HR Direct – TIME REPORTING FOR OUTSIDE DETAIL

1. 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.

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

2. 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.

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

3. If you have no further entries, click Submit.

4. Click OK.