

June 12, 2024

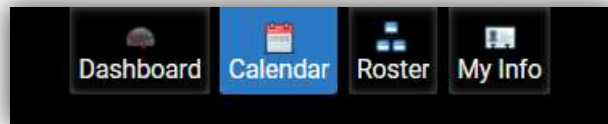
## Toronto Paramedic Services Companion Document: 2024 Signature Event (SE) Overtime Sign-up

\*\*\*NEW FOR 2024\*\*\* Signature Events will be staffed this year using TeleStaff rather than the Scheduling portal. The following instructions outline the process for expressing interest (signing up) for Signature Events (SE) on overtime within TeleStaff.

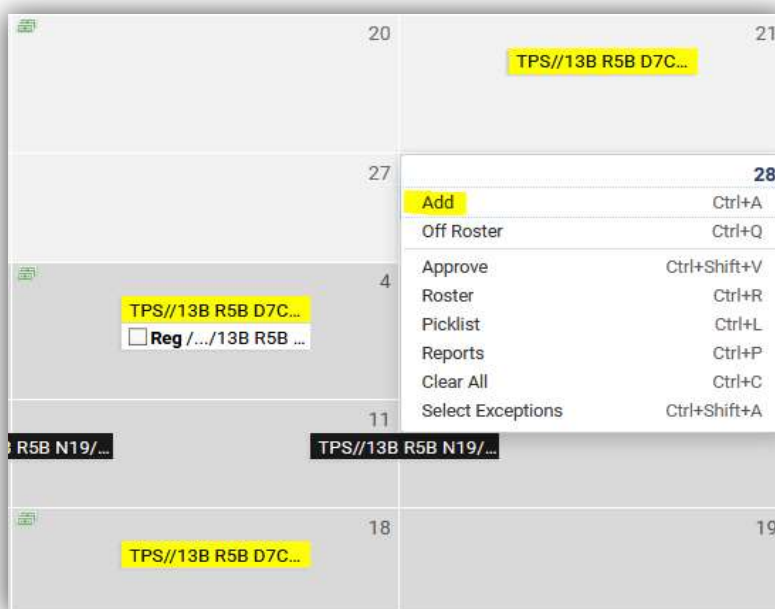
- Log in to TeleStaff.
  - <https://ts.toronto.ca/login> from a City of Toronto workstation.

OR

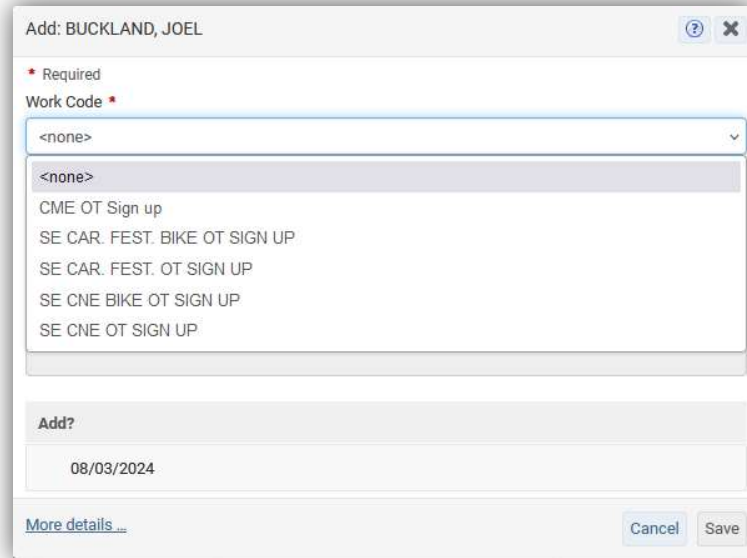
- Employee Remote Access Self-service portal <https://selfservice.toronto.ca> if accessing from a personal device.
- Select 'Calendar'



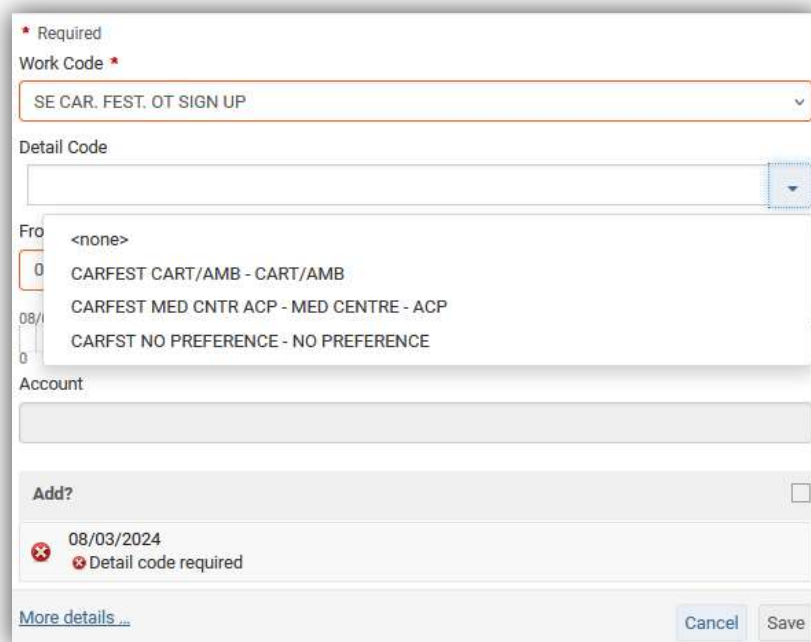
- Select the signature event date(s) to add the sign-up code(s) and choose 'Add'.
  - Note – Each Signature Event EOI will have dates listed in the EOI document.



- Under Work Code, select the appropriate event sign-up code.



- Some signature events offer shifts on both days and nights, as well as Bike-medic opportunities. For these events, multiple sign-up codes must be added to express interest in all available daily event options.
- Events with multiple sign-up opportunities require a 'Detail Code' to be selected to sort one's preferences for that date. Do not alter any fields in this window aside from 'Work Code' and 'Detail Code'.



- Select 'Save' to add the sign-up code to the calendar.

\* Required

Work Code \*

SE CAR. FEST. OT SIGN UP

Detail Code

CARFEST MED CNTR ACP

From: 08:00 Through: 00:00 Hours: 16

08/03 08/04 08/05

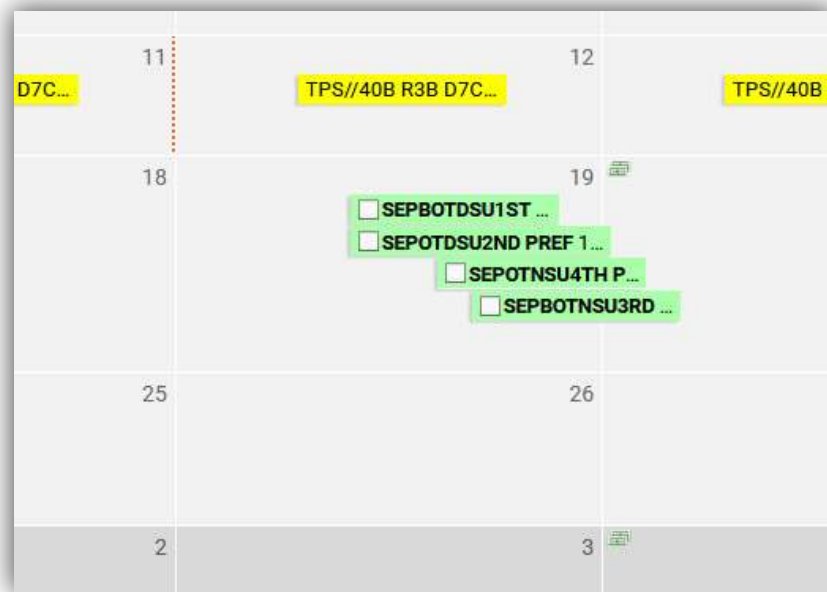
Account

Add?

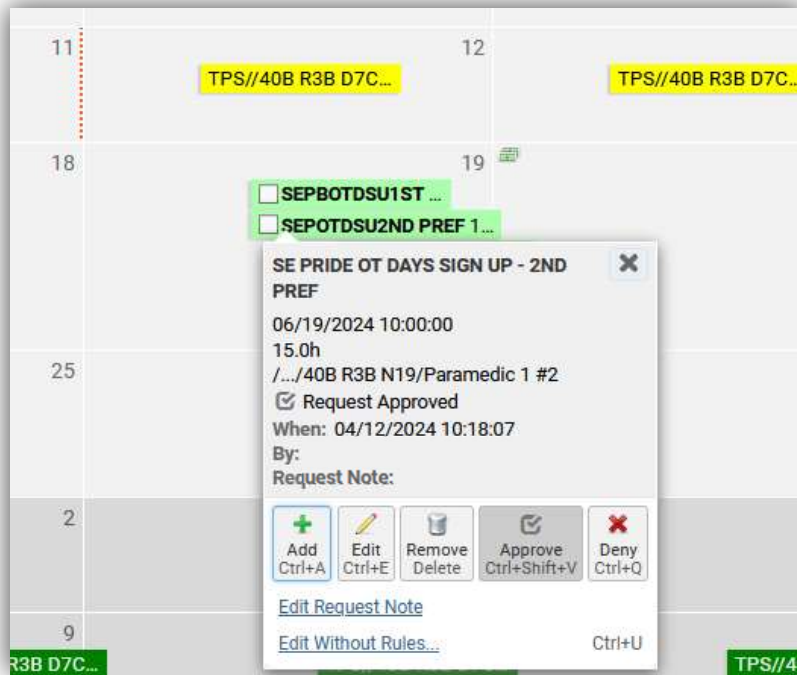
08/03/2024 <none>

[More details ...](#)

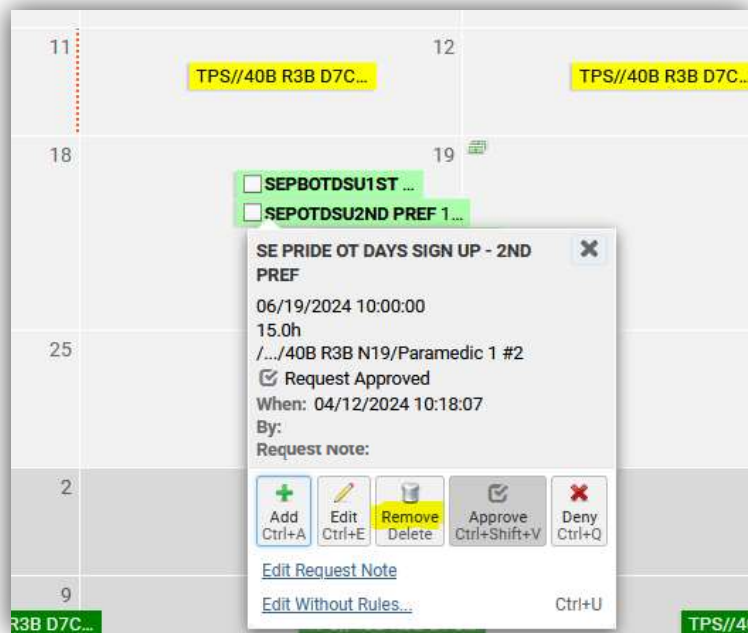
- Sign-up code(s) will now appear on the calendar. Sign-up code start time and durations on the calendar may not exactly reflect the overtime shift awarded after the EOI has closed. Please note that these do not mean you have been awarded the overtime, it is simply showing that you have expressed interest in working the event.



- Sign-up codes will appear on the calendar as abbreviations. **Single-click** a sign-up code to view its expanded name.



- A sign-up code can be removed by selecting 'Remove' from the pop-up menu. Sign-up codes can only be added or removed while the EOI remains open. Once the EOI has closed, no further changes will be permitted in the system.



- To withdraw interest in working a signature event after an EOI has closed, contact Scheduling Management by email at [PS-Schedulingmgmt@toronto.ca](mailto:PS-Schedulingmgmt@toronto.ca).

TeleStaff will not allow addition of a signature event sign-up code for the following reasons:

Message	Reason
Date selected is outside of the SE available date range.	Can only add sign-up codes for event dates listed in each EOI.
Signing up over a working period.	Already scheduled to work.
You are on a paid absenteeism.	Already coded as being off on VAC/HSTAT/FSH or LT and cannot pick up OT on these dates.
You don't have 8 hours between shifts.	Cannot sign up for, or be scheduled for OT without 8 hours off between shifts (looks at day before, and day after)
You must be a Paramedic to sign up.	The EOI is for active Paramedics only
You must be bike certified to sign up.	The sign-up code selected is for bike medic assignments. Only certified bike medics may add these sign-up codes.
<p style="text-align: center;">Please note:</p> <p>TeleStaff will <u>not</u> block the addition of a sign-up code which would result in more than six shifts in a row. Scheduling will review employee schedules prior to releasing EOI results to ensure Employment Standards Act (ESA) regulations are not exceeded.</p>	