



Fire Business System (FBS)

MANAGE EMPLOYEES
SECTION

Appendix D – Personnel Pay Rate Schedule

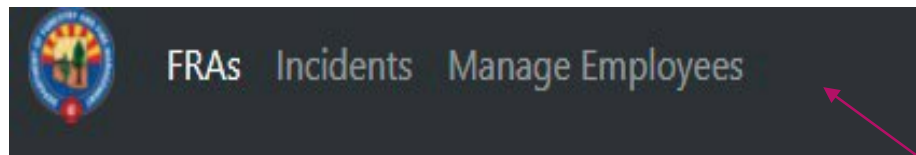
Before beginning entry of personnel rates into FBS be sure to have your current Appendix D available

<div style="display: flex; justify-content: space-between; align-items: center;">  <div style="text-align: center;"> Arizona Department of Forestry & Fire Management General Provisions Appendix D Personnel Pay Rate Schedule </div>  </div>													
FIRE DEPARTMENT NAME:										EFFECTIVE DATE:			
PERSONNEL NAME	RANK	EXEMPT	ANNUAL SALARY	MEDICARE %	SOCIAL SECURITY %	WORKER COMP %	RETIREMENT %	UNEMPLOY INSURANCE \$	DISABILITY \$	ANNUAL HOURS	REGULAR RATE W/O EREs	WILDLAND PAY RATE /BENEFITS	WILDLAND OT RATE/ BENEFITS
											\$0.00	\$0.00	\$0.00
											\$0.00	\$0.00	\$0.00
											\$0.00	\$0.00	\$0.00
											\$0.00	\$0.00	\$0.00
											\$0.00	\$0.00	\$0.00

Select Role – Personnel/Equipment Setup



Select Role here:
Personnel/Equipment
Setup



Select Manage
Employees

Manage Employees

Manage Employees

▼ Filter Your Data

First Name:

Last Name:

UID:

Show Disabled:

☒






Filter

reset

To begin adding an employee click here

⊞ Add Employee to Unit

TESTING Fire Department

First ▾	Last ▾	UID ▾	Type ▾	Cooperator ▾	Seasonal ▾	Red Card Issued ▾	Engine Boss ▾	Enabled ▾	Edit
FF John	Smith		Full/Part Paid Employees (Career)	TESTING Fire Department	N		N	Y	
Eng Bill	Jones		Full/Part Paid Employees (Career)	TESTING Fire Department	N		N	Y	
FF James	Jones		Full/Part Paid Employees (Career)	TESTING Fire Department	N		N	Y	
FF Peter	Brown		Full/Part Paid Employees (Career)	TESTING Fire Department	N		N	Y	
Michael	Thomas		Full/Part Paid Employees (Career)	TESTING Fire Department	N		N	Y	

Add Employee to Unit

Use your information from Appendix D to complete fields

Employee Information

First Name *:

Last Name *:

UID: ?

Employee Type:

Red Card Issued:

Engine Boss: ☐

Seasonal: ☐

Enabled: ☒ Enabled button automatically checked – only uncheck if person is No longer going on assignments.

Use drop down to select from:

- Full/Part-Time Paid Employees (Career)
- Volunteer/Seasonal at department rate (ERE)
- Volunteer/Seasonal at supplemental class rate (No ERE)

Found under CareerPayRateSchedule tab

FIRE DEPARTMENT NAME:										EFFECTIVE DATE:			
PERSONNEL NAME	RANK	EXEMPT	ANNUAL SALARY	MEDICARE %	SOCIAL SECURITY %	WORKER COMP %	RETIREMENT %	UNEMPLOY INSURANCE \$	DISABILITY \$	ANNUAL HOURS	REGULAR RATE W/O ERES	WILDLAND PAY RATE /BENEFITS	WILDLAND OT RATE/ BENEFITS
											\$0.00	\$0.00	\$0.00
											\$0.00	\$0.00	\$0.00

Found under SeasonalHires-VolunterPayRateSch tab

SEASONAL HIRES/ VOLUNTEERS PERSONNEL NAME	RANK	Volunteer AD Class	WILDLAND PAY RATE /BENEFITS	WILDLAND OT RATE/ BENEFITS
			\$0.00	\$0.00
			\$0.00	\$0.00

Add employee to Unit - continued

Scroll down from Employee information to add Rates

Rates

Start Date **End Date**

☒ **Rank**

☐ **AD Class** **View Rates** **Active** ☒

AD Class change to Supplemental

☒ **Not Exempt**
☐ **Exempt**
☐ **Exempt (with Override Authorization)**
Requires documentation (upload under "Documents" above)

Rate

Base \$

WILDLAND PAY RATE /BENEFITS	WILDLAND OT RATE/ BENEFITS
\$0.00	\$0.00

Overtime \$

Enter Start Date – this is the date the employee started receiving this pay rate

End Date – this field is entered when the employee receives an increase, otherwise it should be left blank.

Select Rank when entering Career personnel

Use drop down to select from:

- Chief
- Captain
- Firefighter

Battalion Chief
Engineer
Supplemental

Active- do not uncheck or this record can not be used in billing.

+ New Rate

Use to enter a different Rank or rate for the same employee.

Save and Add Another Save and Return to List cancel

Rank and Supplemental aka AD Class ERE's

Rates

Start Date: End Date:

☒ **Rank** ☐ AD Class

☒ Not Exempt ☐ Exempt ☐ Exempt (with Override Aut)

Requires documentation (in red)

View Rates Active ☒

Rate

Base \$0.0

Overtime \$0.0

Rank dropdown menu options: Chief, Chief, Battalion Chief, Captain, Engineer, Firefighter, Supplemental-A, Supplemental-B, Supplemental-C, Supplemental-D, Supplemental-E, Supplemental-F, Supplemental-G, Supplemental-H, Supplemental-I, Supplemental-J, Supplemental-K, Supplemental-L, Supplemental-M

Select Rank for employees that are Career Employees or Volunteers\Supplemental employees with EREs.

Not Exempt is pre selected, however, you may choose either Exempt or Exempt with override depending on the employee

Enter Base Rate and Overtime Rate

WILDLAND PAY RATE /BENEFITS	WILDLAND OT RATE/ BENEFITS
\$0.00	\$0.00

Select Supplemental Class currently called AD Class button, when only paying the Supplemental rate with **NO ERE's**

Select Class from Drop down – You are done at this point, rates are already set up in FBS for each class.

Rates

The 'Rates' form contains the following fields and controls:

- Start Date** and **End Date**: Text input fields.
- Rank**: A dropdown menu currently showing 'Chief'.
- AD Class**: A button circled in red, with an arrow pointing to it from the instruction text.
- View Rates**: A button with an arrow pointing to it from the instruction text.
- Active**: A checkbox that is checked.
- Not Exempt**, **Exempt**, and **Exempt (with Override Auto...)**: Radio button options. The 'Not Exempt' option is selected.
- Requires documentation**: A red text label.
- Rate**: A section with **Base** and **Overtime** input fields, both showing '0'.
- New Rate**: A button at the bottom left.


When you select Supplemental Class base and overtime will gray out



View Rates selection will bring up current rates by Class Code

The 'AD Rates' window displays a table of rates for the period 01/01/2022 to 12/31/2025.

Code	Description	Base	Overtime
A	CAMP, THSP	\$15.00	\$22.50
B	RADO, SRT3, TCA1	\$15.30	\$22.95
C	CASC, DPRO, EDRC, FFT2, FWPT, PREV, SECG, SFF1, TESP, THSP	\$15.76	\$23.64
D	ATIM, CACB, COOK2, DRIV, FAL3, FFT1, HECM, SRT2, SWF2, THSP, TRT2	\$16.24	\$24.36
E	ABRO, BCMG, CLMS, DRVA, DRVB, ENOP, EQPM, EQTR, ICT5, INCM, INJR, LOAD, ORDM, PTRC, RCDM, RTCM, SCKN, SECM,	\$17.06	\$25.59

Manage Employees Query Screen

 FRAs Incidents **Manage Employees**

 Personnel/Equipment Setup (TESTING Fire Department) 

Manage Employees

Filter Your Data

First Name:

Last Name:


UID:

Show Disabled:

☒

Filter

reset

 Add Employee to Unit

Contact Information

DFFM Fire Billing, General Questions

fbs@dfm.az.gov

DFFM Website, All Cooperators fire business documents

<https://dfm.az.gov/fire/cooperator-and-fire-business>

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