

EMERGENCY FIRE TIME CHECKS

3713

(No. 3 June 1989)

Purpose/Use: To pay individuals hired for temporary employment on emergency incidents.

Reference/Authority: Accounting Procedures Handbook, Section 3741;
Incident Fiscal Management 3836.

Source: Time Unit Leader.

Forms/Related Documents: Application for Replacement of State Agency Trust Check;
Fire Time checks;
Employee's Withholding Allowance Certificate, W-4;
Signature Authorization Card-Checking Account, AO-369;
Time Sheet and Pay Voucher, Short-Term, FC-42;
Transmittal Letter for Check Counterfoils, AO-59.

Due Date(s): As needed.

Distribution: See procedures.

Upon receipt of complete Time Sheet and Pay Voucher, Short-Term (FC-42), the Paying Officer will audit the FC-42 for proper completion and mathematical accuracy and then:

- Place FC-42s in alphabetical order by employee name, then by fiscal year, if more than one. Except where more than one fiscal year is involved, one check may be written to an employee for a grouping of FC-42s, the total amount of the check not to exceed \$750.00. A separate check must be written for each fiscal year.
- Calculate the gross pay due the employee and write the total on GROSS PAY line at lower left-hand corner of FC-42.
- Using information provided by attached Employee Withholding Allowance Certificate (W-4), or W-4 on file in unit, calculate Federal and State Income Tax withholdings as displayed in the Federal and State Employee's Tax Guides and write in spaces provided on FC-42.
- Deduct income tax withholdings from gross pay and write total on NET PAY line.

- In the blocked upper left-hand corner of the check type, or write in ballpoint pen, the number(s) of the FC-42(s) for which the check is to be issued, the incident number(s) and the gross amount of earnings.
- Type or write the date of issuance in space provided.
- Place two asterisks before and after the net pay on pay line.
 - If pay amount exceeds \$750.00 prepare second check for difference.
- Type or write the payee's name and address exactly as shown on FC-42 in PAY TO THE ORDER OF space.
- Record the check number(s) and issuance date in space provided at lower left-hand corner of FC-42.
- Remove carbons before authorized Paying Officer signs checks as shown on Signature Authorization Card-Checking Account (AO-369). See Accounting Procedures Handbook, Section 3741. NOTE: No employee who has signed in any capacity on FC-42 may sign checks.
- Give signed check and triplicate copy(s) of FC-42(s) to payee.

All Emergency Fire-Time Checks must be accounted for. It may be necessary to void a check or a check may be lost after issuance.

VOIDING CHECKS

- Cut or tear off the signature portion of the check.
- Using a ballpoint pen boldly write or print VOID across the face of the check and all copies.
- Include original of check and copies when forwarding Transmittal Letter for Check Counterfoils (AO-59) to DAO-ORF.

CHECKS LOST AFTER ISSUANCE

- If payee reports the loss of a check, unit will immediately notify DAO-ORF who will stop payment and forward an Application for Replacement of State Trust Check to payee.
 - A replacement check will be written upon receipt of the Application for Replacement from payee.

TRANSMITTAL LETTER FOR CHECK COUNTERFOILS (AO-59)

Within five working days after issuance of checks prepare a Transmittal Letter for Check Counterfoils (AO-59):

- Under Enclosed are: circle 2 to identify type of check counterfoils to be submitted.
- List check numbers in numerical order, including voided checks.
- Calculate and write in spaced provided, total net pay, federal and state taxes withheld and gross pay for each group of check numbers.
- Calculate totals of each column.
- Write date of issue of checks in space provided.
- List numbers of voided checks in space provided.
- Sign AO-59.
- Forward originals and copies of voided checks, copies of all other checks (check foils), and originals of related FC-42(s) attached to original and two copies of AO-59 to DAO-ORF.
- Place duplicates of all in unit file.

FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.

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