

TCLEDDS Tutorials - Change Pay Status

This is how to easily change the pay status of a peace officer in TCLEDDS.

We will navigate using the left side menu and under Department, click the Officer List button. Here you will see a list of all of the personnel, including the telecommunicators and jailers in your department.

Locate the peace officer you want to change the pay status of, then hover over their PID number. This causes a menu to appear.

Click the Officer Editor button.

Next, we will cursor down toward the tabs below and select Employment History. A list of the officers' prior departments will populate on the bottom of the page. If there are multiple prior departments, you may have to navigate to the last page.

This is where you will find the Change Pace status button. After you have clicked change paste status, you will enter the appointment date. Use the drop down menu to select either Full Time or Not Full Time.

Please note: You can only change the pay status of peace officers. You cannot change the pay status of a Jailer or Telecommunicator.