Unit 4 – Time Agenda - Instructor

1/8/2015 1:42 PM version

Unit 4 – Time	Instructor	Time

Managing Time Data for a Single, Overhead Resource
 	
Time Postings for an AD Resource
 	
Time Postings for an Other Resource
 	
Time Postings for a FED Resource
 	
Managing Time Postings
• Editing a Time Posting Entry
• Deleting a Time Posting Entry
 	
Manage Admin Offices for Payment
 	
Posting Time Adjustments
• Editing an Adjustment
• Deleting an Adjustment
 	
Generating an OF-288 Invoice
• Deleting an Invoice
 	
Managing Time Data for a Crew
• Propagate FED Employment Type
• Propagate OTHER Employment Type
• Propagate Mailing Address
• Mixed Crew Employment Type
 	
Rostering Crew Members
 	
Posting Crew Time
• Posting Time for an Entire Crew
• Posting Different Time for Single or Multiple Crew Members
  o Posting to All and then Editing the Exceptions
  o Post to All Except the Crew Members that are Different
  o Editing Crew Time
  o Deleting Posted Crew Time
  o Post Adjustments for Crew Resources
  o Printing an Emergency Fire Fighter Time Report for Crews
  o Deleting an Invoice for the Entire Crew
• Deleting an Invoice for a Single Crew member		

Managing Time Data for Contractor/Cooperator • Reviewing or Editing Common Data • Contractor information on the Time Data tab Manage Contractors Rostering Resources to Contractor/Cooperator Posting Time for Contractor/Cooperator Resource • Posting Time to a Contractor/Cooperator Resource with OF288 Subordinates • Edit Posted Contracted Time • Deleting Posted Contracted Time • Post Adjustments for OF286 Resources • Printing an Emergency Equipment Report (OF286) Time Reports		