I-SUITE

4.3 –ITS: POSTING PERSONNEL TIME

OBJECTIVES

Upon completion of this unit, the trainee will be able to:

1. Post time for personnel.
2. Understand the use of special rates.
3. Post time when managing all incidents as one.
4. Delete posted time.
5. Edit posted time by either reposting or by changing the post time grid.
6. Change AD rates and special codes.
7. Discuss why posted time is locked to an established employment code.
8. Post return travel time.
9. Review an OF 288.

I. INTRODUCTION:

A. Post time for personnel.

B. Understand the use of special rates.

C. Post time when managing all incidents as one.

D. Delete posted time.

E. Edit posted time by either reposting or by changing the post time grid.

F. Change AD rates and special codes.

G. Discuss why posted time is locked to an established employment code.

H. Post return travel time.

I. Review an OF 288.

II. EXERCISES

A. To post personnel time using CTRs.

1. Click the **Post Time** button.

2. On the **Incident Post** screen on the **Personnel** tab, click the **Select Personnel** drop-down arrow, and then click to select the **Person** of your choice.

3. Click the **Account Code** drop-down arrow, and then click to select the **Account Code** of your choice.

4. In the **Date** box, type the **Date**, in the format MMDDYYYY.

5. Click the **Start Time** drop-down arrow, and then click to select the **Start Time** of your choice. Click the **Stop Time** drop-down arrow, and then click to select the **Stop Time** of your choice.

6. Click the **Special** drop-down arrow, and then click to select the **Special** code of your choice.

7. To commit the posting, click the **Commit Posting** button.

B. To post time when managing all incidents as one.

1. On the **ITS toolbar**, click to select the **Manage All Incidents as One** check box.

2. On the **Incident Post** screen on the **Personnel** tab, click the **Select Personnel** drop-down arrow, and then click to select the **Person** of your choice.

3. Click the **Account Code** drop-down arrow, and then click to select the **Incident/Acct Code** combination of your choice.

4. Complete the remaining information as appropriate.

   a. Date.

   b. Start Time.

   c. Stop Time.

   d. Special.

5. To commit the posting, click the **Commit Posting** button.

C. To repost a day of time with different hours.

1. On the **Incident Post** screen on the **Personnel** tab, click the **Select Personnel** drop-down arrow, and then click to select the **Person** of your choice.

2. In the **Date** box, type the **Date**, in the format MMDDYYYY.

3. Click the **Start Time** drop-down arrow, and then click to select the **Start Time** of your choice.

4. Click the **Stop Time** drop-down arrow, and then click to select the **Stop Time** of your choice.

5. Click the **Special** drop-down arrow, and then click to select the **Special** code of your choice.

6. To commit the posting, click the **Commit Posting** button.

7. On the **Overlapping Hours** dialog box, click **Yes**.

D. To delete a row of time.

1. On the **Incident Post** screen on the **Personnel** tab, click the **Select Personnel** drop-down arrow, and then click to select the **Person** of your choice.

2. Click in cell for the row you want to delete, and then click the **Delete** button.

E. To change an AD rate and Special code (one-time change only).

1. On the **Incident Post** screen on the **Personnel** tab, click the **Select Personnel** drop-down arrow, and then click to select the **Person** of your choice.

2. Locate the row containing the **Class** and **Rate** you want to change.

3. Click to select the **Class** box, and then type to replace the existing AD designation with the new AD designation.

   *Note: For AD-5 rates, type the **Rate** on the **ITS:AD-5 Rate** dialog box, in the format 99.99, and then click **OK**.*

4. Locate the row containing the **Special** code you want to change.

5. Click the **Special** drop-down arrow, and then click to select the **Special** code of your choice.

F. To permanently change an AD rate for all future personnel postings.

1. Click the **Personnel** button, click the **Edit/Lookup** tab, and then locate the **Person** who has the AD rate you want to change.

2. On the **Payment Information** tab, click the **Class** drop-down arrow, click to select the **AD Rate** of your choice, and then click the **Save** button.

G. To post return travel time.

1. On the **Incident Post** screen on the **Personnel** tab, click the **Select Personnel** drop-down arrow, and then click to select the **Person** of your choice.

2. Click to select the **Check here to Post Return Travel Day** check box.

3. In the **Date** box, type the **Date**, in the format MMDDYYYY.

4. Click the **Start Time** drop-down arrow, and then click to select the **Start Time** of your choice.

5. To commit the posting, click the **Commit Posting** button.

H. To view and/or print an OF-288.

1. On the **Reports** menu, click **OF-288**.

2. On the **OF-288** dialog box, perform one of the following

   a. to view the OF-288 by request number, click the **Request Number** drop-down arrow, and then click to select the **Request Number** of your choice.

   b. to view the OF-288 for a person, click the **Person** drop-down arrow, and then click to select the **Person** of your choice.

3. To view the final OF-288 for a resource leaving the incident, click to select the **Final** check box.

4. To preview the OF-288, click the **Preview Report** button.

5. To print the OF-288, click the **Print Report** button.