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.)