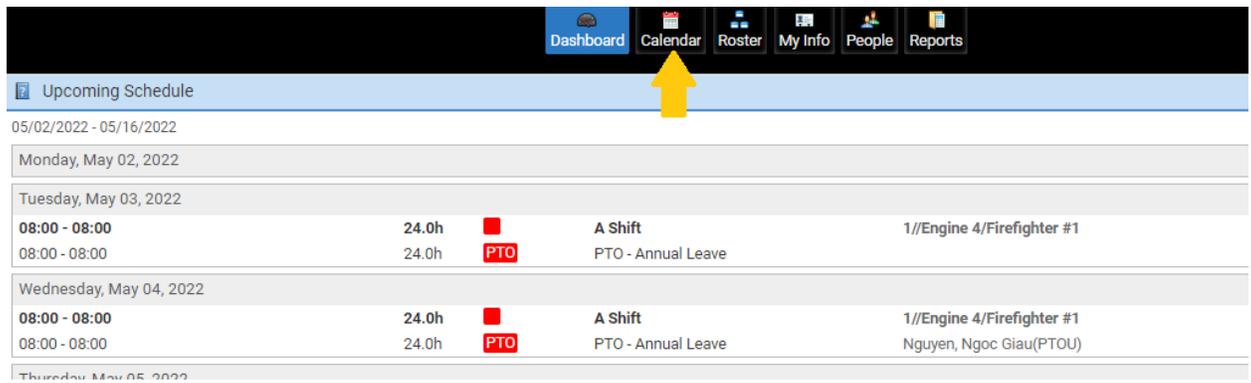
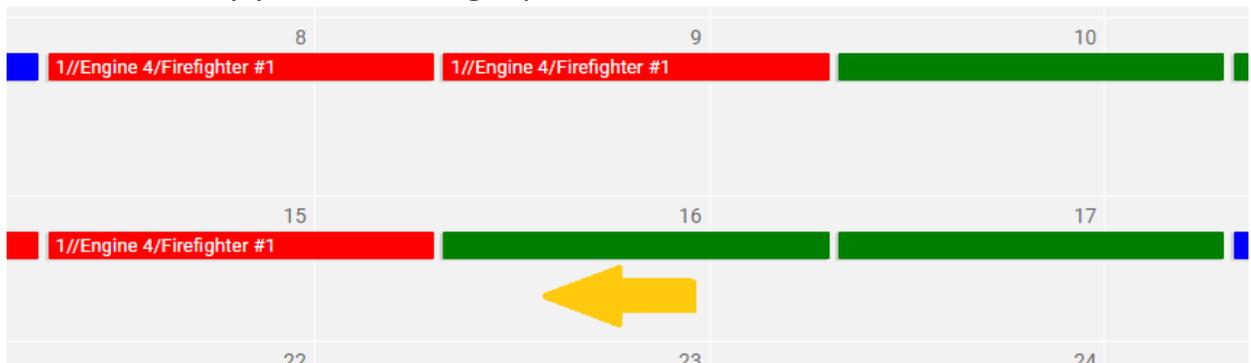


HOW TO SIGNUP FOR OVERTIME

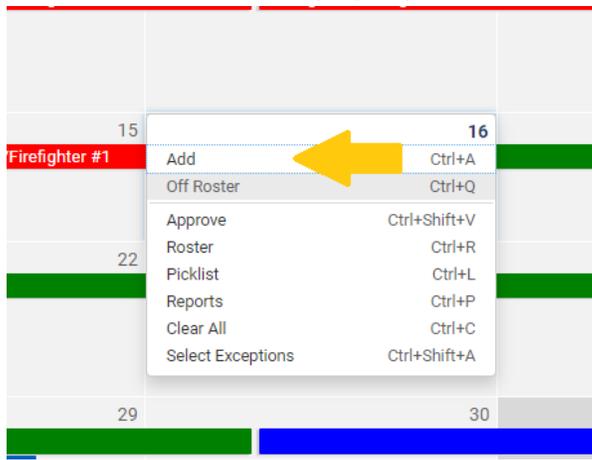
1. Log on to Telestaff on desktop or cellphone
2. Go to Calendar view



3. Click on the day you want to signup on



4. Click on "Add" from pop-up menu



5. Select desired signup time frame

- a. *Overtime signup- Full 24- Eligible to work a 24 hour shift or any short
- b. *Overtime signup- Partial <24- Only eligible to work a partial shift

* Required

Work Code *

<none>

<none>

*Overtime Signup - Full 24

*Overtime Signup - Partial <24

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

Account

Add?

06/16/2022

[More details ...](#) Cancel Save

6. If signing up for Partial, Adjust times for desired interval

* Required

Work Code *

*Overtime Signup - Partial <24

From Through Hours

08:00 20:00 12

06/16 06/17 06/18

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

Account

Add?

06/16/2022 <none>

[More details ...](#) Cancel Save

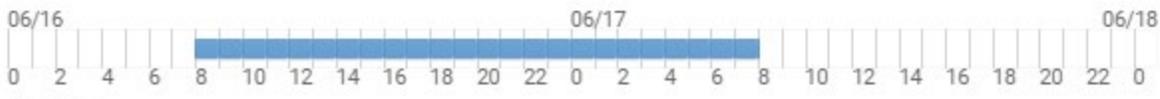
7. Click "save"

* Required

Work Code *

*Overtime Signup - Full 24

From 08:00 Through 08:00 Hours 24



Account

Add?		
<input checked="" type="checkbox"/>		
<input checked="" type="checkbox"/>	06/16/2022 <none>	

[More details ...](#) 

8. Confirm the correct purple work code appears on your calendar

