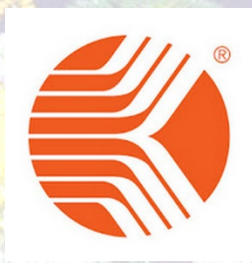


# **CONNECTICUT STATE POLICE**

**KRONOS TELESTAFF**



**JOB AID MANUAL**

**TROOPER**



# CONNECTICUT STATE POLICE

## Kronos Telestaff

### Trooper

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#### TELESTAFF JOB AIDS

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# Dashboard Overview

## Workforce TeleStaff™



The Dashboard provides real-time staffing information and quick links for users to easily access or view relevant information at a glance.

### Online Help

Select ? to access online help.

### Upcoming Schedule

Displays a list view of the user's scheduling activities such as working days, overtime, leave exceptions, and sign-ups.

**Calendar** – Displays a calendar view of scheduling activities for each user such as working days, overtime, leave exceptions, sign-ups, and special event work opportunities.

**My Info** – Contains the user's personnel information, including profile and assignment information.

**People** – A personnel list used to manage profiles, assignments, preferences and more.

**Reports** – Run reports for self, and based on configuration, users may have the ability to run reports for others.

**Bidding** – Create and maintain the production schedule for your organization.

### Name

Identifies user

### Sign Out

Link to log out of TeleStaff.



- Dashboard
- Calendar
- Monitor
- My Info
- People
- Reports
- Bidding

Edwards, Howard  
Sign Out

**My Info**

- [Update My Password](#)
- [View My Preferences](#)
- [View Personal History Report](#)
- [View Contact Log](#)

**Paybacks**

**Owes Me**

Since 07/24/2019

Darratz, Juan G.

74.00 hours for Exchange Off

**I Owe**

Since 07/24/2019

Alba, Jose

8.00 hours for Exchange Off

**Accruals Report**

07/24/2019

Turnn	0.00 hours
Planned	12.00 hours
Vested	12.00 hours
Sick	
Isken	24.00 hours
Planned	0.00 hours
Vested	16.00 hours
Comp Time	
Taken	40.00 hours

**Upcoming Schedule**

07/24/2019 - 08/07/2019

Date	Time	Duration	Event	Employee
Wednesday, July 24, 2019	07:00 - 15:00	8.0h	1st - 7 am	1/Unit 11/Employee #5
	07:00 - 15:00	8.0h	Vacancy	Extra Duty Special Event
Thursday, July 25, 2019	07:00 - 15:00	8.0h	1st - 7 am	Alba, Jose(EW)
	07:00 - 15:00	8.0h	Exchange Off	Alba, Jose(EW)
	07:00 - 15:00	8.0h	1st - 7 am	1/Unit 11/Employee #5
	07:00 - 15:00	8.0h	Pay Day	
Sunday, July 28, 2019				
Monday, July 29, 2019	07:00 - 15:00	8.0h	1st - 7 am	1/Unit 11/Employee #5
	07:00 - 15:00	8.0h	Vacation	
Tuesday, July 30, 2019	07:00 - 15:00	8.0h	1st - 7 am	1/Unit 11/Employee #5
Wednesday, July 31, 2019	07:00 - 15:00	8.0h	1st - 7 am	1/Unit 11/Employee #5
Thursday, August 01, 2019	07:00 - 15:00	8.0h	1st - 7 am	1/Unit 11/Employee #5
Friday, August 02, 2019	07:00 - 15:00	8.0h	1st - 7 am	1/Unit 11/Employee #5

**Requests**

07/24/2019 - 08/07/2019

- 0 Requests Approved
- 1 Requests Pending
- 1 Request Denied

[View Details](#)

[View My Personal Calendar](#)

**Featured Vacancies**

07/24/2019 - 08/07/2019

07/24/2019

Extra Duty Special Event

1/Unit 11/Parade/Lead

07/24/2019

Extra Duty Special Event

1/Unit 11/Parade/Employee #2

**My Info Section** - Quick links to frequently visited pages.

- [Update My Password](#) - Quick link to update password.
- [View My Preferences](#) - Quick link to your preferences.
- [View Personal History Report](#) - Provides total hours for each work code record.
- [View Contact Log](#) - Tracks all contact attempts.

**Paybacks**

Displays outstanding "who owes me" trade information.

**Featured Vacancies**

Available working opportunities within the Upcoming Schedule time frame.

**Requests Panel**

Lists the number of requests in approved, pending and denied status for the listed time frame. Click [View Details](#) for additional information regarding each work code and its status.

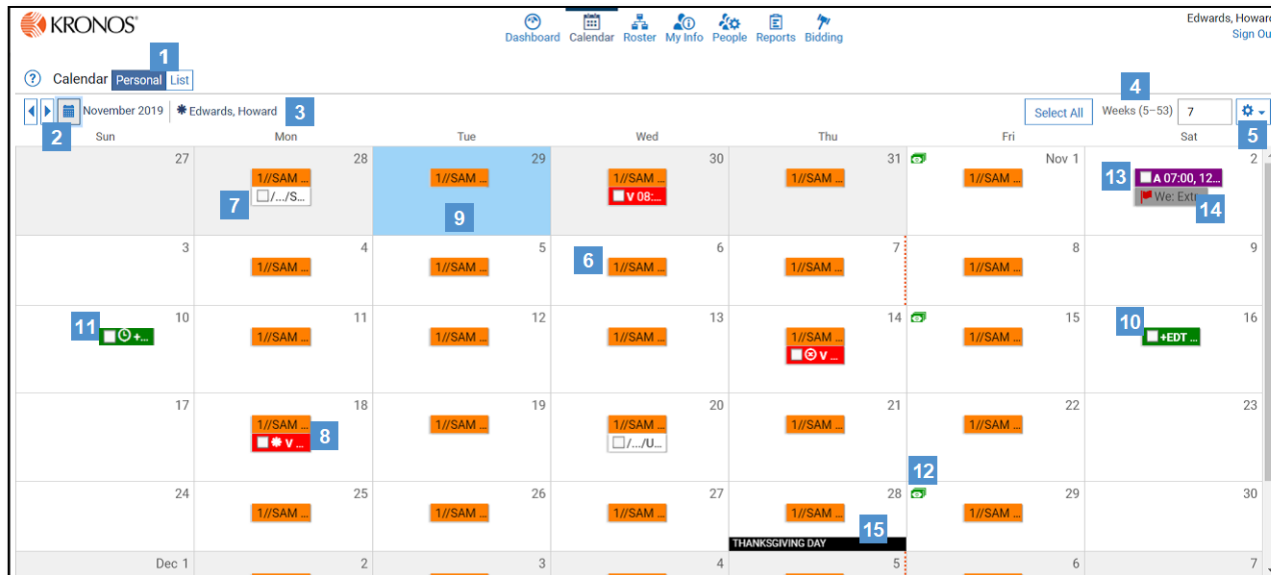


# Calendar Overview

## Workforce TeleStaff™



The Personal Calendar displays scheduling activity for each user such as scheduled working days, overtime, leave exceptions, sign-ups, and special event work opportunities. This job aid reviews calendar navigation, symbols, and details.



### 1 Calendar Function Links:

- **Personal** – Personal view of user calendar (displayed).
- **List** – Displays calendar items in a report format.

2 **Calendar Button** – Navigate to a past or future date on the calendar.

3 **Name** – The name of the user whose calendar is being viewed.

4 **Weeks (5-53)** – Controls the number of weeks within view and displays relevant information for the corresponding number of weeks, between 5 and 53 weeks.

### 5 Gear box:

- **Show Denied Codes** – Displays denied work codes on the calendar.
- **Show Suppressed Assignments** – Displays suppressed codes.

6 **Scheduled shift** – A pattern of colored boxes indicate permanent assignment. Shifts are displayed on the calendar by a time-span bar, which identifies when the shift is on or off and for how long. For example, a shift crossing midnight displays the time-span bar across two days.

7 **Finalized schedule date** – Represents regular pay status. The schedule has been approved for the date in question. Typically represents past dates.

8 **Leave exception** – Indicates an exception to the regular work schedule (in this case, time off) and is displayed below the scheduled shift box. Each exception has a unique abbreviation. A code pending approval is displayed with an \* (asterisk). Depending on configuration, the color can be unique or it may indicate the type of exception it represents (working vs. non-working).

9 **Current Date** – Blue highlighted calendar date represents today's date.

10 **Overtime exception** – Indicates an exception to the regular work schedule (in this case overtime) and is displayed below the scheduled shift box. Each code has a unique abbreviation. An exception code pending approval is displayed with an \* (asterisk). Depending on configuration, the color can be unique or it may indicate the type of exception it represents (working vs. non-working). Common practice is working exceptions are green.

11 **Clock icon** – Indicates the scheduled exception runs in a different time zone than the user's assigned shift.

12 **Currency icon** – Indicates pay day.

13 **Signup code** – Depending on configuration, some organizations allow the option to sign-up for potential working opportunities. Signup Codes are used to indicate the days and times that you are available for additional work and are listed in line with the scheduled shift times.

14 **Vacancy Flag** – Represents a vacancy (typically for special events) available for sign up for the logged in user.

15 **Special date** – Special days or holidays are listed on the bottom of the calendar day. This may or may not indicate a nonworking day.

**Left Click Calendar Date**  
 Add: Request time-off, time earned, or signup.  
 Approve: Access the Approve screen.  
 Reports: Access the Reports area.  
 Clear All: Clears all user selections.  
 Select Exceptions: Select all exceptions on the chosen day.

Add	Ctrl+A
Off Roster	Ctrl+Q
Approve	Ctrl+Shift+V
Roster	Ctrl+R
Picklist	Ctrl+L
Reports	Ctrl+P
Clear All	Ctrl+C
Select Exceptions	Ctrl+Shift+A



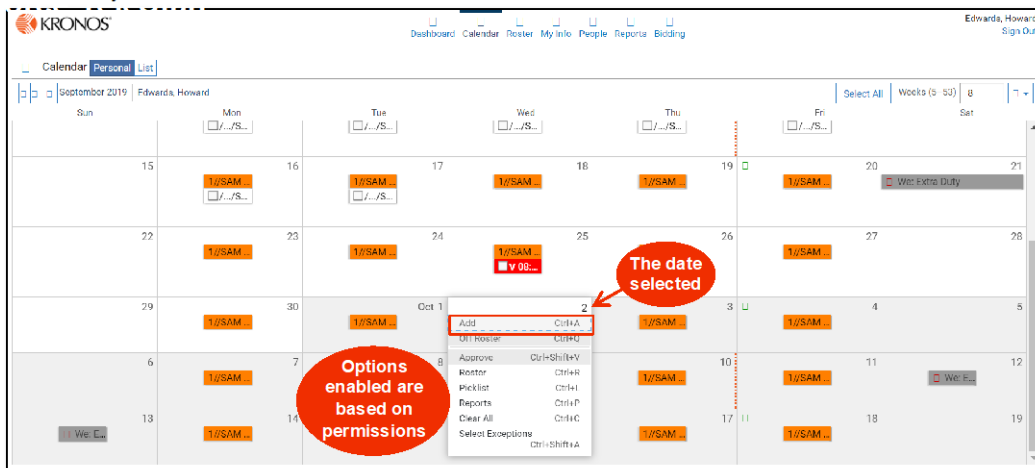
# Adding a Work Code

Workforce TeleStaff™



Work codes represent working, non-working, sign up and regular pay statuses. Add a work code to sign-up for more hours, request leave, request extra duty pay, or to initiate a trade.

- 1 From the calendar, click the calendar date box and select Add. Based on organizational requirements, different fields in the Add window may be enabled based on the work code selected.



- 2 The work code selected determines which fields are enabled in the Add window. The Add window below has most fields enabled. Typically, the add window will have fewer fields then displayed here. Make necessary adjustments to appropriate fields and select save to add the work code to the calendar.

**Work Code:** Dropdown menu of all work codes available for the user adding the code.

**Detail Code:** If enabled, this code may have an optional or required submenu or free text field.

**Account:** Allows for account information to be predefined or added to a work code, typically for payroll or reporting purposes.

**Date:** Indicates the date the issue pertains to (helpful when multiple dates are selected).

**Symbol:** Prompts visual indicators regarding issues and whether the issue may be bypassed by a user.

**More details:** links to the Roster and Event tabs.

The 'Add' window for user 'Edwards, Howard D.' contains the following fields: 'Work Code' (dropdown), 'Detail Code' (dropdown), 'From' (16:00), 'Through' (00:00), and 'Hours' (8). Below these is a 'Timespan Bar' showing a blue bar from 16:00 to 00:00 on 10/02. There is a 'Note' field and an 'Add?' checkbox. At the bottom, there are three issue messages: '\*Request within 48 hours - requires approval', '\*Detail code required', and '\*This code will need to be approved'. 'Cancel' and 'Save' buttons are at the bottom right.

**Name:** The name of the user for which the code is being added.

**From:** The start time of the work code selected.

**Through:** The end time of the work code selected.

**Hours:** The total duration of the work code selected.

**Timespan Bar:** The blue bar indicates the work code hours. A gray timespan indicates scheduled time.

**Note:** If enabled, provides a text field, typically used to further explain use of the code.

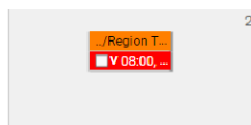
**Issues:** Indicate violations of policy. If the request is in violation the issue will either prevent the user from entering the code, convert the work code into a request, or allow the user to override the issue if they have the appropriate level of authority (see page 2).

- 3 If permitted, select the check box enabling the Save button. Select Save and the code is added to the calendar.



**Tip:** Based on configuration, a work code may require approval. An asterisk next to the work code abbreviation indicates the pending approval status.

Work codes pending approval are listed with an asterisk



Approved work codes are listed by abbreviation only



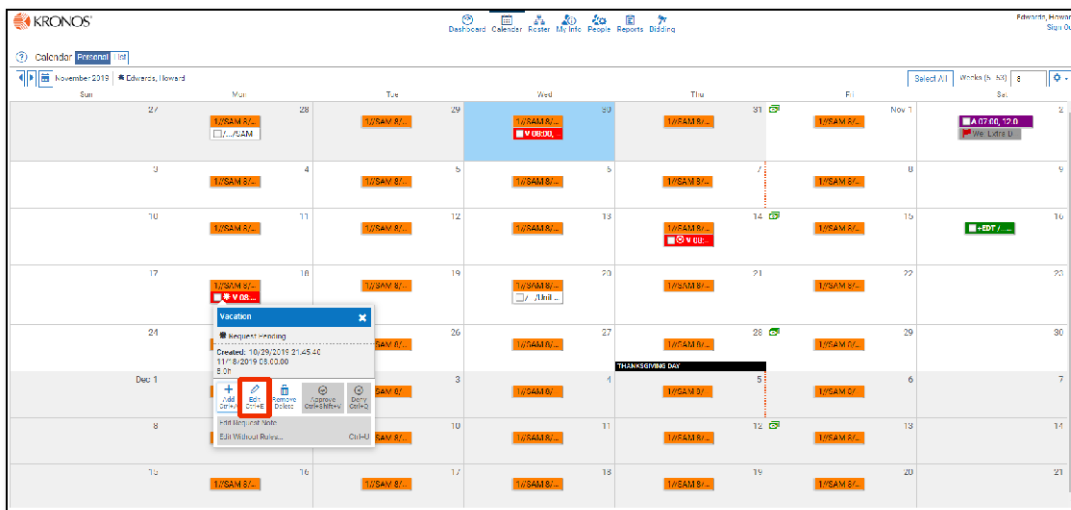
# Editing a Work Code

## Workforce TeleStaff™



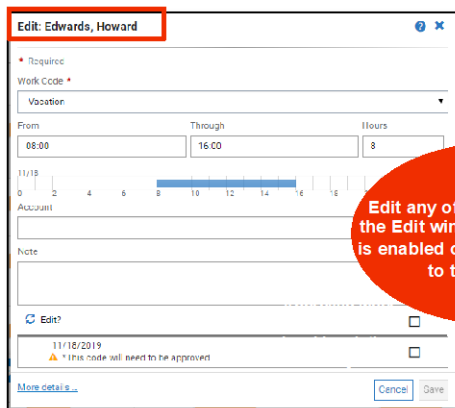
Users may modify available settings on a work code via the Edit button. Edit allows users to change settings enabled on the work code while following the work code rules. There are various types of edit capabilities. This job aid reviews the most commonly assigned end user edit capability: Edit Basic.

- 1 In order to modify a work code, click directly on the work code and select Edit. Editing capabilities are determined by user authority and by work code, so some codes may be edited and others may not.

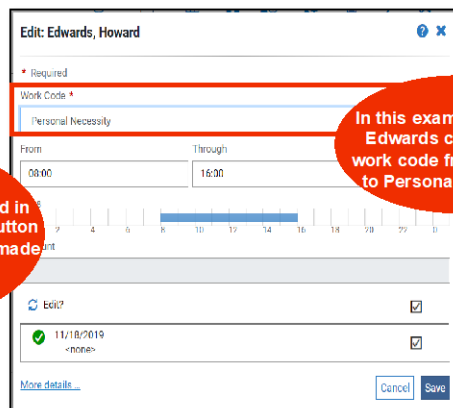


- 2 Adjust available fields may be enabled, such as; Work Code, From, Through and Hours. Editing a work code may trigger an issue, which allows the user to see if editing the selected work code violates a business rule or policy. If the edit is in violation of an issue, then depending on the strength of the users' system security level, the issue displayed will do one of the following:

- prevent the user from editing the code
- convert the work code into a request
- allow the user to override that issue

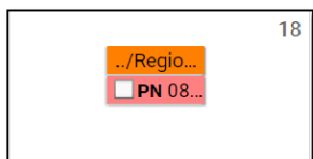


Edit any of the fields enabled in the Edit window. The Save button is enabled once a change is made to the work code.



In this example, Howard Edwards changed his work code from Vacation to Personal Necessity.

- 3 Select Save and the modified code is added to the calendar.



**Edit Permissions**  
Work codes may only be edited until changed by a supervisor. Requests may be modified by users until it is approved by the supervisor. After that, only a supervisor can edit it.



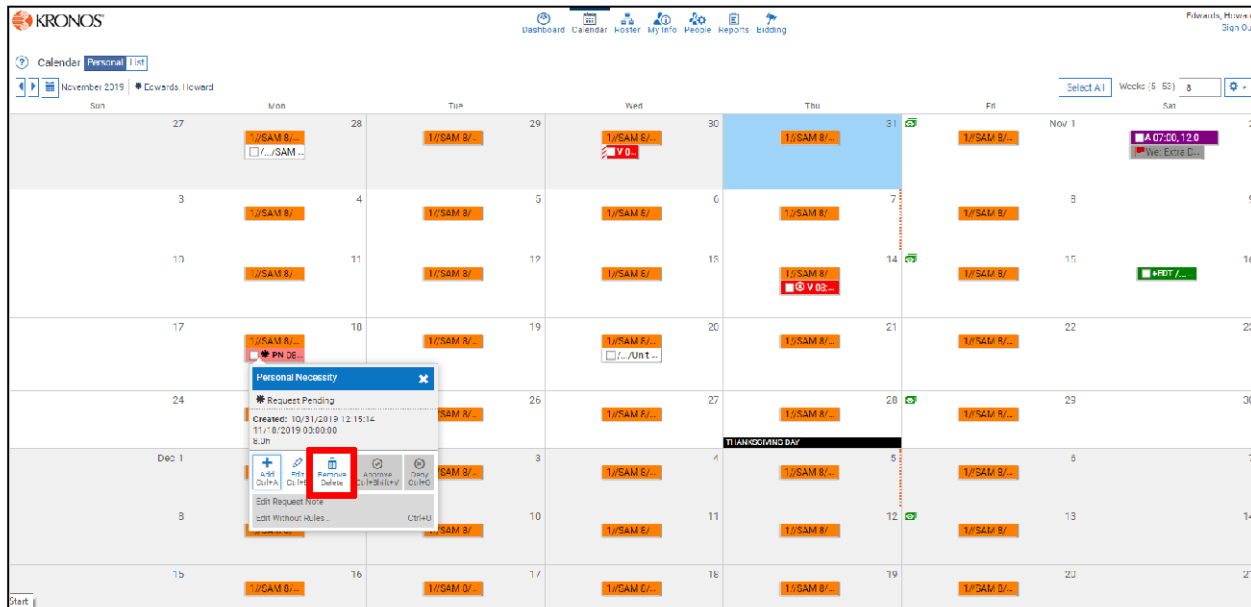
# Removing a Work Code

Workforce TeleStaff™

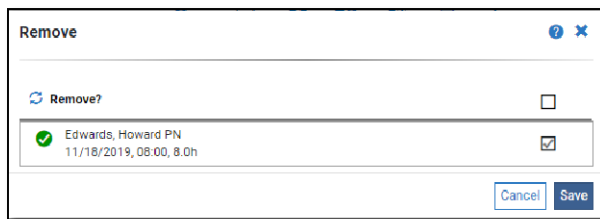


Work Codes may be removed from the Calendar at any time before a supervisor either approves, denies, or edits them.

- From the calendar, click the work code to enable the options menu and select Remove.



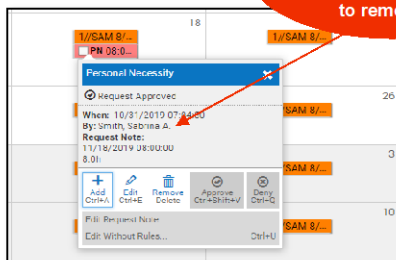
- Issues may be present in the Remove window. Issues can prevent a user from removing a work code or turn the work code into a request. If there are no issues, the work code may be removed. Click Save to confirm the removal.



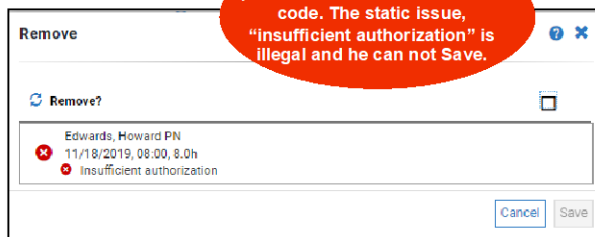
- The Personal Necessity work code is removed from the Calendar.



In this example, Sabrina Smith approved the work code request prior to Howard trying to remove it.



Howard does not have permission to remove the work code. The static issue, "insufficient authorization" is illegal and he can not Save.





## ENABLING THE CORRECT PREFERENCE FOR TROOP OVERTIME

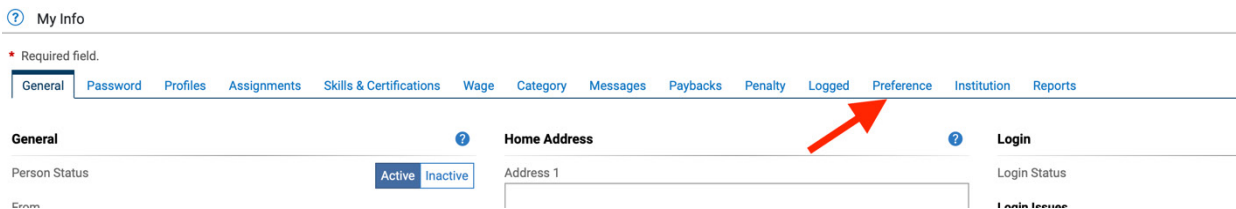
### TROOPERS AND SERGEANTS/MASTER SERGEANTS ASSIGNED TO TROOPS ONLY

To ensure that you have the correct preference enabled for receiving Troop overtime for your assigned Troop:

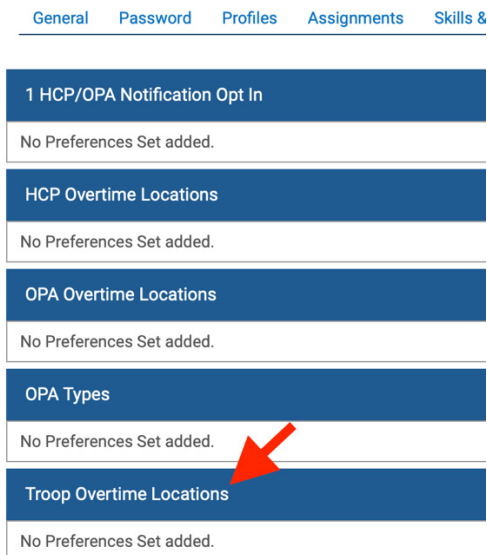
1. Navigate to the users “My Info” page



2. Click on “Preference”



3. Dispatchers will use the “Troop Overtime Locations” preference







4. Click “+Add Set” on the right-hand side of this row

5. Users can now specify the dates the preference is valid for. This step is not mandatory.

6. Click the “+” button to add the Troop Locations

7. Click in the Box and begin typing the Troop Location to which you are assigned

8. You can type % to get all the options in the drop down

9. **ONLY ADD THE TROOP YOU ARE CURRENTLY ASSIGNED TO. IF YOU TRANSFER YOU MUST UPDATE THIS PREFERENCE.**



## Signing up for Troop overtime and Putting your “x” in the box

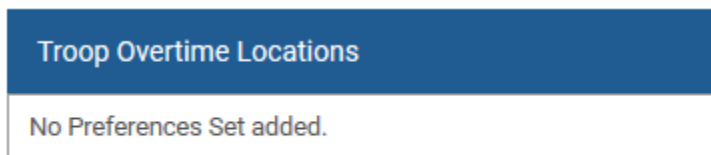
- 1) Log in to TeleStaff and navigate to My Info



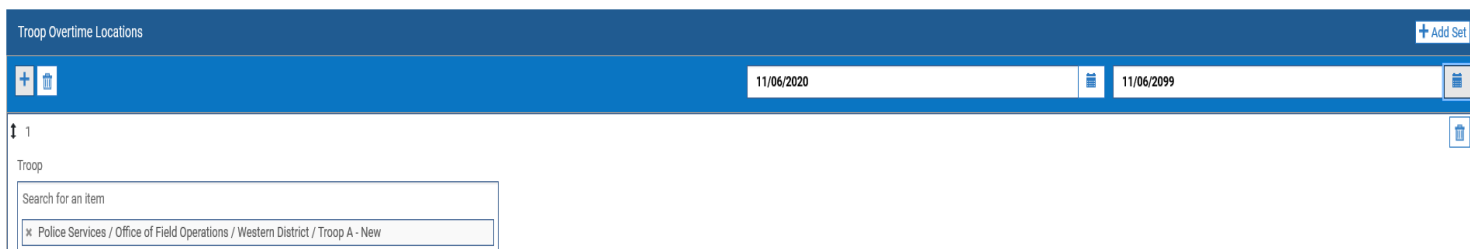
- 2) Select Preference from the tabs across the top



- 3) Scroll to the bottom where you will see Troop Overtime Locations



- 4) Select Add Set on the right side of the pane and then select the ‘+’ button. This will enable a search box. Type in your assigned Troop and select it. 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.



- 5) Select Save in the top right when finished.

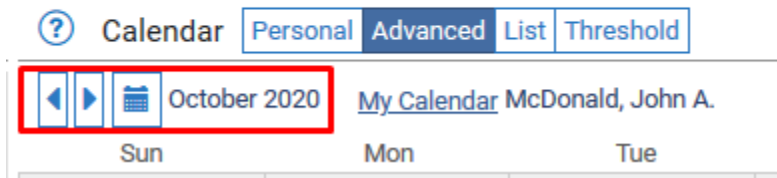
### **6) IF YOU WANT TO WORK TROOP OT YOU MUST ADD YOUR HOME TROOP.**

## Selecting the days you want to volunteer for Troop OT

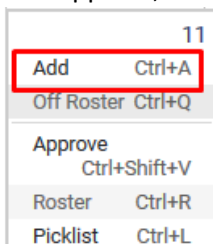
- 1) Navigate to the calendar across the top.



- 2) Use the date selector to navigate to the desired month.



- 3) 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.



- 4) Select Signup Troop Full Day. No other changes are necessary. Select Save.

\* Required field.

Work Code \*

Signup Troop Full Day

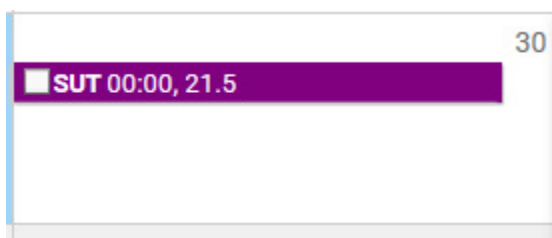
From 00:00 Through 22:00 Hours 22

10/30 10/31

Account

Note

- 5) The signup now appears on the calendar. Repeat as desired.





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

- 1) Log in to TeleStaff and navigate to My Info



- 2) Select Preference from the tabs across the top

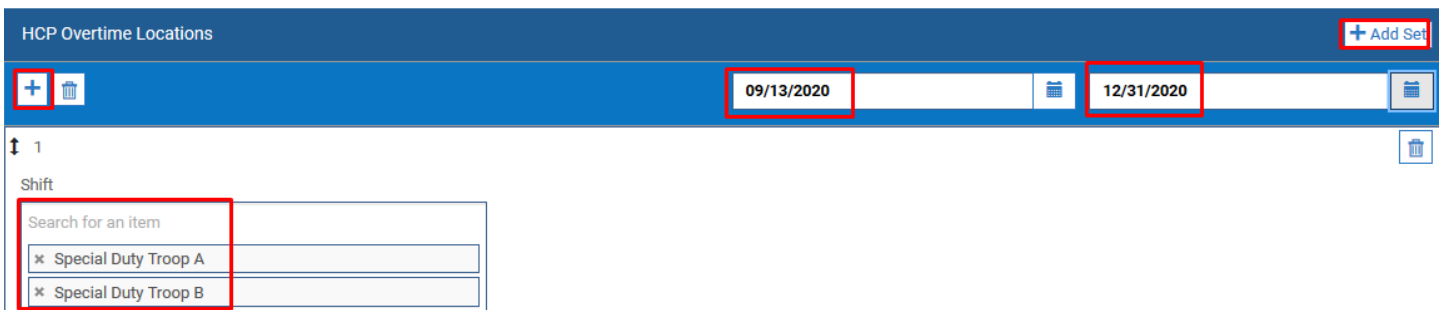


- 3) There are four options on this tab that pertain to HCP/OPA overtime

- 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.



- 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.



- 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

↑ 1

Shift

Search for an item

- \* Special Duty Troop D
- \* 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 Set

+

↑ 1

Specialty

Search for an item

- \* OPA DSS
- \* OPA ESCORT

- e. Select Save in the top right when finished.

**4) IF YOU WANT TO WORK HCP YOU MUST ADD ALL THE HCP LOCATIONS YOU WANT TO WORK. IF YOU WANT TO WORK OPA YOU MUST ENTER THE OPA LOCATIONS AND TYPES.**

- 5) To opt-in to the "Not Fill's" notification, add the "Special Duty" option under the HCP/OPA Notification Opt In section.

1 HCP/OPA Notification Opt In

+

↑ 1 Special Duty

Troop

Limited to 1 item

- \* Police Services / Office of Field Operations / Special Duty / Special Duty



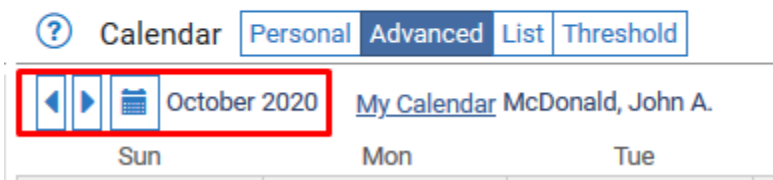
## Selecting the days you want to volunteer for special duty

(putting your “x” in the box)

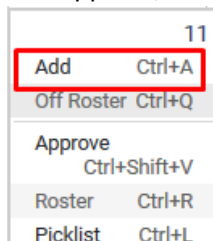
- 1) Navigate to the calendar across the top.



- 2) Use the date selector to navigate to the desired month.



- 3) Select which days to sign up 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.



- 4) There are three options for each day: Signup HCP/OPA AM, Signup HCP/OPA PM, and Signup HCP/OPA Full Day. Select one of those options from the menu. No other changes are necessary. Select Save.

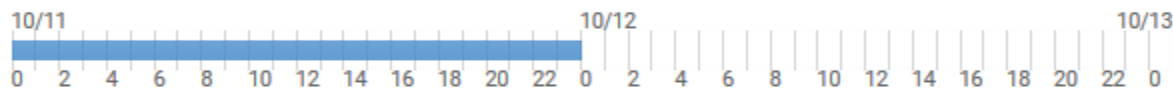


\* Required field.

Work Code \*

Signup HCP/OPA Full Day

From	Through	Hours
00:00	00:00	24



Account

Note

Add?

<input checked="" type="checkbox"/>	10/11/2020 <none>	<input checked="" type="checkbox"/>
-------------------------------------	----------------------	-------------------------------------

[More details ...](#)

5) The signup now appears on the calendar. Repeat as desired.

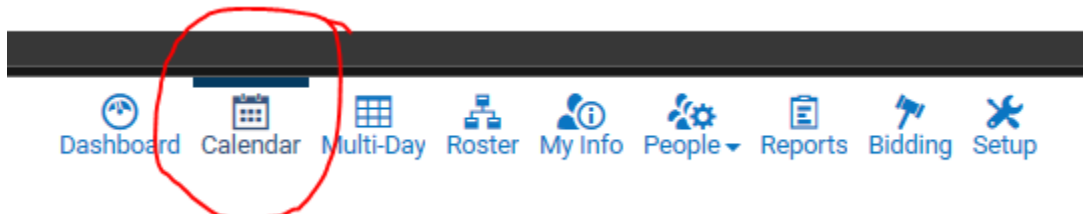
11

SUS 00:00, 23.5

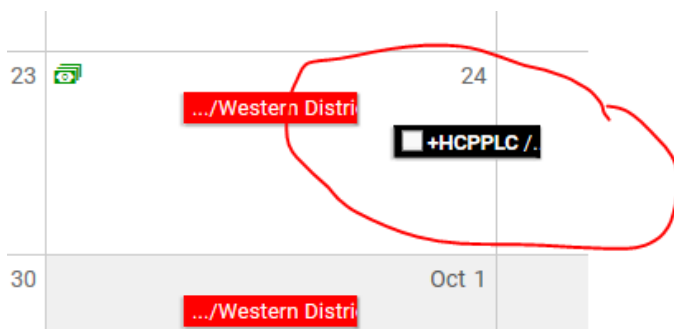


## Entering and Submitting Worked Special Duty Overtime

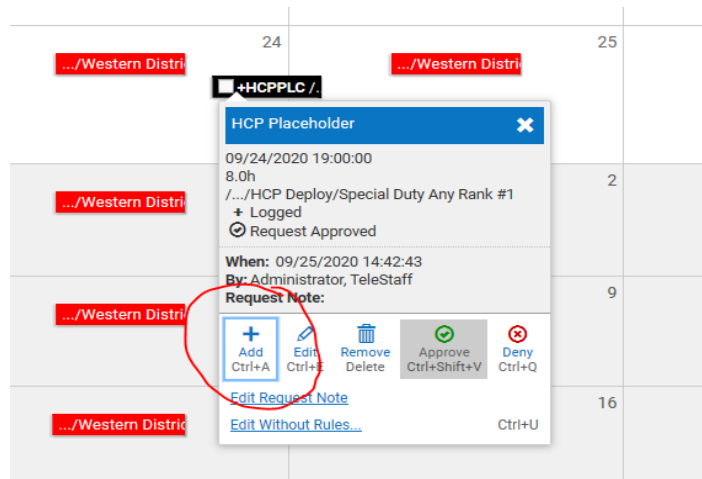
- 1) The Special Duty Office will assign HCP/OPA. Troops can assign last minute “Local Deploys” such as pole jobs, etc. When you are assigned a job you will be notified automatically in the manner that you have configured your contact preferences.
- 2) Once you have been assigned a Job (HCP/OPA) you can “locate” that job in Telestaff as follows:
  - a. Log into Telestaff
  - b. Go to your Calendar by clicking the link at the top of the screen



- c. Once on your Calendar you will see the HCP/OPA Placeholder icon on the day that you have been assigned the Job. This will be a black bar that is defaulted to an 8 hour block that starts at the time that you are required to appear at the Job location. **THIS DOES NOT MEAN THAT THE JOB WILL BE AN 8 HOUR JOB – THIS IS ONLY A PLACEHOLDER IN THE SYSTEM**



- 3) Once you have worked the job:
  - a. Enter the hours that you worked in Telestaff.
    - i. Click on the HCP/OPA placeholder (the black bar)
    - ii. Select Add







iii. Select the Work Code “HCP/OPA Overtime Pay”

The screenshot shows a form titled "Add: Barbero, Jared". It includes a "Work Code" dropdown menu with "HCP/OPA Overtime Pay" selected. Below it is a "Detail Code" dropdown menu. The "From" field is set to "00:00", the "Through" field is set to "00:00", and the "Hours" field is set to "24". A calendar view shows the date "09/24" selected. The "Account" field contains "0246-dot00630703cn-0920". There is a "Note" field. At the bottom, there are "Add?", "Cancel", and "Save" buttons, along with a "More details..." link.

iv. Enter the Detail code for the type of assignment that you worked (HCP/OPA/OPA State Facility)

The screenshot shows the "Detail Code" dropdown menu open. The options are: "<none>", "HCP - HCP", "OPA - OPA", and "OSA - OPA State". The "OSA - OPA State" option is highlighted in blue.

v. Enter the start time in the “From” section using 24-hour time and the total number of hours approved by the Timekeeper in the “Hours” section. Telestaff will automatically calculate the “Through” section.

The screenshot shows the "From", "Through", and "Hours" fields. The "From" field is set to "19:00", the "Through" field is set to "09/25/2020 05:00", and the "Hours" field is set to "10". Below the fields is a calendar view showing the date "09/24" selected. The "Account" field is empty.



- vi. The “Account” section should automatically appear. This is the job number. Add any narrative comments in the “Note” section.

Account

0246-dot00630703cn-0920

Note

Enter Narrative here if required

- vii. Acknowledge the warning at the bottom by checking the box, and hit Save. This will submit your HCP/OPA Job Hours in Telestaff

Add?
   
 09/24/2020
   
 Select HCP from the Detail Code dropdown
   
[More details ...](#)

## **YOU MUST STILL SUBMIT A SIGNED HCP REPORT TO THE SPECIAL DUTY OFFICE**

- A. At the completion of the HCP/OPA job, you must have the company Timekeeper sign off the new HCP/OPA Report DPS-693-c or the HCP/OPA Report Mobile DPS-693-c-1. Both forms are located on the DESPP- Kronos Intranet Page. There are a variety of ways that this can be completed:
  - i. Both you and the Company Timekeeper can sign a paper form. Bring 2 copies of the form, sign both, and then provide the Timekeeper with a copy.
  - ii. Download the form to your mobile device via your email and then use the Adobe Fill and Sign App to electronically sign the form. You can then email yourself, the Timekeeper, and Special Duty a copy of the form (see next step).
  - iii. Scan (at your office copier) or photograph any paper reports to submit electronically. Reports completed electronically with Adobe Fill and Sign can be emailed directly to Special Duty.
  - iv. **IT IS NO LONGER NECESSARY TO HAVE A SUPERVISOR SIGN THE HCP/OPA REPORT.**
  - v. **ALL REPORTS MUST BE SUBMITTED VIA EMAIL TO THE SPECIAL DUTY OFFICE VIA EMAIL AT [HCPOPA.OTREPORT@CT.GOV](mailto:HCPOPA.OTREPORT@CT.GOV) NO LATER THAN YOUR NEXT WORKING DAY.**

ONCE YOU HAVE ENTERED YOUR HOURS IN TELESTAFF AND EMAILED YOUR HCP/OPA REPORT TO SPECIAL DUTY AT [HCPOPA.OTREPORT@CT.GOV](mailto:HCPOPA.OTREPORT@CT.GOV) YOU ARE DONE AND YOUR HCP/OPA HOURS HAVE BEEN SUBMITTED



## Submitting a Shift Bid

1) Navigate to Bidding across the top of the screen.



2) You will see the bid under the Bidding section once your Troop XO enables you as an active bidder and opens the bid. Bids are entered by placing a value as to their preference. You must enter a preference for each option. Click Save in the bottom right when complete.

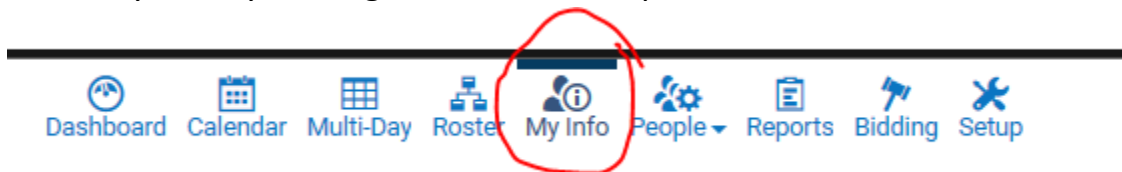
Troop C Shifts 6 items	
<a href="#">Days</a>	<input type="text" value="2"/>
<a href="#">Eves</a>	<input type="text" value="3"/>
<a href="#">Mids</a>	<input type="text" value="4"/>
<a href="#">Days/Eves</a>	<input type="text" value="Enter Bid"/>
<a href="#">Eves/Days</a>	<input type="text" value="Enter Bid"/>
<a href="#">No Change</a>	<input type="text" value="1"/>

3) When bidding is complete, the next phase is the Win phase. Due to the nature of the bidding process this is being done manually by the Troop XO. When this is complete and finalized you can check you schedule on your calendar for the next cycle, or check the 56 day report that the Troop XO's will post.



## Updating Your Contact Information

- 1) To update your contact information in Telestaff do the Following:
  - a. Log into Telestaff
  - b. Go to My Info by clicking the link at the top of the screen



- c. Scroll to the bottom left of the Information screen where you will see Contact Methods

First \*

Middle Initial

Last \*

**Contact Methods** ?

1st Contact - Type ▶

2nd Contact - Type ▶

3rd Contact - Type ▶

4th Contact - Type ▶

Override On Duty Phones

- d. Enter up to 4 contact methods. First choose the Type

1st Contact - Type ▼

- Phone
- Email**
- Home Phone
- Office Phone
- Mobile



- e. Then enter the number and/or email for the type(s) you have chosen
- f. If you want the system to text you at a particular number, you must enter the country code (e.g. +1) and select the sms check box

**Contact Methods**

1st Contact - Mobile ▶

  
 SMS

- g. Select Save in the upper right hand corner

[Sign Out](#)  
[Police Services](#) ▼

[Return to List](#)

- h. If you have selected the sms option, you will see Verify appear under the number. Select Verify and Telestaff will send you a text message to verify that this is an active number

**Contact Methods**



1st Contact - Mobile ▶

Not Verified.

 SMS 

- i. Save after any changes that you make.
- j. Your information is not updated in Telestaff which will contact you in the order that you have indicated. Please note that while you may enter up to 4 contact methods, you are not required to do so. You must enter at least one contact method, however.



This job aid will explain the work code abbreviations an employee may see on his/her personal calendar.

<b>Name</b>	<b>Abbreviation</b>	<b>Type</b>
Administrative Suspension 29	<b>ASUS</b>	Working
Bid Leave 50	<b>BIDLV</b>	Signup
Canceled Special Duty With Pay 51	<b>CANCEL</b>	Working
Canceled Special Duty Without Pay 52	<b>CANCELWOP</b>	Working
Comp Earned 97	<b>CE</b>	Working
Comp Used 18	<b>CU</b>	Non Working
Day off Owed for Transfer 114	<b>DOWT</b>	Non Working
DB On-Call 115	<b>DBONCALL</b>	Working
Dignitary Escort/Detail 26	<b>DE</b>	Working
DOC Refusal Penalty - M 112	<b>DRFPEN</b>	Working
Extended Shift Overtime Comp 86	<b>ESOVTC</b>	Working
Extended Shift Overtime Pay 24	<b>ESOVT</b>	Working
Flex Shift Adjust 116	<b>ADJ</b>	Working
Full Suspension 39	<b>FSUS</b>	Non Working
HCP Placeholder 21	<b>HCPPLC</b>	Working
HCP Shift Conflict 47	<b>HCPSC</b>	Working
HCP Trade Off 106	<b>HCPTOff</b>	Non Working
HCP Trade Worked 107	<b>HCPT.W</b>	Working
Holiday Comp Earned 91	<b>HCE</b>	Working
Holiday Comp Used 3/4 Shift 64	<b>HCU.75</b>	Non Working
Holiday Comp Used 3/4 Shift 9.25hr Front 105	<b>HCU.75Fx</b>	Non Working
Holiday Comp Used 3/4 Shift 9.25hrs 82	<b>HCU.75x</b>	Non Working
Holiday Comp Used 3/4 Shift 9.25hrs Back 104	<b>HCU.75Bx</b>	Non Working
Holiday Comp Used 3/4 Shift Back 103	<b>HCU.75B</b>	Non Working
Holiday Comp Used 3/4 Shift Front 102	<b>HCU.75F</b>	Non Working
Holiday Comp Used Full Shift 41	<b>HCU</b>	Non Working
Holiday Comp Used Full Shift 9.25hrs 83	<b>HCUx</b>	Non Working
Holiday Comp Used Half Shift 62	<b>HCU.5</b>	Non Working
Holiday Comp Used Half Shift 9.25hrs 84	<b>HCU.5x</b>	Non Working
Holiday Comp Used Half Shift Back 101	<b>HCU.5B</b>	Non Working
Holiday Comp Used Half Shift Front 100	<b>HCU.5F</b>	Non Working
Holiday Comp Used Quarter Shift 63	<b>HCU.25</b>	Non Working
Holiday Comp Used Quarter Shift 9.25hrs 85	<b>HCU.25x</b>	Non Working
Holiday Comp Used Quarter Shift Back 99	<b>HCU.25B</b>	Non Working
Holiday Comp Used Quarter Shift Front 98	<b>HCU.25F</b>	Non Working



Holiday On a Holiday 43	<b>HOL</b>	Non Working
Holiday on Day Off Earned 42	<b>HXCE</b>	Non Working
Holiday Worked 28	<b>HWCE</b>	Working
Holiday Worked With Pay 53	<b>HWPY</b>	Working
Involuntary Troop Overtime Comp 87	<b>IOVTC</b>	Working
Involuntary Troop Overtime Pay 23	<b>IOVT</b>	Working
Jury Duty 9	<b>JD</b>	Non Working
Light Duty 27	<b>LD</b>	Working
LV Block 68	<b>LVB</b>	Non Working
LV Intermittent 69	<b>LVI</b>	Non Working
Military Leave - Active Duty 11	<b>MIL-AD</b>	Non Working
Military Leave - Active Duty Earned 94	<b>MLADE</b>	Working
Military Leave - Drills 92	<b>MIL-D</b>	Non Working
Military Leave - Drills Earned 95	<b>MLDE</b>	Working
Military Leave - Training 93	<b>MIL-T</b>	Non Working
Military Leave - Training Earned 96	<b>MLTE</b>	Working
Move RDL Off 49	<b>RDLOff</b>	Non Working
Move RDL On 48	<b>RDLOn</b>	Working
OPA Placeholder 20	<b>OPAPLC</b>	Working
OPA Trade Off 108	<b>OPATOff</b>	Non Working
OPA Trade Worked 109	<b>OPAT.W</b>	Working
Overtime - Comp 1.0x 54	<b>OVT.C1.0</b>	Working
Overtime - Comp 1.5x 31	<b>OVT.C1.5</b>	Working
Overtime - Dispatch 30	<b>OVT.D</b>	Working
Overtime - Pay 1.5x 90	<b>OVT.P1.5</b>	Working
Penalty - Overtime 55	<b>POT</b>	Working
Penalty - Special Duty 8	<b>PSD</b>	Working
Personal Leave 3/4 Shift 61	<b>PL.75</b>	Non Working
Personal Leave 3/4 Shift 9.25hrs 81	<b>PL.75x</b>	Non Working
Personal Leave Earned 88	<b>PLE</b>	Working
Personal Leave Full Shift 38	<b>PL</b>	Non Working
Personal Leave Full Shift 9.25hrs 80	<b>PLx</b>	Non Working
Personal Leave Half Shift 59	<b>PL.5</b>	Non Working
Personal Leave Half Shift 9.25hrs 79	<b>PL.5x</b>	Non Working
Personal Leave Quarter Shift 60	<b>PL.25</b>	Non Working
Personal Leave Quarter Shift 9.25hrs 78	<b>PL.25x</b>	Non Working
Regular 1	<b>REG</b>	Regular Duty
Sick Earned 16	<b>SE</b>	Working
Sick Leave 3/4 Shift 67	<b>SL.75</b>	Non Working



Sick Leave 3/4 Shift 9.25hrs 74	<b>SL.75x</b>	Non Working
Sick Leave Full Shift 7	<b>SL</b>	Non Working
Sick Leave Full Shift 9.25hrs 75	<b>SLx</b>	Non Working
Sick Leave Half Shift 65	<b>SL.5</b>	Non Working
Sick Leave Half Shift 9.25hrs 76	<b>SL.5x</b>	Non Working
Sick Leave Quarter Shift 66	<b>SL.25</b>	Non Working
Sick Leave Quarter Shift 9.25hrs 77	<b>SL.25x</b>	Non Working
Signup Special Duty AM 36	<b>SUSAM</b>	Signup
Signup Special Duty Full Day 35	<b>SUS</b>	Signup
Signup Special Duty PM 37	<b>SUSPM</b>	Signup
Signup Troop Full Day 6	<b>SUT</b>	Signup
Special Assignment 25	<b>SA</b>	Working
Swap Off 4	<b>SWAPOFF</b>	Non Working
Swap Off Same Day 117	<b>SWAPOFFSD</b>	Non Working
Swap Worked 3	<b>REG.SWAPW</b>	Working
Training 22	<b>TRN</b>	Working
Travel 46	<b>TA</b>	Non Working
Troop Overtime Comp 89	<b>OVTC</b>	Working
Troop Overtime Pay 2	<b>OVT</b>	Working
Unauthorized Leave 44	<b>UAL</b>	Non Working
Union Business Leave 45	<b>UBL</b>	Non Working
Vacation 3/4 Shift 58	<b>VAC.75</b>	Non Working
Vacation 3/4 Shift 9.25hrs 70	<b>VAC.75x</b>	Non Working
Vacation Earned 13	<b>VE</b>	Working
Vacation Full Shift 5	<b>VAC</b>	Non Working
Vacation Full Shift 9.25hrs 72	<b>VACx</b>	Non Working
Vacation Half Shift 56	<b>VAC.5</b>	Non Working
Vacation Half Shift 9.25hrs 71	<b>VAC.5x</b>	Non Working
Vacation Quarter Shift 57	<b>VAC.25</b>	Non Working
Vacation Quarter Shift 9.25hrs 73	<b>VAC.25x</b>	Non Working
Workmans Comp 40	<b>WC</b>	Non Working