

## Setting up preferences and signing up for HCP/OPA overtime

- 1) Log in to TeleStaff and navigate to My Info .... -0 Dashboard Calendar Multi-Day My Info People -Reports Bidding Roster 2) Select Preference from the tabs across the top Preference General Profiles Assignments **Skills & Certifications** Wage Category Paybacks Penalty Institution Messages Logged Reports
- 3) There are four options on this tab that pertain to HCP/OPA overtime
  - a. HCP/OPA Notification Opt In This is to receive notifications for last minute HCP/OPA opportunities.
    Select Add Set on the right side of the pane and then select the '+' button. This will enable a search box.
    Type in "Special Duty" and select it. This will opt you in. This is a permanent setting until removed.

1 HCP/OPA Notification Opt In	+ Add Set
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Police Services / Office of Field Operations / <u>Sp</u> ecial Duty / Special Duty	+ Add Set

b. HCP Overtime Locations – This is to select which troop locations to work HCP/OPA overtime in. Select Add Set on the right side of the pane and then select the '+' button. This will enable a search box. Type "Troop" in the box and select the desired troop. Repeat this process to select as many as desired. This is a temporary setting, so effective dates must be entered. This allows one to set semi-permanent dates by entering an end date far into the future or short term dates by entering smaller date ranges.

HCP Overtime Locations							
+ 1				09/13/2020	Ĩ	12/31/2020	Ĭ
<b>1</b> 1							1
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× Sp	pecial Duty Troop B						

c. OPA Overtime Locations – This is to select which troop locations to work HCP/OPA overtime in. Select Add Set on the right side of the pane and then select the '+' button. This will enable a search box. Type "Troop" in the box and select the desired troop. Repeat this process to select as many as desired. This is a temporary setting, so effective dates must be entered. This allows one to set semi-permanent dates by entering an end date far into the future or short term dates by entering smaller date ranges.



OPA Overtime Locations		+ Add Set
+ 💼	09/13/2020	10/31/2020
t 1 Shift		1
Search for an item		
* Special Duty Troop C		

d. OPA Types - This is to select different OPA event types. Select Add Set on the right side of the pane and then select the '+' button. This will enable a search box. Type "OPA" in the box and select the desired type. Repeat this process to select as many as desired. This is permanent setting until removed.

OPA Types	Add S
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Specialty	
Search for an item	
× OPA DSS	
× OPA ESCORT	

- e. Select Save in the top right when finished.
- 4) To select which days to signup for, navigate to the Calendar across the top.

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5)	Use the date se	lector to	navigate t	o the de	esired mo	onth.		_
	Da	Shboard	Calendar	Multi-D	ay Rosti	ar My Info	Peop	
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	Sun		M	n		Tue		

6) Select which days to signup for by left clicking on the open space in the target date. To select multiple days, click and hold the mouse and drag across dates or hold the 'control' key and select the desired dates. On the menu that appears, select Add.

	11			
Add	Ctrl+A			
Off Roste	r Ctrl+Q			
Approve Ctrl+Shift+V				
Roster	Ctrl+R			
Picklist	Ctrl+L			



7) Select Signup HCP/OPA Full Day. You may adjust the times to reflect when you would like the job to START (For example changing the times to 0400-1100 to avoid jobs that might start before or after that timeframe). Select Save.

* Required field.		
Work Code *		
Signup HCP/OPA Full Day		~
From	Through	Hours
00:00	00:00	24
10/11 0 2 4 6 8 10 12 14 Account Note	10/12 16 18 20 22 0 2 4 6 8 10 12	10/13 14 16 18 20 22 0
💋 Add?		
10/11/2020 <none></none>		
More details	a colorador. Dorocet as desired	Cancel Save

8) The signup Repeat as desired.

