HOW TO SIGNUP FOR OVERTIME

1. Log on to Telestaff on desktop or cellphone

2. Go to Calendar view

		e Dash	board Calenda	r Roster	HI My Info	st. People	Reports
Upcoming Schedule							
05/02/2022 - 05/16/2022							
Monday, May 02, 2022							
Tuesday, May 03, 2022							
08:00 - 08:00	24.0h		A Shift				1//Engine 4/Firefighter #1
08:00 - 08:00	24.0h	РТО	PTO - Annual L	eave			
Wednesday, May 04, 2022							
08:00 - 08:00	24.0h		A Shift				1//Engine 4/Firefighter #1
08:00 - 08:00	24.0h	РТО	PTO - Annual L	eave			Nguyen, Ngoc Giau(PTOU)
Thursday May 05, 2022							

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

<none></none>					~
<none> *Overtime Signup - Full 24 *Overtime Signup - Partial <2</none>	4			<	
2 4 6 count	8 10 12	14 16	18	20 22	0.
.dd?					
06/16/2022					
ara dataile				0 1	0

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

*Overtime Signup - Part	tial <24	*
From	Through	Hours
08:00	20:00	12
2 4 6 9 1	2 14 16 18 20 22 0 2 4 8	10 12 14 16 18 20 22 0
Account		
Account Add?		∡

7. Click "save"

* Required Work Code *

*Overtime Signup - Full 24		~
From	Through	Hours
08:00	08:00	24
06/16 0 2 4 6 8 10 12 14 Account	06/17 16 18 20 22 0 2 4 6	06/18 8 10 12 14 16 18 20 22 0
Add?		
<pre>06/16/2022</pre>		
O6/16/2022 <none></none>		Save

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

4/Firefighter #1	1//Engine 4/Firefighter #1	
15	16	
4/Firefighter #1		
	OTSU24 08:00, 24.0	
00	00	
ZZ	23	
20	30	