

National Interagency Fire Center
CASUAL PAYMENT CENTER



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April 21, 2006

In Reply Refer to:
1340 (FA-117) I

Memorandum

To: Casual Payment Center Oversight Committee
From: Casual Payment Center Manager
Subject: Casual Payment Center Procedures

DD: 05/05/06

This memo outlines responsibilities and payment procedures for emergency workers (casuals) hired by the Bureau of Indian Affairs (BIA), Bureau of Land Management (BLM), and the US Fish and Wildlife Service (FWS).

To expedite processing of casual payments, it is the responsibility of the hiring unit to ensure that documentation is completed accurately and checked prior to submission to the Casual Payment Center (CPC). The attached documents are intended to facilitate this process.

In order to provide prompt payment, hiring units should process casual time reports on a bi-weekly basis (or sooner if the hiring duration is shorter) and transmit them within two days of receipt. Our goal is for casual hires to receive their payment within 7 days, and no later than 14 days from their last date worked.

When incomplete information is received, it is necessary that the CPC has current contact information. Each agency will designate an Approving Official who will audit timesheets and approve them for payment **prior** to forwarding timesheets to the CPC for each hiring unit. Each Region/State will have a designated contact to respond to questions or concerns. The agency National Lead will forward the Regional/State contacts to the CPC and the Regional/State contacts will forward the approving officials for local units to the CPC. Please provide a list of any new Regional/State or Approving Official contacts by completing Attachment 4, and submit your response to casual_pay@blm.gov no later than May 5, 2006.

All inquiries concerning lost or stolen checks, unemployment benefits, and employment verifications should be directed to the CPC for official response. Inquiries may be made by mail, fax, email, or by calling the CPC at (877) 471-2262.

Inquiries concerning prescribed fire hours worked, training hours and other payment information can be obtained through the Casual Pay Datamart. Please contact your National Lead for access to Datamart. The CPC can provide national level reports.

The National Business Center (NBC), Payroll Operations Division (POD) will be responsible for processing federal, state and local tax levies, IRS agreements, commercial garnishments, bankruptcies, wage and wage-related debts for casual hires. All original documentation to support collection of debts from wages that are due to casual hires should be sent to the POD, Attn: Debt Management Branch, D-2640, PO Box 272030, Denver, CO 80227-9030.

The CPC staff is striving to provide the best customer service and welcome any comments. Please provide feedback or questions to me at (208) 947-3791 or Kristy_Valentine@blm.gov.

/s/ Kristy Valentine
Kristy Valentine

11 Attachments:

- 1-Casual Payment Process (1 p)
- 2-OF-288 Audit Procedures (2 p)
- 3-Template of Approving Official Memo (1 p)
- 4-Approving Official Contact Information/ State POC Information (1 p)

Forms:

- 5-Direct Deposit sign-up form, SF 1199A (2 p)
- 6-Casual Hire payment information, ETA Electronic Transfer Account Brochure (2 p)
- 7-Employee's Withholding Allowance Certificate W-4 (2 p)
- 8-Earned Income Credit Advance Payment Certificate W-5 (3 p)
- 9-Address Change Form (1 p)
- 10-Duplicate W-2 Request Form (1 p)
- 11-EFT Removal Form (1 p)