

**FC-42 INSTRUCTIONS** – Exhibit 26 (3836)  
(No.50 Aug 2014)

Complete the FC-42 form located on the CAL FIRE Intranet. Note that different fiscal functions/units are involved in the completion of the form. Generally the Personnel Time Recorder (PTR) completes all information **except** the "Amount Due" column, which is completed by the Procurement Unit or incident Unit. If applicable, the PTR is also responsible for completing the "miscellaneous" amount in the "Pay Information Block".

**A. Heading**

**Name** - Enter the worker's full, legal name as shown on his/her social security card, including Jr., Sr., if appropriate. Make sure that the name is spelled correctly and legibly.

**Social Security Number** - Providing the social security number is mandatory. If possible, obtain it directly from the emergency worker's social security card.

**NOTE:** If the emergency worker cannot provide a social security number, then he/she **cannot** be employed.

**Month and Year** - Spell out the month, (i.e., May) and use the last two digits for the year. If multiple months are worked, list both months. Example: May 11, June 11.

**Mailing Address** - Enter the emergency worker's **home** mailing address, not company address.

**NOTE:** Advise the emergency worker to send any address changes to the employing unit no later than January 15. This information is needed for mailing the W-2.

**Organization Represented** - If the emergency worker is employed by another state or government agency and is representing that organization, enter the name of the organization. If the emergency worker is representing self, print "self".

**FC-42 Work Period** - Indicate the dates worked, using numbers. Example: 3/19 – 3/23

**Home Index Code** - CALSTARS index (location) code of the Unit that has the incident. Code listings are provided in the Chart of Accounts folder in the Crystal Reports section of the calfireweb site.

## B. Activity

**Date** – Show Month and Day, in numbers. Example: 3/19

**Column A - On Duty** - The time the emergency worker goes on duty, rounded off to the nearest quarter hour. Use military time. Begin time when the emergency worker began travel if dispatched from home, from place of employment or from another incident.

**Column B - Off Duty** - The time the emergency worker goes off duty, rounded off to the nearest quarter hour. Use military time. If the shift lasts past midnight, write 2400 and start a new date with 0000 in the On Duty column. If the new date is also the start of a new month, you do not need to start a separate FC-42 for the new month unless it is a new fiscal year. Include travel time back to the home or the place of employment in calculating Off Duty time if travel from the incident was authorized.

**NOTE:** If work exceeds 40 hours within a work period, start a new On Duty row which will be paid at a different rate.

**Column C - Hours** - Subtract Off Duty from On Duty (B - A).

**Column D - Rate of Pay** - The hourly rate for the worker's class per the Emergency Worker Rates and Classifications document in the 3900 Rates Handbook, [Section 3934.2.4.1](#).

**Amount Due (D x C)** - Hours times Rate of Pay = \$

**EW Class** - Using the duty descriptions in the Emergency Worker Rates and Classifications document in the 3900 Rates Handbook, [Section 3934.2.4.1](#), determine the proper position classification in which the worker is being hired to work on this particular shift.

Example: EW I

**Working Title** - List the appropriate working title from the Emergency Worker Rates and Classifications document in the 3900 Rates Handbook, [Section 3934.2.4.1](#). Example: Runner

**Incident Name** - Enter the incident name into the field.

**Order Number (Incident No.)** - The order number assigned by the requesting agency (CAL FIRE Unit, U.S. Forest Service, fire department, contract county, etc.).

**Request Number** - The request number assigned by the Emergency Command Center (ECC).

**Index Code** - CALSTARS index (location) code of the Unit that has the incident. Code listings are provided in the Chart of Accounts folder in the Crystal Reports section of the calfireweb site.

**PCA Code** - CALSTARS program cost account (PCA) code for the program bearing the incident expense. Generally, this is 00900, but it can be a different code if the incident is a non-fire emergency or a contract county fire. Code listings are provided in Chart of Accounts folder in the Crystal Reports section of the calfireweb site.

**Timekeeper** - The Personnel Time Recorder must sign his/her full name legibly after each line of data is completed. It is **not** acceptable to initial or use ditto marks. This must be a different person than the person authorizing the payment or the person preparing the fire check.

### **C. Pay Information Block**

**Gross Pay** - After the final line of the FC-42 has been completed, the Procurement Unit or incident Unit will total the Amount Due column and write the total in the Gross Pay space.

**Withheld for Federal Income Tax** - This is completed by the person preparing the fire time check. Calculate at 20% of the gross pay.

**NOTE:** A W-4 is not needed unless the worker is claiming exempt.

**Withheld for State Income Tax** - This is completed by the person preparing the fire time check. Calculate at 5% of the gross pay.

**NOTE:** A W-4 is not needed unless the worker is claiming exempt.

**Deductions** - Deductions are for items such as lost state-provided supplies. If applicable, this information is completed by the PTR. Another check in the amount of the miscellaneous deductions must be issued made payable to CAL FIRE and an FC-42 Emergency Fire Time Transmittal Letter (AO-59) must also be completed.

**Net Paid** - Gross pay less tax and miscellaneous deductions. This is completed by the person preparing the fire time check.

**Check # and Date** - The check number and date of issuance. This is completed by the person preparing the fire time check.

**D. Signature Block**

**Witness to the Oath Signature** - The full signature of any permanent CAL FIRE employee who witnessed the emergency worker's reading and signing of the Oath of Allegiance. The person signing as the witness should be a different CAL FIRE employee than the Personnel Time Recorder or the Authorized Official Approving Payment.

**Print Name** - The emergency worker prints his/her full name as shown in the Heading block.

**Day of Month and Year** - The emergency worker completes the day, month and year of the date the oath is taken (first day of service).

**Signature of Employee** – The signature line appears twice. The emergency worker signs his/her full name as it appears in the Heading block. The first signature is for the Oath of Allegiance at the time of hire; the second is a certification to the accuracy of the information on the FC-42.

**Signature of Authorized Official Approving Payment** - The signature of the CAL FIRE employee who is verifying that the emergency worker hours and wages are correct. This must be a different person than the PTR or the person preparing the fire check. Enter the date of the signature.

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