

BULLETIN

NO: 19-123

DATE: July 17, 2019

TO: All Personnel

FROM: Michelle Yamamoto, Assistant to the Fire Chief, Fiscal/Payroll

SUBJECT: Internal Orders (IO) for Time Entry

In order to monitor the use of overtime, SAP will be programmed to require an internal order (IO) when entering time for certain pay codes (i.e. 0020-Overtime Premium). Attached is a list of the most commonly used IOs with the associated pay codes, which are grouped by work assignment. IOs for specific events, incidents, projects, etc. should be obtained from the program manager or supervisor. Please print this list and post for reference. The list will also be available on the S: Drive.

The IO requirement will be effective in SAP on July 27, 2019. It is encouraged that you begin using these IOs now in preparation for this rollout.

San Diego Fire-Rescue Department
Internal Orders (IO) for Time Entry
As of July 13, 2019

Payroll Code (Att/Abs Code)	Payroll Code Name (Attendance/Absence Code Name)	Available Internal Order (IO) (Rec Order)	Available Internal Order (IO) Name (Rec Order Name)
Operations (56 Hour)			
		11001668	PHYSICAL ABILITY TEST SUPPORT
		11001720	Fire Suppression-Duty Battalion Chief
		11001721	Fire Suppression-Duty Capt, Eng, FF
		11001722	Will Work Overtime
		11001728	Airport Fire Suppression Duty
		11001730	AIRPORT CRASH AND RESCUE TRAINING
		11001731	AIRPORT HOT DRILLS
		11001734	LIGHT DUTY
		11001751	HEALTH & SAFETY COMMITTEE
		11001827	OTHER SPECIAL ASSIGNMENTS OVERTIME
0015	Overtime Straight	11001830	ENGINEER DRIVER TRAINING
0020	Overtime Premium	11001833	Health & Safety Training
0168	Sp Assn on Trade Off	11003334	FIRE HOSE TESTING
0170	Overtime Late Relief	11003545	Gaslamp MOD
0190	Sp Asn or Trng Return to Station	11003628	Incident Safety Officer Training
0191	Sp Asn Straight Days	11003634	Weather-Related Staffing Pattern
0192	Sp Asn OT Non-Mandatory	11003636	San Pasqual Valley Squad 57
0193	Sp Asn or Trng OT Mandatory	11003688	Fast Response Squad 55
		11003689	Fast Response Squad 56
		11003894	Physical Wellness Exams
		11004156	Multi-Company Drill
		11004157	Maritime Firefighting Training
		11004203	Fire Captain Academy
		11004206	Associations/Organizations
		11004238	Operations Support
		12000671	Special Assignment Overtime Premium - Requires BC Entry
		12000672	Uncategorized Overtime - Requires BC Entry
Operations Deployed (56 Hour)			
		11001726	Strike Teams-Overtime
		11001727	Overhead Deployment Overtime
		11001746	IMT SD OPS Area Incidents
0175	Deployed Fire Suppression	11003847	CalFire ABH Agreement
0196	Deployed Trade Worked	11004142	State US&R Deployments OES
0168	Sp Assn on Trade Off	11004182	Cal OES Swiftwater Search & Rescue
		11004222	HIRT State Deployment OES
		11004224	Federal US&R Deployments FEMA
Straight Day Assignments (40 Hour)			
		11002561	Administrative Tasks
0020	Overtime Premium	11004198	Meetings
0035	Holiday Worked Premium	11001827	OTHER SPECIAL ASSIGNMENT OVERTIME
0036	Holiday Worked Day Off	12000672	Uncategorized Overtime - Requires BC Entry
0194	OT SD to Suppression	IO's listed under "Operations (56 Hour)" while working in Suppression	
Straight Day Deployed (40 Hour)			
		11001726	Strike Teams-Overtime
		11001727	Overhead Deployment Overtime
		11001746	IMT SD OPS Area Incidents
0198	Deployed Fire Admin Staff	11003847	CalFire ABH Agreement
0199	Deployed Special Ops Staff	11004142	State US&R Deployments OES
		11004182	Cal OES Swiftwater Search & Rescue
		11004222	HIRT State Deployment OES
		11004224	Federal US&R Deployments FEMA

Communications/IT

0020	Overtime Premium	11001888	DISPATCH TRAINING
0035	Holiday Worked Premium	11001889	DISPATCH MEETING
0036	Holiday Worked Day Off	11003607	VHF Infrastructure
		11003810	ECDC Emergency Expansion
		11003811	ECDC Battalion Chief
		11004201	ECDC Dispatch Academy
		11004205	Short Notice CAD Administration
		11004225	COM Vehicle Support & Training

Community Risk Reduction

0020	Overtime Premium	11001678	CODE HEARINGS
0035	Holiday Worked Premium	11001680	HIGHRISE INSPECTIONS
0036	Holiday Worked Day Off	11001681	FCIP
0194	OT SD to Suppression	11001682	SPECIAL EVENTS INSPECTION PROGRAM
		11001683	Other Fees: SPECIAL SURVEY INSPECTIONS
		11001684	CONVENTION CENTER INSPECTIONS
		11001685	TECHNICAL SERVICES
		11001686	TANK INSPECTION PROGRAM
		11001687	Other Fees: KNOX BOX PROGRAM
		11001690	CEDMAT Program
		11001692	NIGHT DETAIL OVERTIME
		11001701	Penalty Fee: COMPLAINTS/REINSPECTIONS
		11001702	SCRIPPS RANCH FIRE SAFE COUNCIL
		11001707	Special Events: TENT EVENTS
		11001708	Special Events: FIREWORKS/PYRO/SPEC EFF
		11001709	Special Events: PUBLIC ASSEMBLY
		11001710	Special Events: TRADE SHOWS
		11001901	FCIP: Fire Lanes
		11001903	FCIP: Res Group Fac 6 or <
		11001905	FCIP: Res Care Fac 0-6000 sf
		11001906	FCIP: Res Care Fac 6001 sf >
		11001907	FCIP: Res Group Fac 0-6000 sf
		11001908	Tech Svcs: Tank Re-Pipe Permit
		11001910	Tech Svcs: Overtime Inspections
		11001911	FCIP - Residential 0-5000 SF
		11001912	FCIP: Res Care Fac Elderly 6 or <
		11001915	FCIP: Educ Occupancy Public School
		11001919	Tech Svcs: Soil Remediation Permit
		11001922	Tech Svcs: Mobile Re-Fueling Permit
		11001925	Tech Svcs: Gas System Re-Pipe Permit
		11001927	Highrise: High Rises w Resident Condo
		11001931	FCIP - Residential 5000-10000 SF
		11001932	FCIP - Residential 50001 SF And >
		11001933	Tech Svcs: Comp Nat Gas Install Permit
		11001934	Tech Svcs: Comp Gas/Med Install Permit
		11001935	Tech Svcs: Pressure Solvent Sys Permit
		11001937	FCIP - Residential 10001-12000 SF
		11001938	FCIP - Residential 12001-50000 SF
		11001942	FCIP: Residential Occup 10001 sf and >
		11001943	FCIP: Large Family Day Care Facilities
		11001944	Highrise: High Rises w/o Resident Condo
		11001952	Tech Svcs: Abovegrnd Tank Install Permit
		11001953	Tech Svcs: Abovegrnd Tank Removal Permit
		11001954	Tech Svcs: Undergrnd Tank Install Permit
		11001955	Tech Svcs: Undergrnd Tank Removal Permit
		11001956	Tech Svcs: Liq Petrol Gas Install Permit
		11001957	Tech Svcs: Cryogen/System Install Permit
		11001962	Other Fees: Explosive Permit and Inspect
		11002559	Non Chargeable Inspection Related Hours
		11002565	Inspections - PTS Cost Recovery
		11002566	Plan Checks
		11002569	Brush Inspections
		11002570	Weed Inspections
		11002571	Brush Supervision
		11002572	CEDMAT Site Inspection Time
		11002573	CEDMAT Admin Issues on Inspection File
		11002574	CEDMAT Travel to and from Inspections
		11002575	CEDMAT Research-Inspection Files/Issues
		11002576	CEDMAT Telephone/Email Inspection Issues
		11002578	Fire Lane Complaint Inspections
		11002579	FCIP Inspection Related Functions
		11002581	High Rise Inspections - Hotels
		11002582	High Rise Inspections - Offices

Community Risk Reduction (Continued)

0020	Overtime Premium	11002583	High Rise Inspections - Apts/Condos
0035	Holiday Worked Premium	11003451	FIRE DRILL ASST & OTHER HIGH RISE SVCS
0036	Holiday Worked Day Off	11003454	FCIP: PRE-INSPECTION
0194	OT SD to Suppression	11003504	READY, SET, GO PROGRAM
		11003606	Recruitment
		11003627	Inspection Training for Operations
		11003874	Abatement Hearings
		11004199	Wildland Urban Interface
		12000810	COMMUNITY EDUCATION

EMS

0020	Overtime Premium (<i>Straight Day</i>)	11000111	MED TRANS - PARAMEDICS
0035	Holiday Worked Premium	11001896	EMS Special Projects
0036	Holiday Worked Day Off	11001898	ALS FIRST RESPONDER QUALITY IMPROVEMENT
0191	Sp Asn Straight Days	11001764	FF/PM SRT TRAINING
0192	Sp Asn OT Non-Mandatory	11001899	Continuing Education - Student
0193	Sp Asn or Trng OT Mandatory	11003743	SDFD Paramedic Program
0194	OT SD to Suppression (<i>Straight Day</i>)	21002944	Duty Medical Supervision
		21000106	Continuing Education - Instructor

Health & Safety Office

0020	Overtime Premium		
0035	Holiday Worked Premium	11001675	CRITICAL INCIDENT STRESS DEBRIEFING
0036	Holiday Worked Day Off	11001833	Health & Safety Training
0150	CALL-BACK (<i>Incident</i>)	11001751	Health & Safety Committee
0194	OT SD to Suppression		

Lifeguards

		11001610	LG SPECIAL EVENT SUPPORT
		11001616	RIVER RESCUE TEAM
		11001617	DIVE TEAM
		11001624	Department Interviews
		11001625	LG MEETINGS
		11001626	LG NIGHT CREW 24-HOUR GUARANTEED MIN.
		11001627	LG NIGHT CREW OVER 24-HOUR OPERATIONS
		11001634	BAY PATROL OPERATIONS
0020	Overtime Premium	11001635	LG NIGHT CREW EVENING SHIFT
0035	Holiday Worked Premium	11001636	LG NIGHT CREW MORNING SHIFT
0036	Holiday Worked Day Off	11001638	LG NIGHT CREW 24-HOUR INTERRUPTION
		11001639	SURF RESCUE VESSEL OPERATIONS
		11001641	LG NIGHT CREW 24-HOUR SHIFT
		11001642	LG COURT APPEARANCE
		11001653	LG TRAINING-STUDENT
		11001654	LG TRAINING-INSTRUCTOR
		11002145	AMBASSADOR PROGRAM FOR SD LIFEGUARD SVC
		11003469	BLACK'S BEACH CONTRACT
		11003475	Advanced Lifeguard Academy
		11003634	Weather-Related Staffing Pattern
		11004376	BAY & BEACH OPERATIONS (GENERAL)
		12000618	BOATING SAFETY UNIT - GENERAL

Logistics

0020	Overtime Premium	11001780	INCIDENT LOGISTICS SUPPORT
0035	Holiday Worked Premium	11001790	APPARATUS OUTFIT OPS STAF
0036	Holiday Worked Day Off	11001821	NTC FIRE TRNG FACILITY
0194	OT SD to Suppression	11004236	Afterhours Logistics Facilities Callbacks
		12004437	Telecommunications Projects

Professional Standards Unit

0020	Overtime Premium		
0035	Holiday Worked Premium	11001673	Discipline & Fact Finding
0036	Holiday Worked Day Off		
0194	OT SD to Suppression		

Special Operations

		11001753	Community Emergency Response Team (CERT)
		11001754	Community Emergency Response Team (CERT) TRAINING
		11001763	FF/ENG/PM STAR
		11001764	FF/PM SRT TRAINING
		11001873	HIRT EMERGENCY CALL BACK OVERTIME
		11001875	HIRT MANDATED MGTS O/T
		11003332	TRT Management Meetings
0015	Overtime Straight	11003579	TRAINING-HAZMAT TECHNICIAN
0020	Overtime Premium	11003709	TRT Quarterly Drills/Refresher Training
0150	CALL-BACK (<i>Incident</i>)	11003754	Fire Terrorism Liaison Office (FTLO)
0168	Sp Assn on Trade Off	11003755	Helicopter Crew Chief Academy
0170	Overtime Late Relief	11003904	UASI IMT Program Manager
0190	Sp Asn or Trng Return to Station	11004218	Unmanned Aerial System Squad (UAS) Training
0191	Sp Asn Straight Days	11004219	Urban Search & Rescue (USAR) K-9 Training
0192	Sp Asn OT Non-Mandatory	11004220	Urban Search & Rescue (USAR) Training
0193	Sp Asn or Trng OT Mandatory	11004221	Metro Arson Strike Team (MAST) Training
0194	OT SD to Suppression	11004223	Hazardous Incident Response Team (HIRT) Training
		11004226	Bomb Squad Admin
		11004227	Bomb Squad Training
		11004228	All Hazard Incident Management Team (IMT) Training
		11004229	Air Operations Fuel Truck Staffing
		11004230	Air Operations Second Helicopter Staffing
		11004231	Air Operations Pilot Training
		11004232	Air Operations Mechanic Training
		11004233	Air Operations Crew Training
		11004234	Metro Arson Strike Team (MAST) K-9 Training
		11004235	Unmanned Aerial Systems (UAS) Program Admin
		11004237	Air Operations Management Meeting

Training Division

		11001668	PHYSICAL ABILITY TEST SUPPORT
		11001670	CITY MANDATED TRAINING
		11001732	SCBA
		11001734	LIGHT DUTY
		11001769	Grant - Training
		11001821	NTC FIRE TRNG FACILITY
0015	Overtime Straight	11001829	IST INSTRUCTOR OT
0020	Overtime Premium	11001839	COMPANY OFFICER ACADEMY
0035	Holiday Worked Premium	11002425	COUNTY WILDLAND DRILL
0036	Holiday Worked Day Off	11003562	Cadet Program
0190	Sp Asn or Trng Return to Station	11003614	Fire Camp Program
0191	Sp Asn Straight Days	11003632	Fire Cadet Academy
0192	Sp Asn OT Non-Mandatory	11003690	Girls Empowerment Camp (CAMP)
0193	Sp Asn or Trng OT Mandatory	11003768	Mission Driven Culture
0194	OT SD to Suppression	11003775	Junior Firefighter Summer CAMP
		11003905	BC/SDPD/Zone Partner Exercise
		11004155	Active Shooter Training
		11004156	Multi-Company Drill
		11004157	Maritime Firefighting Training
		11004204	Citywide Trainings
		Specific IO Created	Fire Academy