



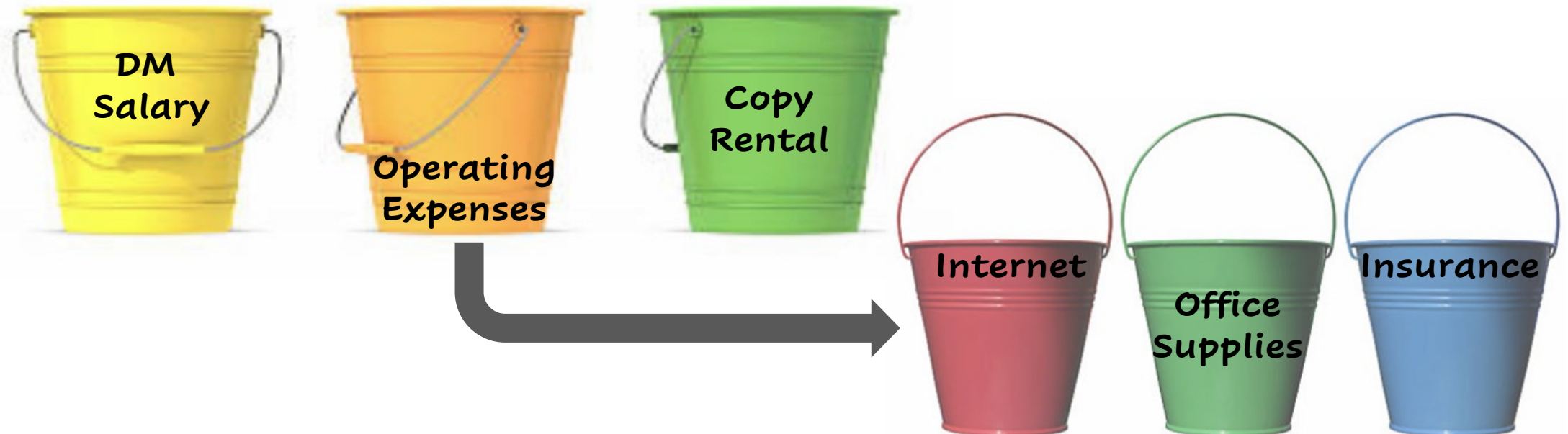
THE DOG ATE MY BANK STATEMENT

claims and forms guidance from District Services



Allocations, Claims, and Reimbursements

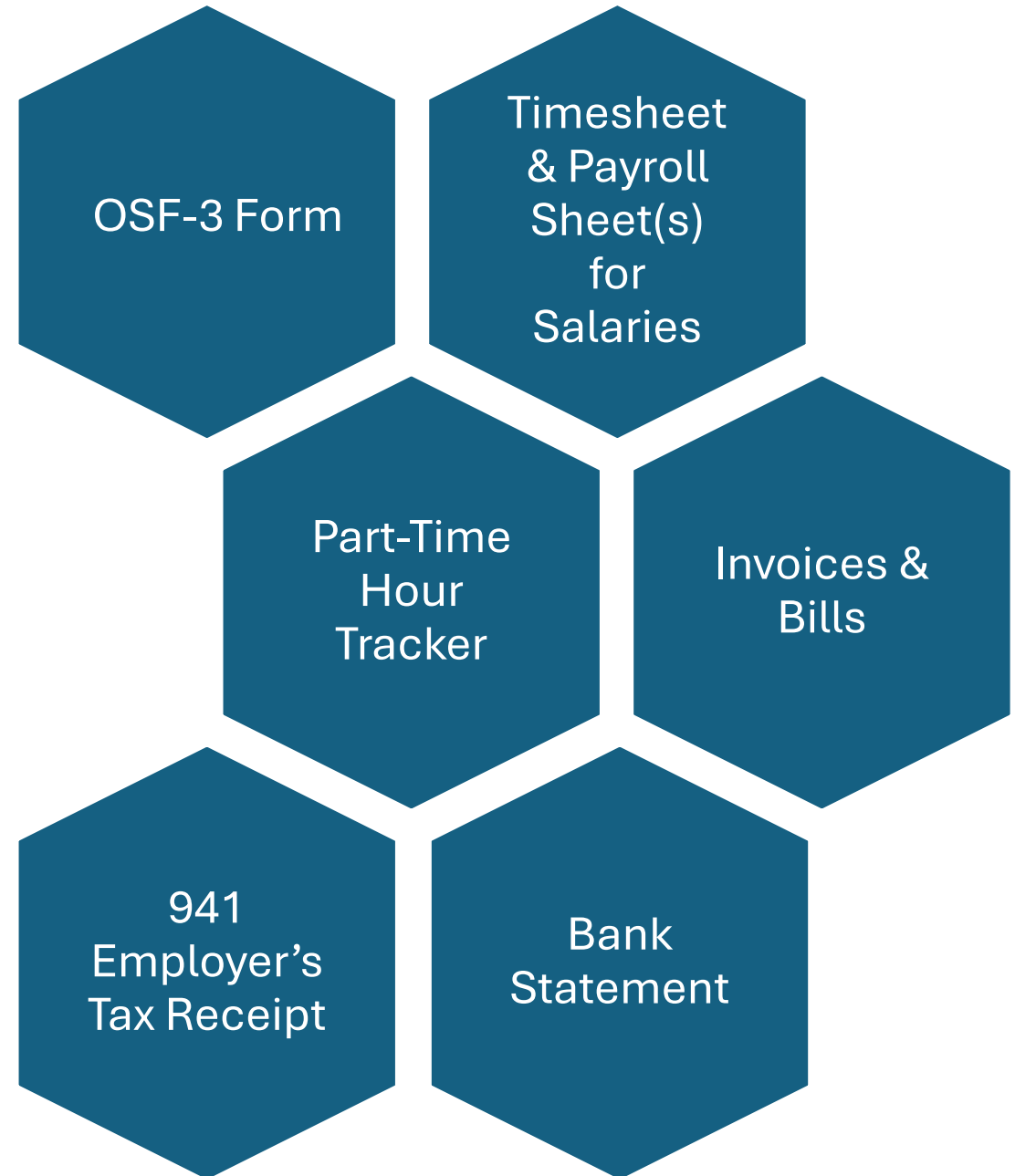
- Think of the OCC's money as being divided up in buckets.
- The districts tell Brandon (who tells OMES) which bucket of money each item on a claim should come out of.
- Most buckets only have a certain amount of money in them, a few *seem* to have an endless supply.





CLAIM CONNECTIONS

There is more to a claim than completing the OSF-3 Form

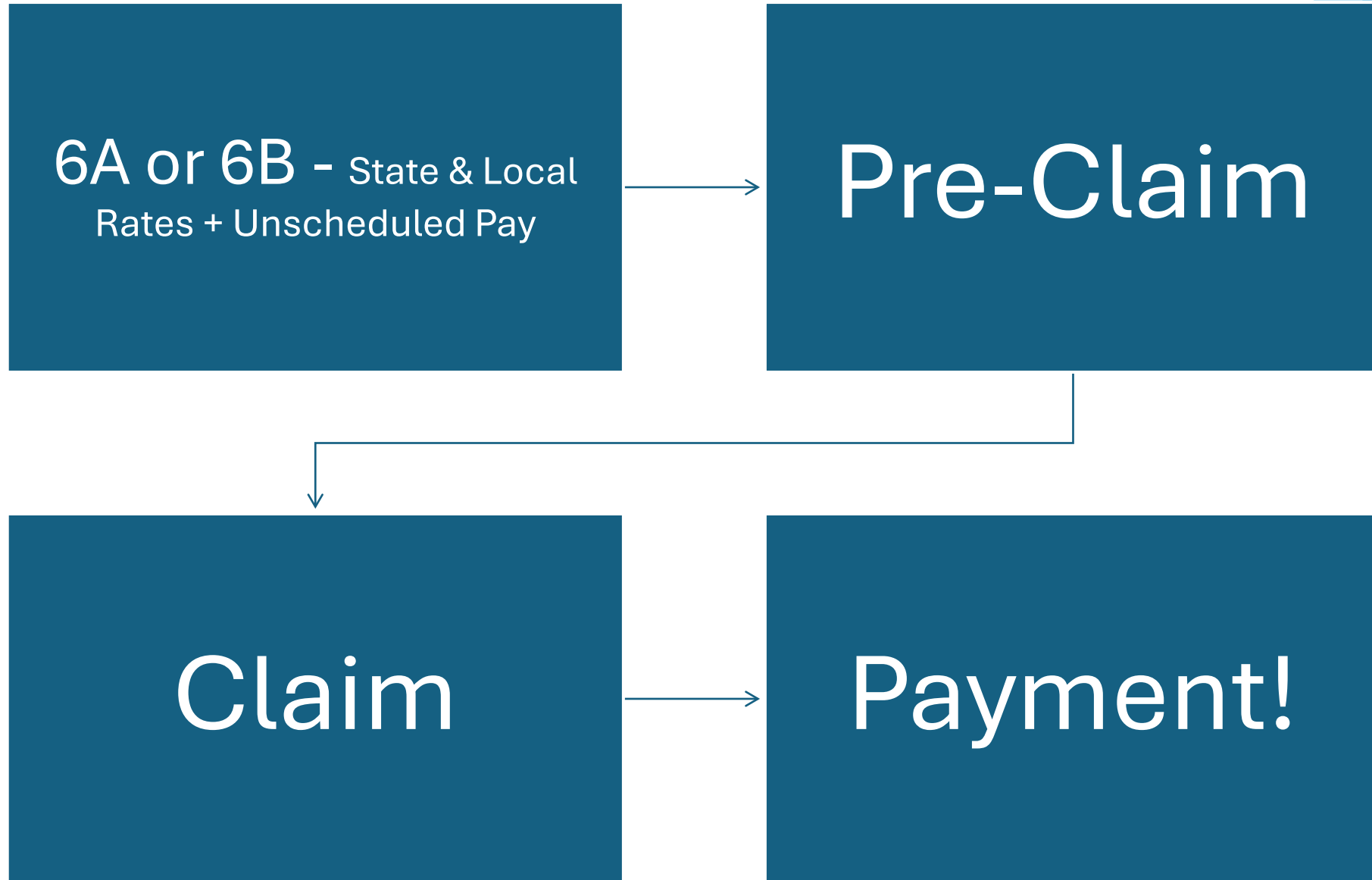


6A or 6B - State & Local
Rates + Unscheduled Pay

Pre-Claim

Claim

Payment!





Bank Statement

20	Supplies - Office (Empire Paper)	\$	49.00
24	Supplies - Educational (SPC)	\$	59.50
27	Supplies - Equipment (NAPA, Atwoods)	\$	29.45
46	Equipment - Repair of (K&S, Great Plains II)	\$	858.48
68	Travel Expenses (Felix Fixit)	\$	294.98
70	Fees - Notary, License, Permits, etc. (Dwight Schrute)	\$	89.50
72	Desktop (Felix/USPS)	\$	73.00
		\$	139.83
		\$	-
		\$	-
		\$	78.95

NAPA AUTO PARTS
 PERFORMANCE EQUIPMENT INC.
 NAPA AUTO PARTS
 4321 STREET AVE.
 SAMPLE, OK 71234

Invoice Number: 825... 1/1
 Invoice Date: 08/03/2024 13:07
 CROSS OUT BAR CODE

Employees: 104 - Shadow
 Sales Rept: 0 - Salesman
 Accounting Day: 1
 Tax Exemption: OK-999008

Attention: POB
 Delivery: 1
 Terms: No Drv./Charge

Part Number	Line	Description	Quantity	Price	Net	Total
81-4228	IMPACT SOCKET		1.00	26.55	15,490.00	15.49

OK
 Code 27
 Check # 3591
 9/30/2024
 ds

Tender Type: Charge Sale
 Amount: 15.49
 Subtotal: 15.49
 Total: 15.49

Felix Fixit
 Customer Signature

ATWOODS
 7654 AVE STREET
 SAMPLE, OK 1234

PAGE NO: 1

CUSTOMER NO: 125
 JOB NO: 000
 PURCHASE CHECK: NET 15TH
 CLERK: BB00
 DATE/TIME: 8/5/24 11:30

INVOICE: 4692 /3

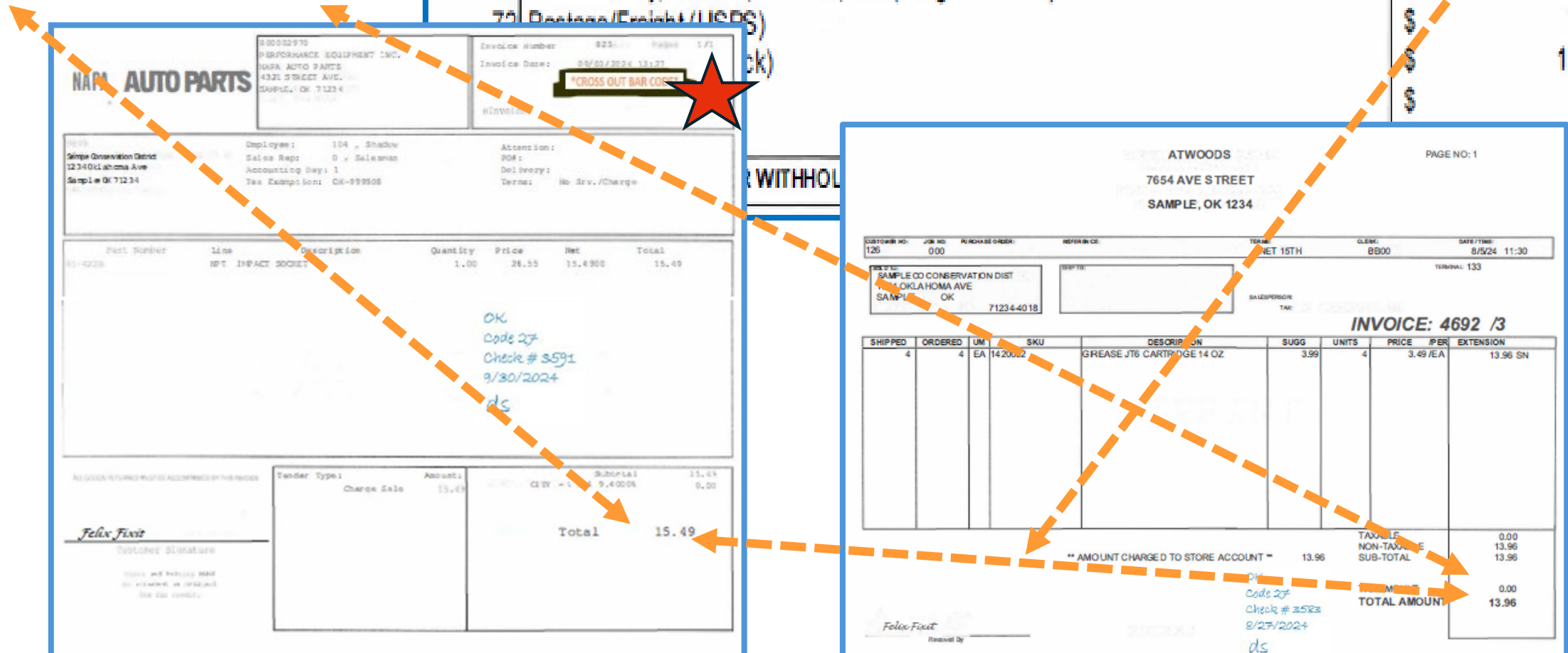
SHIPPED	ORDERED	UM	SKU	DESCRIPTION	SUGG	UNITS	PRICE /PER	EXTENSION
4	4	EA	14200.2	GREASE JTB CARTRIDGE 14 OZ	3.99	4	3.49 /EA	13.96 SN

** AMOUNT CHARGED TO STORE ACCOUNT ** 13.96

TAXABLE: 0.00
 NON-TAXABLE: 13.96
 SUB-TOTAL: 13.96

TOTAL AMOUNT: 13.96

Code 27
 Check # 3583
 8/27/2024
 ds





ROAD MAP

	OCC Reimbursable	Local	Totals (OCC + Local)
1 Monthly / Hourly Rate of Pay	\$3,286.44	\$200.00	\$3,486.44
2 Total Hours in Pay Status (enter 1.00 if monthly)	1.00	1.00	1.00
3 Total Gross Earnings (Line 1 x Line 2)	\$3,286.44	\$200.00	\$3,486.44
4 EBA (enter zero if negative) (from Confirmation of Benefits)	\$103.50	\$0.00	\$103.50
5 Total Pre-Tax Amount (enter zero if negative)	\$0.00		

OCC - 6A (01/2025)

	OCC	Local	Totals
Employee Name: Dwight Schrote	\$3,286.44	\$200.00	\$3,486.44
Employee Title:	\$210.18		\$210.18
Hours Worked (Monthly Pay = 173): 173	\$41.15		\$41.15
OCC Gross Earnings: \$3,286.44	\$115.03		\$115.03
Local Earnings: \$200.00	\$0.00		\$0.00
Total Gross Earnings: \$3,486.44	\$3,286.44	\$200.00	\$3,486.44
Participate in Step Up: N	\$115.00	\$0.00	\$115.00
Total Gross Earnings Retirement - Step Up: \$0.00	\$87.00	\$0.00	\$87.00
Total Gross Earnings Retirement (3.5 Percent): \$122.33	\$0.00	\$0.00	\$0.00
Total Retirement: \$122.33	\$0.00	\$0.00	\$0.00
Total 16.5 Percent Retirement (Local): \$332.99	\$0.00	\$0.00	\$0.00
EBA (Excess Benefit Allowance)*: \$0.00	\$22.30	\$598.66	\$620.96
Total Other Items Selected: \$0.00	\$103.50	\$0.00	\$103.50
Total For Employee: \$155.03	\$2,813.58	\$177.70	\$2,991.28
Total of District Check: \$155.03	\$3,649.27		\$3,649.27

TERMS OF AT-WILL EMPLOYMENT

Conservation District: **Sample Conservation District**

Employee: **Dwight Schrote** Title: **District Manager**

Status: Full-time Permanent Part-time Temporary / Seasonal Part-time

Salary/Rate of Pay: **\$3,286.44** hour month from OCC reimbursable funds

*Enter Gross Rate(s) not Net. **\$200.00** hour month from district funds

\$ _____ quarter from OCC reimbursable funds / district funds

for payroll claims processing

More about 6As & 6Bs

- 6A

Terms of At-Will Employment
is for regularly occurring
payments

- 6B

Notice of Personnel Action
is for one-time pay or
terminations only

OCC-6B (01/2025)

NOTICE OF PERSONNEL ACTION

One-Time Pay Increase

Termination

Employee Name Dwight Schrute	
Conservation District Sample County	
Board Approval Date 11/5/2024	Effective Date of Transaction 11/5/2024

ONE-TIME PAY INCREASE (Enter Gross Rate, not Net)

Unscheduled Pay	(Must include gross pay rate/amount and pay date)
	\$ <u>562.75</u> from local funds to be paid on <u>12</u> / <u>23</u> / <u>2024</u> M D Y
Explanation/Authorization for Change Christmas bonus	



Leave Summary				
	Forward	Used	Accrual	Ending
Annual Leave (AL)	40.00	15.00	12.00	0.00
Sick Leave (SL)	31.79	0.00	10.00	41.79
Comp Time (CT)	0.00	0.00	0.00	0.00

TIMESHEET OCC-5B

- DAILY WORK ACTIVITIES
- LEAVE RECORD
- LEAVE SUMMARY

Available Working Hours in Month*	184
<small>*hours in pay status may not exceed this amount for OCC reimbursement</small>	
Employee on Monthly Pay	Y
<small>*enter "Y" for yes; "N" for no</small>	
Annual Leave Accrual Rate	12.00
Annual Leave Accrual Maximum	360
Sick Leave Accrual Rate	10.00

	Forward	Used	Accrual	Ending
Annual Leave (AL)	40.00	15.00	12.00	37.00
Sick Leave (SL)	31.79	0.00	10.00	41.79
Comp Time (CT)	0.00	0.00	0.00	0.00



THINGS
THAT WILL
COME
BACK TO
HAUNT US
ALL

- Incorrect or undocumented salary rates
- No pre-claim has been received
- Original signatures not present & in blue ink:
 - OSF-3 form
 - OCC-5D payroll worksheet
 - OCC-5B timesheet
- No notary seal
- No bank statement
- No 941 employers federal tax payment receipt



THE GREAT RACE



THE DEVIL'S IN THE DETAILS

Following the policies and procedures set forth by OCC help to ensure a faster reimbursement / payment





Questions?

