



Oakland County Sheriff's Office Technology, Information & Innovation *** IMPORTANT ***

HIRED FOR OVERTIME WHILE TAKING REGULAR SHIFT OFF ON SAME DAY

Information: When you are hired for an overtime position for a future date and you want to take your regular shift off on the same day, please enter your leave from the ROSTER of your regular assignment. The process is the same as entering a leave request from the calendar, but you will click on the P-Code on your regular assignment's roster, then click ADD on the menu that appears. Finish filling out the form as you usually do.

You can use this method to request any day off at any time, but please remember to do it this way SPECIFICALLY when hired for OT somewhere else on the SAME DAY you are requesting your regular shift off.

The screenshot shows a web application interface for a roster. At the top, there is a date selector for '03/20/2019' and a user profile for 'CSMD'. Below this is a quote: 'When we are no longer able to change a situation - we are challenged to change ourselves. -Victor Frankl'. The main area displays a list of positions with checkboxes. Under the 'MAIN Days Positions' section, several positions are listed, including 'CAPTAIN' (checked), 'EXECUTIVE LIEUTENANT', 'LIEUTENANT ADMIN', 'LIEUTENANT', 'SERGEANT - MAIN', 'SERGEANT - ANNEX', 'SERGEANT - ADMIN', 'SERGEANT - VISIT and HOSP CHKS', and 'SERGEANT'. A context menu is open over a 'P' code, showing options: 'Present - Regular P', '03/20/2019 08:00 AM', 'Add', 'Edit', 'Remove', 'Outbound', 'Approve', and 'Deny'. The 'Add' option is highlighted with a red box.

Impacted Applications/Services: Telestaff rosters

Action Required: Utilize the above information when requesting your regular shift off on the same day as your scheduled overtime.

Contacts: If you have any questions, contact the TII Division using the 'TII Help Desk' shortcut on your computer.

All bulletins are in the I:\Drive for your review (I:\Drive > Sheriff > OCDO Documents > Technology, Information and Innovation Division Info > Bulletins).