

## WA STATE MOBE CASUAL/VOLUNTEER FAQs

**Question:** What forms do I need to complete to get paid?

*Answer:* Current W-4 and WSP Waiver of Polygraph and Background Check

**Question:** What address do I put on the forms?

*Answer:* Please ensure your MAILING address is listed on all forms. Both your paycheck and your W-2 will be mailed to this address.

**Question:** How much will I get paid?

*Answer:* Hourly rates are defined by the Washington State Wage & Equipment Rate Guide for the position qualified and assigned. Firefighters must have a qualification card to be paid at higher than FF2. For trainee positions below Strike Team Leader, you will be paid at the highest level qualified, i.e., FF1-trainee will be reimbursed at FF2.

**Question:** Will taxes be taken out on my paycheck?

*Answer:* Yes, Federal income tax, as well as the employee portion of Social Security, Medicare and WA State L&I will be deducted from your paycheck.

**Question:** What will my work week be?

*Answer:* The workweek is the WSP standard workweek. It begins at 12:01 AM Sunday and ends at midnight on Saturday.

**Question:** When can I expect to receive my paycheck?

*Answer:* State pay days are the 10<sup>th</sup> and 25<sup>th</sup> of each month. Missing or incomplete forms will delay your reimbursement. You should receive payment within two payroll cycles from the end of the incident. Reimbursement may take longer during a busy fire season.

**Question:** Will I receive overtime pay?

*Answer:* All hours worked in excess of 40 hours each workweek shall be paid at one and one-half times the regular rate.

**Question:** What errors will keep me from getting paid in a timely manner?

*Answer:* Missing or Incomplete forms is the primary issue. We will contact the firefighter's agency (if known) and ask the department to follow up with the firefighter and submit the completed documents.

*Illegible or incorrect address on forms can also delay payment. If checks are returned as undeliverable we will contact the firefighter's agency and ask the department to follow up with the firefighter and provide the correct address.*

**Question: What if I am injured on the incident?**

*Answer: Casual/Volunteers reimbursed by WSP are covered by WA State L&I.*

**Question: I was on multiple fires but only received one check?**

*Answer: The payroll system does not provide adequate space for multiple fire names. Compare the hours on your paycheck with the hours on your OF-288 (red dog) forms from the various fires. If there are more hours than those on the red dog referenced on the paycheck review the red dog from the additional fires you participated in.*

**Question: Who do I contact if I have questions about my paycheck?**

*Answer: Please email [mobepayments@wsp.wa.gov](mailto:mobepayments@wsp.wa.gov). Provide your name, agency, incident name(s), and contact number. DO NOT call the WSP Payroll office.*