



DEPARTMENT MEMORANDUM

Proudly serving the County of Butte, the Cities of Biggs, Gridley and the Town of Paradise

Attention ALL CalATERS Users

February 8, 2014

To eliminate confusion about who approves an employee's CalATERS package, I have outlined the process below. **Employees must submit their completed CalATERS package to their supervisor as outlined below.**

*If you are a Firefighter (FFI or FFII), your Fire Captain supervisor is your primary CalATERS approver. If a second approver is required your Battalion Chief would be your second approver.

*If you are a Communications Operator, Fire Apparatus Engineer or Fire Captain, your Battalion Chief supervisor is your primary CalATERS approver. If a second approver is required the Assistant Chief that supervises your Battalion Chief would be your secondary approver. As an example if you work in Battalion 5 your primary approver would be B2115 and your secondary approver would be D2101.

*If you work in the Administrative Office, Lisa Koehler would be your primary CalATERS approver. If a second approver is required then D2102 would be your secondary approver.

*If you're a Battalion Chief, your supervisor (Assistant Chief) would be your primary CalATERS approver. If a second approver is required then D2102 would be your secondary approver.

Approvers are required to audit the CalATERS package for mistakes prior to approving and forwarding the package to the second approver or to State Finance for processing. Incorrect CalATERS packages will be returned to the employees Battalion Chief with a cover letter indicating what needs to correction.

Common CalATERS mistakes

- *Not using itemized coding when setting up the claim.
- *TR-7's not signed by employee, supervisor or training chief.
- *Not having a ZERO balance on hotel receipts
- *Not having an explanation of why more than one person was in a hotel room.
- *Receipt for attended class does not have students name on it and the receipt must show a ZERO balance.
- *Relief personnel must code their mileage off to the correct PCA code and coding must be itemized.
- *Not putting a sticky note on the claim showing who the second approver is.
- *Using CalATERS guide card #8 would solve most of these issues.**

Your assistance is greatly appreciated.

Darren Read

Assistant Chief, Administration

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