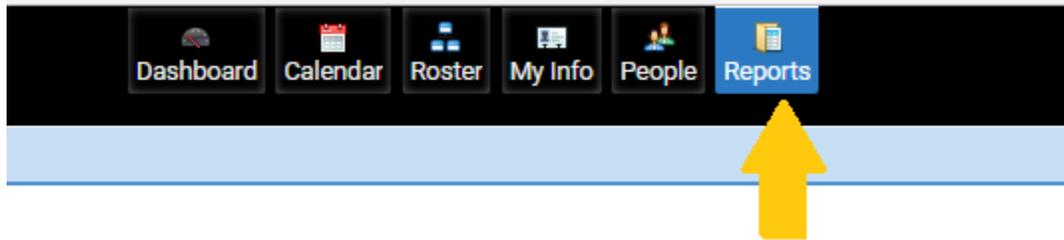
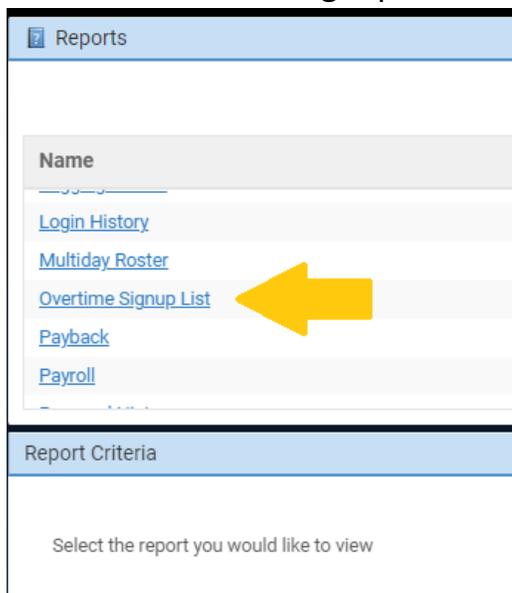


# HOW TO VIEW OT CALLING LIST

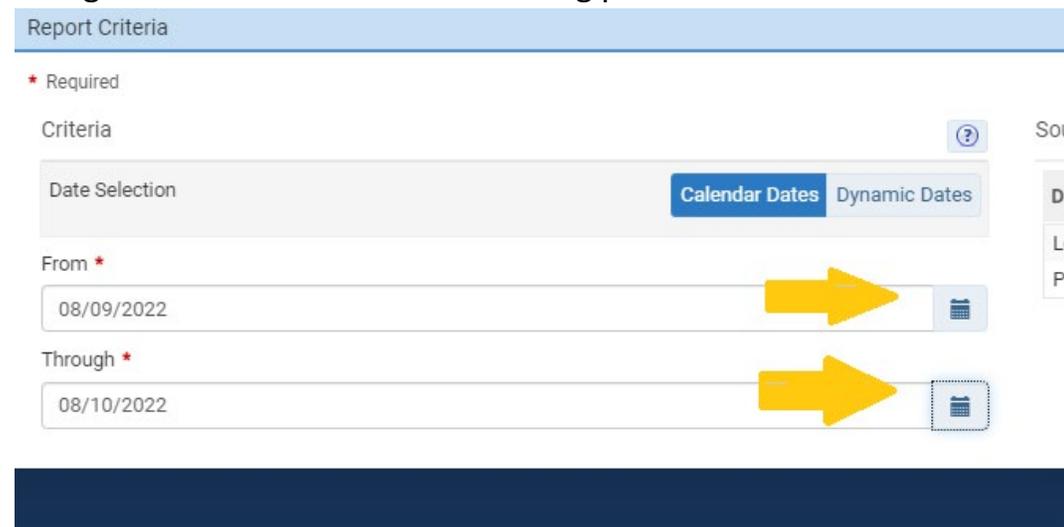
1. Click on "Reports" at top of Telestaff screen



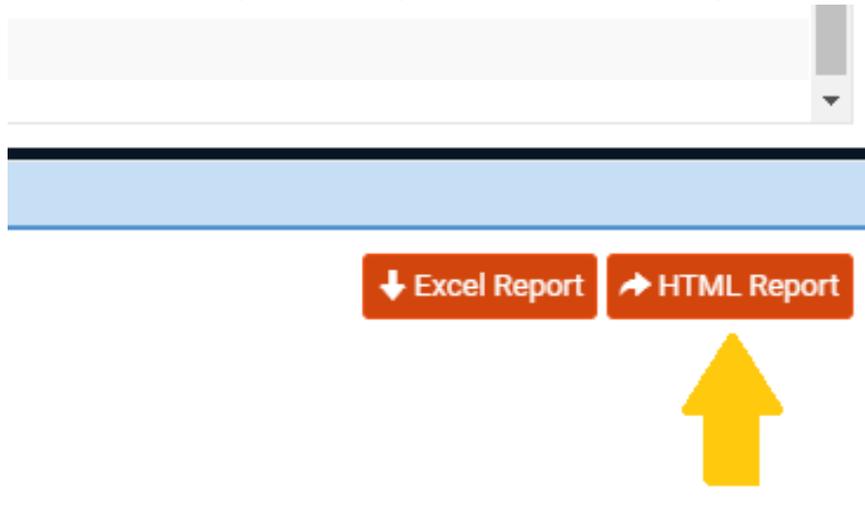
2. Click on "Overtime signup list" from the scroll-through menu



3. Change the dates to the desired calling period



4. Click “HTML Report”. A separate window will open with the report



5. The Report will look like this:

memo park fire  
Overtime Sign Up List  
For Dates: 2022-08-09 & 2022-08-10

EmpID	Name	Contact Number	Speciality		Sign Up Code		Sign Up Code	Logged Hours	Opportunity #
M174	Kaufman, Paul	*917075911222	PM/S/HR/ED	Aug 9, 2022	OTSU24	Aug 10, 2022	OTSU24	9.5	
M173	Magnan, Dave	*914085159571	PM/S/U/HR/ED/UAS	Aug 9, 2022		Aug 10, 2022	OTSU24	23	
M182	Brandt, Tyler	*(415)233-3260	PM/S/ED	Aug 9, 2022	OTSU24	Aug 10, 2022	OTSUP<24	54	
M096	Hunt, Jane O.	*914155951706	S/U/HR	Aug 9, 2022	OTSU24	Aug 10, 2022		261	
M136	Lai, Chung G.	*(408)242-6494	S/AC/HR	Aug 9, 2022	OTSU24	Aug 10, 2022	OTSU24	289	

**KEY:**

- EmpID: Badge Number
- First blank: Day 1 of calling period
- Second blank: Day 2 of calling period
- Sign Up Code: OTSU24 for full 24 hour signup, OTSUP<24 for partial signup
- Logged Hours: Current hours total from OT list
- Opportunity #: Currently not used