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

<table>
<thead>
<tr>
<th>FIRE DEPARTMENT NAME:</th>
<th>EFFECTIVE DATE:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PERSONNEL NAME</td>
<td>RANK</td>
</tr>
<tr>
<td></td>
<td></td>
</tr>
<tr>
<td>$0.00</td>
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</tr>
<tr>
<td>$0.00</td>
<td></td>
</tr>
</tbody>
</table>
Select Role – Personnel/Equipment Setup

Select Role here:
Personnel/Equipment Setup

Select Manage Employees

Select Role here: Personnel/Equipment Setup
### Manage Employees

To begin adding an employee click here

<table>
<thead>
<tr>
<th>First</th>
<th>Last</th>
<th>UID</th>
<th>Type</th>
<th>Cooperator</th>
<th>Seasonal</th>
<th>Red Card Issued</th>
<th>Engine Boss</th>
<th>Enabled</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>FF</td>
<td>John</td>
<td></td>
<td>Full/Part Paid Employees (Career)</td>
<td>TESTING Fire Department</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Eng</td>
<td>Bill</td>
<td></td>
<td>Full/Part Paid Employees (Career)</td>
<td>TESTING Fire Department</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>FF</td>
<td>James</td>
<td></td>
<td>Full/Part Paid Employees (Career)</td>
<td>TESTING Fire Department</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>FF</td>
<td>Peter</td>
<td></td>
<td>Full/Part Paid Employees (Career)</td>
<td>TESTING Fire Department</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
<tr>
<td>Michael</td>
<td>Thomas</td>
<td></td>
<td>Full/Part Paid Employees (Career)</td>
<td>TESTING Fire Department</td>
<td>N</td>
<td>Y</td>
<td>Y</td>
<td>Y</td>
<td></td>
</tr>
</tbody>
</table>
Add Employee to Unit

Use your information from Appendix D to complete fields

**Employee Information**

- **First Name**: 
- **Last Name**: 
- **UID**: 
- **Employee Type**: Full/Part Paid Employees (Career)
- **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 SeasonalHires-VolunteerPayRateSch tab**

<table>
<thead>
<tr>
<th>SEASONAL HIRES/ VOLUNTEERS PERSONNEL NAME</th>
<th>RANK</th>
<th>Volunteer AD Class</th>
<th>WILDLAND PAY RATE /BENEFITS</th>
<th>WILDLAND OT RATE /BENEFITS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>$0.00</td>
<td>$0.00</td>
</tr>
</tbody>
</table>

**Found under CareerPayRateSchedule tab**

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)
Add employee to Unit - continued
Scroll down from Employee information to add Rates

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:
- Chief
- Captain
- Firefighter
- Battalion Chief
- Engineer
- Supplemental

Use drop down to select from:
- Chief
- Captain
- Firefighter
- Battalion Chief
- Engineer
- Supplemental

Select Rank when entering Career personnel:
- Chief
- Captain
- Firefighter
- Battalion Chief
- Engineer
- Supplemental

Use last two columns from Appendix D

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

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

AD Class change to Supplemental

AD Class change to Supplemental
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
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.

View Rates selection will bring up current rates by Class Code

When you select Supplemental Class base and overtime will gray out
Manage Employees Query Screen

Once you have all your employees entered
You can use this screen to review or edit

<table>
<thead>
<tr>
<th>First</th>
<th>Last</th>
<th>Type</th>
<th>Cooperate</th>
<th>Seasonal</th>
<th>Red Card Issued</th>
<th>Engine Boots</th>
<th>Enabled</th>
<th>Edit</th>
</tr>
</thead>
<tbody>
<tr>
<td>FF</td>
<td>John</td>
<td>Full/Part Time Employee (Career)</td>
<td>TESTING Fire Department</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Y</td>
<td>a</td>
</tr>
</tbody>
</table>
DFFM Fire Billing, General Questions
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DFFM Website, All Cooperators fire business documents
https://dffm.az.gov/fire/cooperator-and-fire-business