How to navigate the HCP/OPA roster

Once in the HCP/OPA roster this is what you will see. You can change the date using the arrows or click the calendar icon. The jobs are divided into sections (Special Duty - Escorts, Special Duty - Troop A, Special Duty - Troop B, ect.)

Rather than scrolling through the roster you can use the find function by pressing CTRL+ F, and just enter the person's name. (See below)

More details about a job can be found by clicking the note (See below)

The pink lines show the current vacancies. The purple "No Longer Available" shown on the bottom of the image below is added by Special Duty whenever certain jobs are unfilled. This fills the vacancy and prevents the job from being assigned again.

HOW TO SUBMIT JOB FOR PAYMENT

After finishing a job, the Trooper then needs to take the following steps:

1. Click ADD to the BLACK HCP or OPA placeholder
2. Use the work code "HCP/OPA Overtime Pay"
3. Select the detail code that applies to your job (HCP, OPA, OSA, ect.)
4. Ensure the times are the same as your card
5. Then confirm the Account code is correct
6. SAVE and then e-mail your card in to: HCPOPA.OTReport@ct.gov

If the Account field is blank or incomplete call Special Duty during business hours 860-685-8420. Jobs with missing or incomplete codes will NOT be processed for payment!

WORK CODES

PLACEHOLDERS

+HCPPLC   **+OPAPLC**   **+OPASPLC**

HCP Placeholder   OPA Placeholder   OPA-State Placeholder

The placeholders are entered on the roster and calendar by Special Duty for the person assigned the job.

GIVEBACKS

+^GIVEBACK   **+^<24GVBK**

Giveback   less than 24-hour Giveback

Giveback codes are added to the placeholder whenever a job is returned. Once this is added the job it creates a vacancy on that job

SPLITS

.HCPSpOf   **.OPASpOff**   **HCPSp.W**   **OPASp.W**

HCP Split Off   OPA Split off   HCP Split worked   OPA Split worked

When a split is added to an HCP or OPA placeholder these codes will be added. Splits require a selected coverperson

PAYMENT

^SDOTHCP   **✳ ^SDOTHCP**

HCP pay request (Approved)   HCP pay request (Pending)

All payment requests are green. All HCP/OPA must be approved through the Special Duty. Pay requests CANNOT be added and saved if the Account code is wrong. If there is any question about an account code call Special Duty during business hours 860-685-8420

CANCELATIONS

CANCELWOP   **CANCELOPA**   **CANCELHCP**   **CANCELOSA**

Cancel without pay   Cancel OPA with pay   Cancel HCP with pay   Cancel OSA (OPA state) with pay

Cancelations are added by special duty. Like the payment codes above, the cancelations that are green are pay codes.