

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.)

Roster: 09/08/2021 48

09/08/2021 [HCP/OPA]

Color Scheme: Working=BLUE, Not-Working=RED, Overtime=GREEN, System=YELLOW, HCP/OPA=BLACK

Wednesday, September 08, 2021

Special Duty - Escorts 00:00 00:00 24+0

{OPA} ESCORT HIGH TRANSIT DANBURY-SOUTHBURY +0

<input type="checkbox"/>	*Special Duty Any Rank ESCORT	Katrenya, Andrew (TACMED)	097211	⚠	*SDOTOPA	✓	12:30	16:30	4+0
<input type="checkbox"/>		☑ Katrenya, Andrew (TACMED)	097211	⚠	+OPAPLC	✓	13:00	18:00	5+0
<input type="checkbox"/>	*Special Duty Any Rank ESCORT	Wright, Lloyd F.	034890	⚠	*SDOTOPA	✓	12:30	16:30	4+0
<input type="checkbox"/>		☑ Wright, Lloyd F.	034890	⚠	+OPAPLC	✓	13:00	18:00	5+0

{OPA} ESCORT MILLTOWN TRUCKING THOMPSON-FAIRFIELD +0

<input type="checkbox"/>	*Special Duty Any Rank ESCORT	☑ Scavello, Robert	019208	⚠	+OPAPLC	✓	10:00	15:00	5+0
<input type="checkbox"/>		Scavello, Robert	019208	⚠	*SDOTOPA	✓	10:00	14:00	4+0

{DOLBpt} ESCORT HIGH TRANSIT DANBURY-SOUTHBURY +0

<input type="checkbox"/>	*Special Duty Any Rank ESCORT	Murchison, Dickie K. (HM)	080013	⚠	*SDOTOPA	✓	13:00	17:00	4+0
<input type="checkbox"/>		☑ Murchison, Dickie K. (HM)	080013	⚠	+OPASPLC	✓	13:30	18:30	5+0
<input type="checkbox"/>	*Special Duty Any Rank ESCORT	McCarthy, Scott M. (BIA) (9)	051794	⚠	*SDOTOPA	✓	10:30	14:30	4 0
<input type="checkbox"/>		☑ McCarthy, Scott M. (BIA) (9)	051794	⚠	+OPAPLC	✓	13:30	18:30	5 0

Special Duty Troop A 00:00 00:00 24+0

{HCP} DOT4 DANBURY {Adam.Rosenberg@ct.gov} 0

<input type="checkbox"/>	*Special Duty Any Rank	☑ Pikul, Bret J.			+HCPPLC	✓	18:30	02:30	8+0
<input type="checkbox"/>		Pikul, Bret J.			CANCELWOP	✓	18:30	02:30	8+0
<input type="checkbox"/>	*Special Duty Any Rank	☑ Roberts, Kevin K.			+HCPPLC	✓	18:30	02:30	8+0
<input type="checkbox"/>		Roberts, Kevin K.			+GIVEBACK	✓	18:30	02:30	8+0

{HCP} DOT4 WATERBURY/NAUGATUCK {tmahan@walshgroup.com} 0

<input type="checkbox"/>	*Special Duty Any Rank	☑ Tate, Wayne D. (RST) {S/A - Rifle Detail - Xfinity Center}	145107		+HCPPLC	✓	08:30	15:00	6.5 0
<input type="checkbox"/>		Tate, Wayne D. (RST) {S/A - Rifle	145107		+GIVEBACK	✓	08:30	16:00	7.5 0

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)

UKG PRODUCTION 09

Wright 0/2

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Wednesday, September 08, 2021

Special Duty - Escorts 00:00

{OPA} ESCORT HIGH TRANSIT DANBURY-SOUTHBURY

<input type="checkbox"/>	*Special Duty Any Rank ESCORT	Katrenya, Andrew (TACMED)	097211	⚠	*SDOTOPA	✓	12:30		
<input type="checkbox"/>		☑ Katrenya, Andrew (TACMED)	097211	⚠	+OPAPLC	✓	13:00		
<input type="checkbox"/>	*Special Duty Any Rank ESCORT	Wright, Lloyd F.	034890	⚠	*SDOTOPA	✓	12:30		
<input type="checkbox"/>		☑ Wright, Lloyd F.	034890	⚠	+OPAPLC	✓	13:00		

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

Note

STAFFING: 4 hour minimum
 EVENT: DANBURY-SOUTHBURY--84-EXIT
 15-6-84/PERMIT#21246019001/Dave
 Brubaker-717-844-1121/2685-
 1903/jyoder@high.net

Show Less

[Personal History report](#)
[Exceptions report](#)
[Select all - Notes](#)

097211	⚠	*SDOTOPA				
097211	⚠	+OPAPLC				
034890	⚠	*SDOTOPA	12:30	16:30	4+	📄
034890	⚠	+OPAPLC	13:00	18:00	5+	📄

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.

09/02/2021 [HCP/OPA]

<input type="checkbox"/>	*Special Duty Any Rank	??		#1	✓	📄	19:30	03:30	8+	🔔
<input type="checkbox"/>	*Special Duty Any Rank	??		#1	✓	📄	19:30	03:30	8+	🔔
<input type="checkbox"/>	{HCP} DOT3 NEW HAVEN									+
<input type="checkbox"/>	*Special Duty Any Rank	??		#1	✓	📄	20:00	04:00	8+	🔔
<input type="checkbox"/>	{OPA-State} DSS NEW HAVEN									+
<input type="checkbox"/>	*Special Duty Any Rank DSS	Picheco, Dennis V.	929808	⚠	✓	📄	07:30	17:30	10+	🔔
<input type="checkbox"/>		✓ Picheco, Dennis V.	929808	⚠	✓	📄	08:00	17:00	9+	🔔
<input type="checkbox"/>	Special Duty Troop K						00:00	00:00	24+	🔔
<input type="checkbox"/>	{OPA-State} DSS WILLIMANTIC									+
<input type="checkbox"/>	*Special Duty Any Rank DSS	✓ Fowler, Chester C. (TFC)	051316	⚠	✓	📄	08:00	17:00	9+	🔔
<input type="checkbox"/>		Fowler, Chester C. (TFC)	051316	⚠	✓	📄	08:00	17:30	9.5+	🔔
<input type="checkbox"/>	{OPASTEmerg} EMERGENCY JOB BOLTON									+
<input type="checkbox"/>	*Special Duty Any Rank OPAOTH	Lewis, Joseph A.	163274	⚠	✓	📄	09:00	13:00	4+	🔔
<input type="checkbox"/>		✓ Lewis, Joseph A.	163274	⚠	✓	📄	09:30	17:30	8+	🔔
<input type="checkbox"/>	Special Duty Troop L						00:00	00:00	24+	🔔
<input type="checkbox"/>	{HCP} MICHELS CORP HARWINTON									+
<input type="checkbox"/>	*Special Duty Sgt Only	✓ No Longer Available, .		⚠	✓	📄	08:00	16:00	8+	🔔
<input type="checkbox"/>	*Special Duty Any Rank	✓ Bastos, Tyler J.	0368	⚠	✓	📄	08:00	16:00	8+	🔔

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

HCP Placeholder HCPPLC

- + Logged
- Request Approved
- When: 09/02/2021 12:32 PM
- By: Administrator, TeleStaff
- 09/08/2021 07:00 AM
- /.../HCP Deploy/**Special Duty Any Rank #1

Buttons: Add, Edit, Remove, Outbound, Approve, Deny

Links: Edit Request Note, Edit Without Rules, Personal History report, Exceptions report, Select all - HCP Placeholder HCPPLC

Add:

* Required field.

Work Code *
HCP/OPA Overtime Pay

Detail Code
HCP

From Through Hours
07:00 16:00 9

09/08 09/09 09/10
0 2 4 6 8 10 12 14 16 18 20 22 0 2 4 6 8 10 12 14 16 18 20 22 0

Account
DOTD4/00960201CN

Note

Add?

09/08/2021
⚠ THIS REQUEST MUST BE APPROVED BY THE SPECIAL DUTY OFFICE. SUPERVISORS ARE NOT AUTHORIZED TO APPROVE THIS TYPE OF WORK CODE.
⚠ \$\$\$ Enter the correct detail code. HCP for HCP, OPA for OPA, OPA State for OPA at a State facility, or COVID for the New Britain/East Hartford Covid Jobs \$\$\$

[More details](#)

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

HCP Placeholder

+OPAPLC

OPA Placeholder

+OPASPLC

OPA-State Placeholder

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

GIVEBACKS

+^GIVEBACK

Giveback

+^<24GVBK

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

.HCPSpOff

HCP Split Off

.OPASpOff

OPA Split off

HCPSp.W

HCP Split worked

OPASp.W

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

HCP pay request (Approved)

*** ^SDOTHCP**

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

Cancel without pay

CANCELOPA

Cancel OPA with pay

CANCELHCP

Cancel HCP with pay

CANCELOSA

Cancel OSA (OPA state) with pay

Cancellations are added by special duty. Like the payment codes above, the cancellations that are green are pay codes.