

## HR Direct – TIME REPORTING FOR OUTSIDE DETAIL

- If you have worked on Outside Detail, enter your worked hours for the day using the correct ODS Time Reporting Code. Time reported under the ODS time reporting code should not exceed 8 hours.

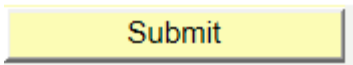
From Sunday 10/05/2014 to Saturday 10/11/2014 ?							Total	Time Reporting Code
Sun 10/5	Mon 10/6	Tue 10/7	Wed 10/8	Thu 10/9	Fri 10/10	Sat 10/11		
	8.000					5.500	13.500	ODS1 - Outside Detail Strght Patrol ▼

Time Reporting Code
ODS1- Outside Detail Straight -Patrol
ODS2- Outside Detail Straight -Sergeant
ODS3- Outside Detail Straight -Lieutenant

- If you have worked more than 8 hours of outside detail, any hours that were worked that exceed 8 hours should be reported and paid at an Outside Detail Premium rate. Enter the Outside Detail hours worked greater than 8 hours under the correct **ODP Time Reporting Code**.

From Sunday 10/05/2014 to Saturday 10/11/2014 ?							Total	Time Reporting Code
Sun 10/5	Mon 10/6	Tue 10/7	Wed 10/8	Thu 10/9	Fri 10/10	Sat 10/11		
	8.000					5.500	13.500	ODS1 - Outside Detail Strght Patrol ▼
	1.000							ODP1 - Outside Detail Prem - Patrol ▼

Time Reporting Code
ODP1- OVP Prem Rate -Patrol
ODP2- OVP Prem Rate -Sergeant
ODP3- OVP Prem Rate -Lieutenant

- If you have no further entries, click  .

- Click  .