

EPR FireWorks Payroll Setup and Use

Here is the link to access Fireworks in the web browser.
<https://login.eprsys.com/home/login> Please bookmark this.

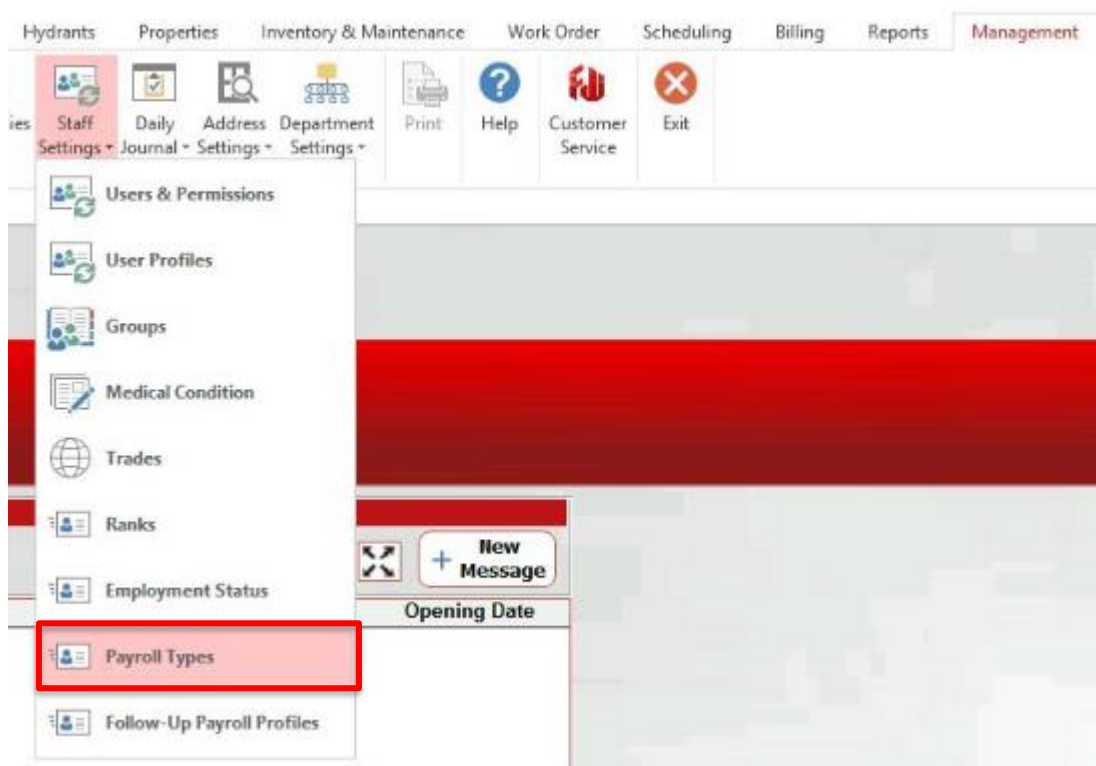
The payroll module tracks and calculates the wage for each dispatched user according to their back-office settings and the record time between dispatch and clear.

The module does the same for training activities and assignments, according to the length of them.

Additionally, a “set price” can be set up for relevant users who supposed to get paid according to a fixed wage per training or call.

In order to utilize the module correctly please follow the next instructions:

First, let's define the payment types in the admin's back office:



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Here you can define different wages for different scenarios:

Payroll Types

Filter

Module: Incident Subject: All Incidents New

Description	Sub Subject	Price	Price Type
<input checked="" type="checkbox"/> First stage hourly \$15		\$15.00	Hourly Price
<input checked="" type="checkbox"/> On Duty		\$0.00	Set Price
<input checked="" type="checkbox"/> Second stage hourly \$17		\$17.00	Hourly Price
<input checked="" type="checkbox"/> Top hourly \$19		\$19.00	Hourly Price

Payroll Types

Filter

Module: Training Subject: All Activities & Assignments New

Description	Sub Subject	Price	Price Type
<input checked="" type="checkbox"/> First stage hourly 15\$		\$15.00	Hourly Price
<input checked="" type="checkbox"/> Medical Training		\$0.00	Hourly Price
<input checked="" type="checkbox"/> Second stage hourly 17\$		\$17.00	Hourly Price
<input checked="" type="checkbox"/> Team 15\$		\$15.00	Hourly Price
<input checked="" type="checkbox"/> Team 17\$		\$17.00	Hourly Price
<input checked="" type="checkbox"/> Team 19\$		\$19.00	Hourly Price
<input checked="" type="checkbox"/> Top hourly 19\$		\$19.00	Hourly Price

The Training Subjects can be edited in the training module. In Management---System Settings—Categories.

TRAINING | Today | Calendar | Admin Center | User Center | Library | Management

System Settings | **MANAGEMENT** | **SYSTEM SETTINGS**

Categories

- Instructors
- Locations
- Equipment
- Dynamic Fields
- Tags

CATEGORIES | Archive | Filter | + Add

Category Name	Sub Category
Medical	<ul style="list-style-type: none"> <input checked="" type="checkbox"/> Airway <input checked="" type="checkbox"/> Medical <input checked="" type="checkbox"/> Operations <input checked="" type="checkbox"/> Pediatric Airway <input checked="" type="checkbox"/> Pediatric Assessment <input checked="" type="checkbox"/> Pediatric Medical <input checked="" type="checkbox"/> Pediatric Trauma <input checked="" type="checkbox"/> Preparatory <input checked="" type="checkbox"/> Trauma
Monthly FIX wage	Add Sub-Category...

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You can set up an **hourly or fixed wage** (“set price”), this kind of payment is fixed for an incident or training and isn’t calculated according to the time records of dispatch to clear:

Filter

Module: Training | Subject: Monthly FIX wage |

Description	Sub Subject	Price	Price Type
X Captain \$200		\$200.00	Set Price
X Deputy Chief \$350		\$350.00	Set Price
X Lieutenant \$100		\$100.00	Set Price

Then, create Payroll profiles:

Hydrants Properties Inventory & Maintenance Work Order Scheduling Billing Reports Management

Staff Daily Address Department Print Help Customer Service Exit

Settings Journal Settings Settings

- Users & Permissions
- User Profiles
- Groups
- Medical Condition
- Trades
- Ranks
- Employment Status
- Payroll Types
- Follow-Up Payroll Profiles**

Staff Payroll Profiles

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Under each one of the profiles, add the relevant payment types:

Payroll Profile

Profile Description: FF

Module: Incident Subject: All Incidents

Payroll Type	From Date	To Date	Price	Price Type
X Top hourly \$19	07/01/22	07/01/2029	\$19.00	Hourly Price
X				

The next step is to assign each one of the relevant users to a Payroll profile:

Follow-Up Payroll Profiles

Filter: Profile

Buttons: New, Clear, Delete, Search

Profile Name	
Capt	<input type="checkbox"/>
DC	<input type="checkbox"/>

Staff Payroll Profiles

Staff Payroll Profiles

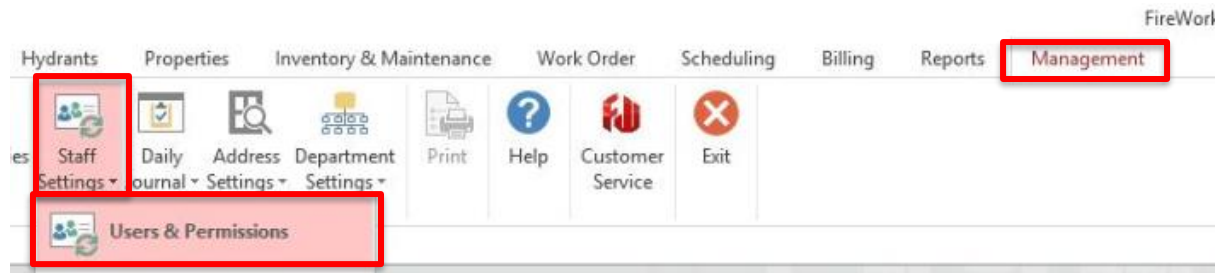
Filter: Email, Name (epr), Permission Profile, Include Non Active

Email	First Name	Last Name	Station	Shift	Payroll Profile	Not Active
adminlowl@eprsys.co	admin	epr			FF	<input type="checkbox"/>
trnlowl@eprsys.com	trainer	eprfireworks				<input type="checkbox"/>

Dropdown: Capt, DC, FF, LT, Probie 1, Probie 2

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To provide users with permissions to edit the Payroll data, go to Management—Staff Settings—Users and permissions.



Go to the Payroll Tab then select the appropriate one from the dropdown.



Now, that the settings were completed, you can start utilizing the module

-In the Incidents module, click on an incident number and then click on the Payroll tab:



You can modify the Pay hours, as well as select the payroll type.

Name	Apparatus	Response Type	Calculated Hours	Pay Hours	Points	Payroll Type	Total Pay	
Benjamin Yehudi			0.37	0.37	0	FEMA	\$9.25	✖

Refresh Personnel & Hours Add Personnel +

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-In the LMS (Training) module in Admin Center select the Activity, Assignment, or Course, and click the options button (the triple dots).

ADMIN CENTER
ASSIGNMENTS + | ADD ASSIGNMENT

From: 01/11/2022 Free Text Category: All Sub-Category: All

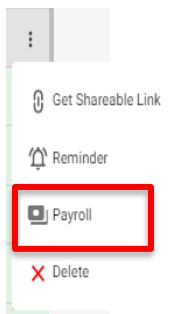
To: 09/28/2022

Filter by year...

Assignment Title ↑	Category ↑	Sub Category ↑	Start Date ↓	End Date ↑	Length	Registered ↑	Progress ↑	Test
Aaron Test Time Assignment			07/21/22 00:00	07/21/22 3:00	5-999	2	100%	
Aaron Test Time Assignment			07/15/22 00:00	07/21/22 20:00	5	3	100%	

Items per page: 50 1 - 2 of 2

Then select Payroll.



Once the payroll ribbon was clicked, the payment will be activated and the data will be pushed to the payroll BI report.

In the payroll screen, you'll be allowed to edit the data for each one of the users that took part in the training.

Calculated Hours ↑	Pay Hours ↑	Points ↑	Payroll Type ↑
8	<input type="text" value="8"/>	<input type="text" value="0"/>	Fire Activities \$15

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-Now, you can export the BI payroll report:

Generate Payroll reports by utilizing the Queries portion of the BI module. Start typing Payroll in the search bar to narrow the search results.

The screenshot shows the BI module interface. At the top, there are navigation tabs: Dashboard, Hydrants, Properties, Incidents, ePCR, Inventory, BI (highlighted), Map View, and Training. Below this is a secondary navigation bar with 'Reports & Queries', 'Maps', 'Charts', and 'Report Generator'. The 'Queries' section is active, showing a 'Select Query' dropdown set to 'Personnel Incident and Training Records'. A search bar to the right contains 'payl'. A 'Report Criteria' box is visible, with 'Date Type' set to 'This Month' and a 'Generate EXCEL' button. A dropdown menu is open, showing options: 'Incidents with No Payroll Added', 'Training/Activities with No Payroll Added', 'Volunteer Pay for Incident and Training Detailed', and 'Volunteer Pay for Incident and Training Summary'.

The outcome of the process is an Excel spreadsheet for the relevant data:

Name	RecordType	TotalPay
	Incident	48
y	Incident	311
y	Training/Activities	204
on	Incident	191
on	Training/Activities	380
son	Incident	222
son	Training/Activities	119
ey	Incident	82
ey	Training/Activities	430

RecordType	Date	Record	AdditionalIr	Name	StaffID	Subject	SubSt	PayrollType	Pay	PayType	Cal	PayH	TotalP	Points
Incident	9/1/2022	Incident #:	11700 VERGENI	Ch...	28	EMS	323 Motc	Second stage hc	17	Hourly Pay	1.4	1.4	23.8	
Incident	9/1/2022	Incident #:	11700 VERGENI	Ch...	30	EMS	323 Motc	Top hourly \$19	19	Hourly Pay	1.55	1.55	29.45	
Incident	9/1/2022	Incident #:	11700 VERGENI	Ch...	24	EMS	323 Motc	Top hourly \$19	19	Hourly Pay	0.48	0.48	9.12	
Incident	9/1/2022	Incident #:	11700 VERGENI	Ch...	17	EMS	323 Motc	Top hourly \$19	19	Hourly Pay	0.48	0.48	9.12	
Incident	9/1/2022	Incident #:	11700 VERGENI	Ch...	20	EMS	323 Motc	Top hourly \$19	19	Hourly Pay	1.4	1.4	26.6	