

## Holdover Overtime

Below is the process on submitting for holdover overtime in TeleStaff. For demonstration purposes Zane Ducheneaux was used.

- 1) Go to your Calendar in TeleStaff. You go click Calendar on the Navigation Bar at the top or click on your name on the roster then select Calendar.

The screenshot shows a roster view in TeleStaff. A user profile for Zane Ducheneaux (#19/PROB) is selected. A context menu is open over the 24th of the month, with the 'Calendar' option highlighted. The menu includes options like 'Person', 'Calendar', 'Contact Info', 'Outbound', 'Edit...', 'Edit Without Rules...', and 'Attachments...'. The background shows a calendar grid with various shifts and assignments.

- 2) In the example below Zane worked 4/23 but had to hold over on 4/24 waiting on relief or late call. Click the 24<sup>th</sup>, select Add.

The screenshot shows a calendar grid with dates 15, 16, 17, 22, 23, 24, 29, 30, 6, and 7. A red bar labeled 'MCBCC//Engine #19/19-TB2 #2' is visible on 16, 22, 23, and 7. On 23, there is a blue bar for '08:00 - 08:00 - Rescue #19/19-RP'. On 24, a context menu is open with the 'Add' option highlighted. The menu includes options like 'Add', 'Off Roster', 'Approve', 'Roster', 'Picklist', 'Reports', 'Clear All', and 'Select Exceptions'.

- 3) Under the Work Code drop down menu select Overtime Hold Over.

**Add: Ducheneaux, Zane**



\* Required field.

Work Code \*

- <none>
- <none>
- Annual Leave
- Annual Leave Education
- Annual Leave Pre-Education
- Annual Leave Pre-Scheduled
- Bereavement Leave Request
- CBA Personal Day
- Court - County Related Business Request
- FMLA Intermittent Leave Request
- FMLA Sick Leave Request
- Jury Duty Request
- Military Leave Training LWOP Request
- Military Leave Training Request
- Overtime Hold Over**
- Sick Leave Request
- Signup
- Swap Off
- Swap Off Under 12 Hours
- Union Time Off Request

- 4) The next few steps **MUST** be followed for you to submit properly. See highlighted fields below.
- a) Submit in TeleStaff before you leave from your hold over. Keep in mind an audit will show when you created the request.
  - b) Adjust the time frame from 3 hours to how long you actually held over. In the example, 0800-0930 was used. **Time must be entered in quarter hour increments.**
  - c) Check the box Suppress Assignment, now check the box below Suppress Vacancy.
  - d) In the Note section add the following:
    - Reason for holdover: Waiting on relief coming from where, late call case #, etc.
    - What truck / unit you are holding over on. *This is important because the system defaults to where you are permanently assigned in the system.*

**Add: Ducheneaux, Zane** ? ✕

\* Required field.

Work Code \*

Overtime Hold Over

From: 08:00 Through: 09:30 Hours: 1.5

04/24 0 2 4 6 8 10 12 14 16 18 20 22 0 04/25

Suppress Assignment

Suppress Vacancy

Account

Note

Late call case # 12,345 on R-19.

Waiting on relief from St 12. Held over on E-19.

Add?

04/24/2025

\*Requires Approval

⚠ This code will need to be approved

[More details ...](#)

- 5) Review and ensure all the information needed has been entered properly. Click the box bottom right to Save.
- 6) Go to your Calendar to make sure the submission went through. The asterisk means this requires approval. All approvals will come from the following: ALS1 or Battalion Chief.

