will enter will be the P-code for the incident, replacing the 'P' at the front of the code with a 'B'.

Incident SHC:	B-code (01 time)	P-code
Override Code:	Home Region	Unit of Incident

Home Region:	R1	R2	R3	R4	R5	R6	R8	R9	R10	WO	ASC
Override Code:	0197	0216	0319	0497	0544	0697	0831	0901	1019	1325	2502

Paycheck8 Example:

This example is a R3 full time firefighter employee entering time for a day in which they worked 12 hours on the Region 1 White Pine fire on 2 Oct, 2017. The P-code for this fire is P1J29L18, and the override code is 0112.

Base time charged to the B-code with Home unit override

Monday, October 2, 2017

← Monday, October 2, 2017 →

Prefix	Suffix	Descriptor	Override	Job Code/FY	Trans Code	Start	Stop	Action
▼	▼	▼	0319	B1J29L18	01 Regular Time	0600	1200	Save Cancel
▼	▼	▼	0319	B1J29L18	01 Regular Time	1230	1430	Save Cancel
11 ▼	▼	▼	0112	P1J29L18	21 OT Premium Rate (FSEFS)	1430	1830	Save Cancel

Overtime charged to the P-code with incident unit override

Prefix 11 for 'Fire Suppression Overtime' only applies to Exempt employees.

Select the appropriate Trans Code, for instance, this could also be '14 Hazard Pay'

Again, if you have any questions, please contact your immediate supervisor!