

Daily Duties

FSC:

- ▶ Track all incident costs
- ▶ Attend Meetings
- ▶ Project future costs
- ▶ Develop incident burn rate

COMP:

- ▶ Document all compensation claims
 - ✓ What?
 - ✓ Where?
 - ✓ Results?
 - ✓ Further actions?
- ▶ For EPA employee's injuries or illnesses, coordinate with:
 - ✓ Medical Unit Leader (MEDL)
 - ✓ Safety Officer (SO),
 - ✓ Resource Unit (RESL)
 - ✓ Time Unit (TIME)
 - ✓ Host and Home Region
- ▶ Coordinate with Host Region on third party claims
- ▶ Meet with EPA employees who report to the on-site medical unit and assist with completing forms and paperwork
- ▶ Escort EPA employees who report to area hospitals and assist with completing forms and paperwork

COST:

- ▶ It is very important that the COST keep updated costs (utilized vs. budgeted) of both intramural and extramural expenses that will be used to:

TIME:

- ▶ Set-up, oversee Sign In / Out Process
- ▶ Provide copies of sign in / out logs
- ▶ Obtain copy of IAP
- ▶ Serve as the Finance Section POC on PPL and timekeeping related matters
- ▶ Obtain and maintain PPL & Timekeeping Contact Sheets (e.g., PPL, Workers Comp)
- ▶ Assist EPA staff with payroll I/ T&A matters
 - ✓ Set-up FEMA Mission Assignment (MA) account codes in PPL favorites or time sheet
 - ✓ Develop and provide payroll and time charging guidance to responders (e.g., new MA, trust fund vs non-trust fund)
 - ✓ Maintain MA Account Code Time Sheet
 - ✓ Assist EPA staff with resolving PPL / Payroll-related issues, e.g., pay cap issue

✓ Research payroll-related questions / issues

- ▶ Coordinate payroll and travel adjustments to ensure consistency
- ▶ Provide current time log and accounting information to the deployed EPA staff
- ▶ Provide support to FSC where needed
- ▶ Coordinate with COMP to ensure time recorded for staff unable to work is consistent. (e.g., Comps / Claims on sick, injuries, etc.)