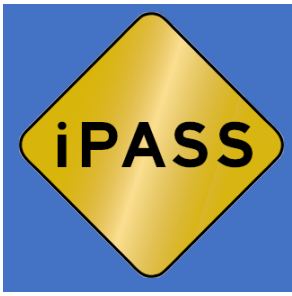


IPASS USER TUTORIAL

Revised 8/2021

IPASS USER TUTORIAL

Table of Contents

Setting Your Password **2**

Logging into iPASS 3

iPASS Dashboard 4

Account Information **4**

Notification Settings 4

Alert Location 5

Browser Notifications 5

Email Notifications 6

Profile Information 7

Changing Your Password 8

Two-Factor Authentication 8

Agency Information 9

Personnel 10-11

User Roles 12-13

Search by Name 13

Training & Pay 13-16

Contract Information 17-18

Documents 19-21

Notes 21

Target Areas (Pre-Approved Locations) 21-22

Media Releases 23

Detail Reports 24-25

Hours 26-27

Citations 27-28

Bicycle Lights 28-30

Invoices 31-38

Documents 38-41

Logging out of iPASS 42

IPASS USER TUTORIAL

Set your password in iPASS. Look for the email from *iPASS Website (Website@iPASS.AlertTodayFlorida.com).* Be sure to check your spam/junk folder as it may appear here. **Note: The link in the email is only valid for two (2) days. If the link has expired, go to** https://ipass.alerttodayflorida.com **and click on *Forgot your***

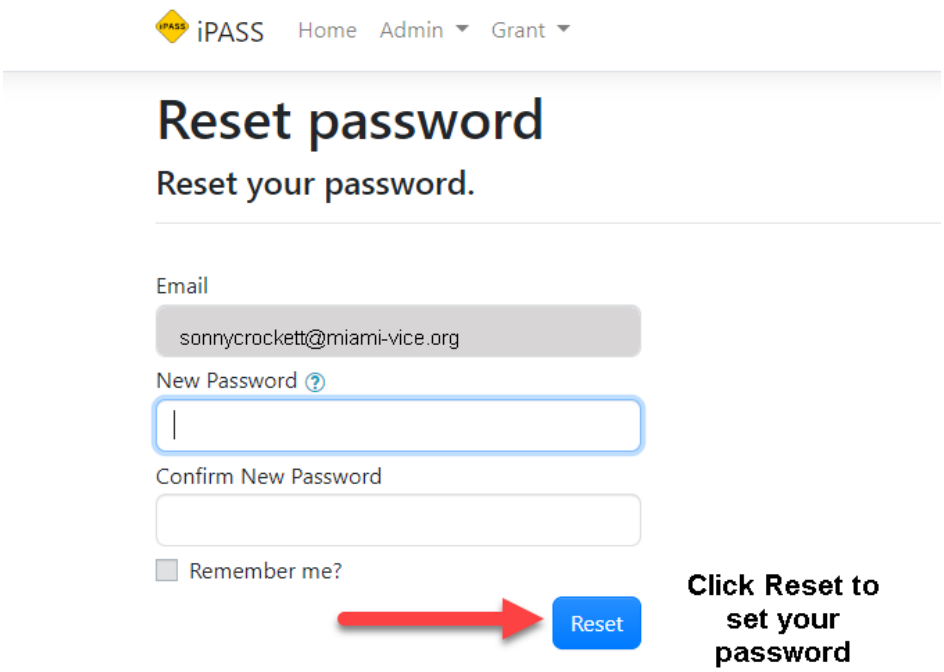
From: Website <iPASS@iptm.org>
Date: July 1, 2020 at 3:38:37 PM EDT
To: Sonny Crockett <slmurch0568@att.net>
Subject: A New Account Has Been Created For You At iPASS

Hello Sonny Crockett!

An account has been created for you at iPASS, please click here to set your password and confirm your email.

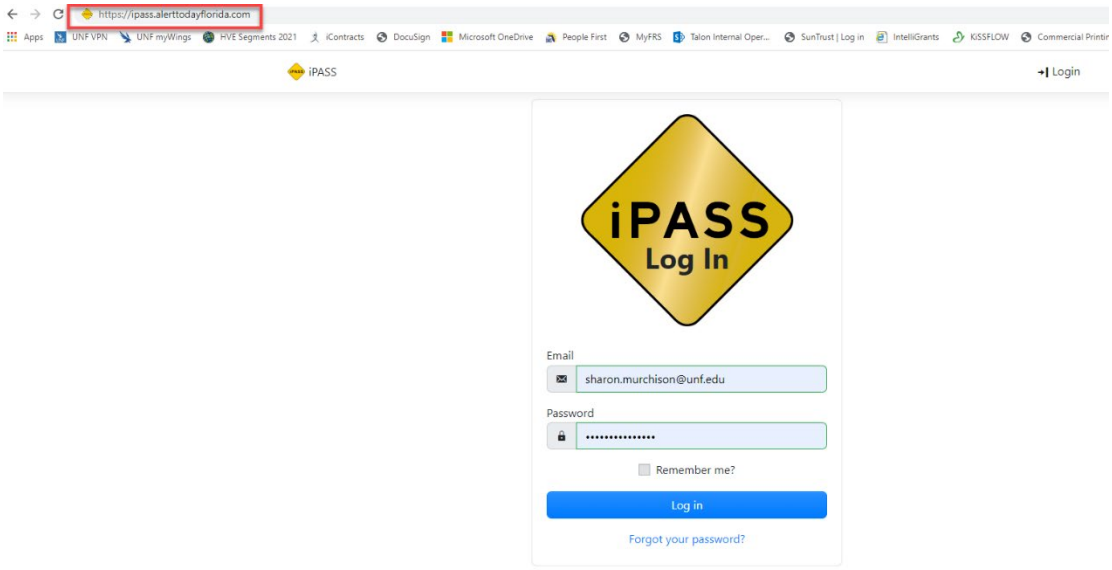
Password.

Reset your Password

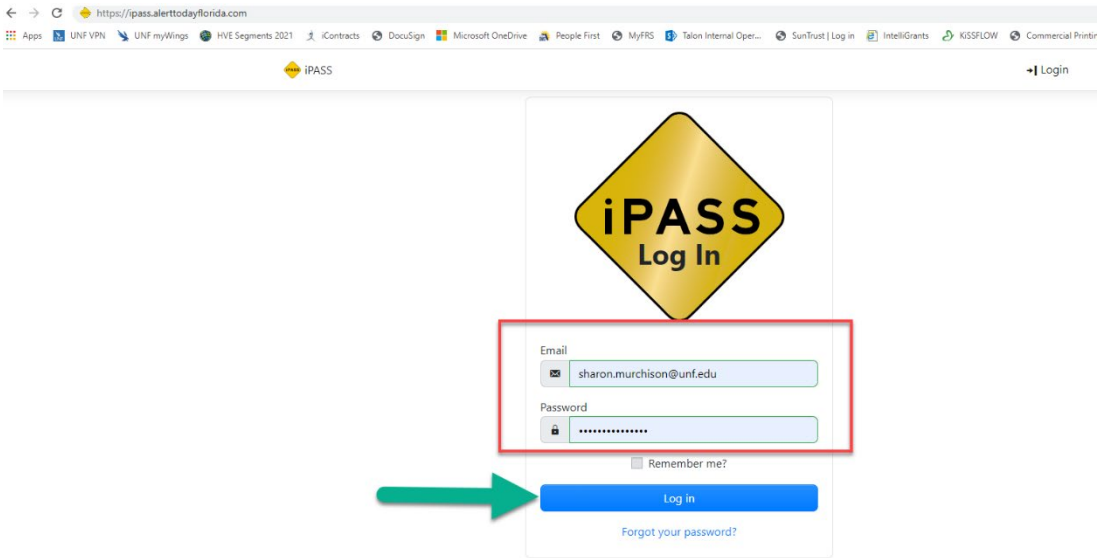


IPASS USER TUTORIAL

Once your password has been set, login to iPASS at:
https://ipass.alerttodayflorida.com

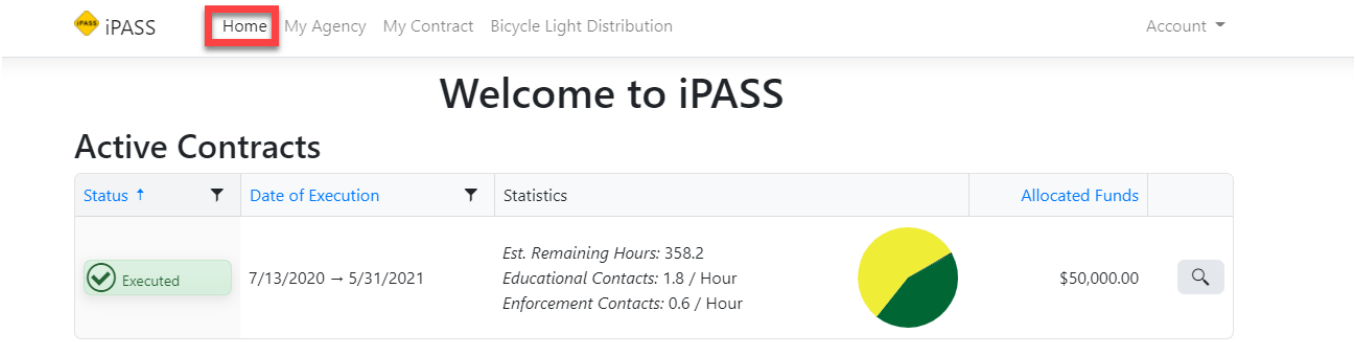


Enter your email address and password and click *Log in.*

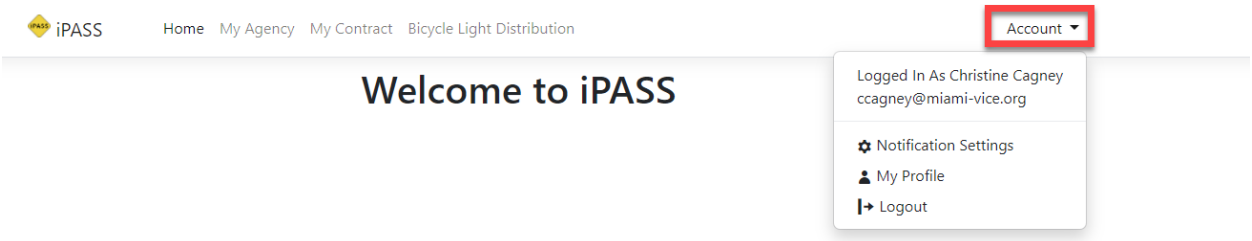


IPASS USER TUTORIAL

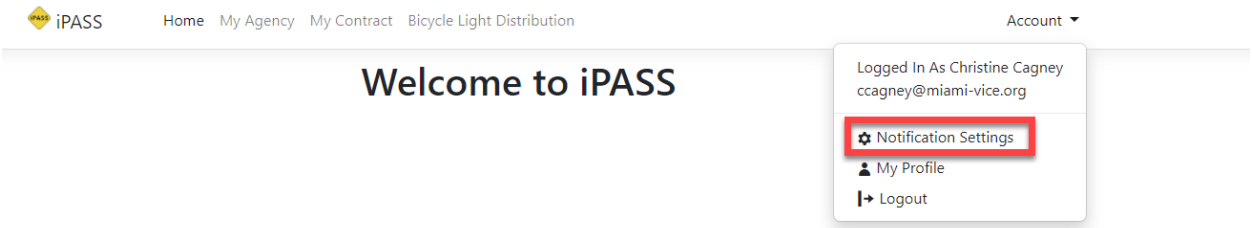
iPASS Dashboard – This is the first thing you see when you login to iPASS. To return to this screen at any time, select the *Home* button.



To begin, click on *Account* to set up your Notification Settings.

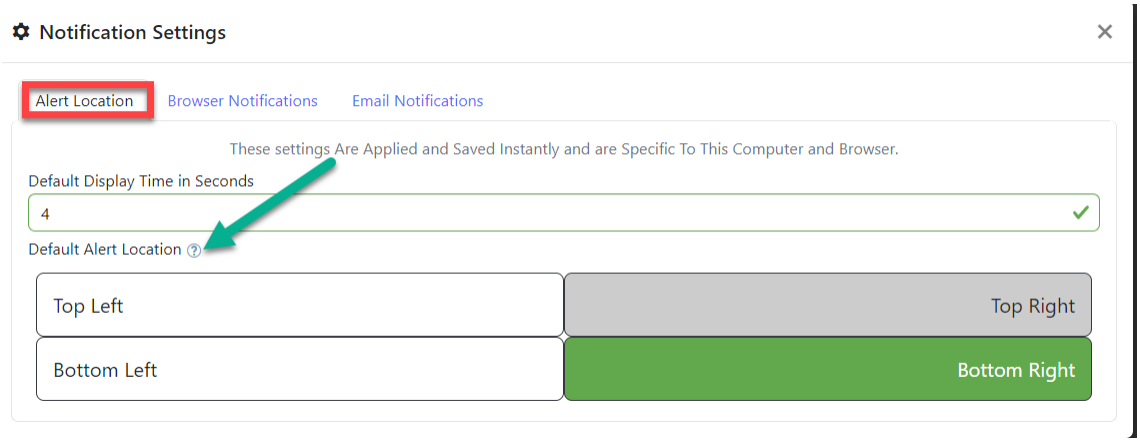


Click on *Notification Settings.*

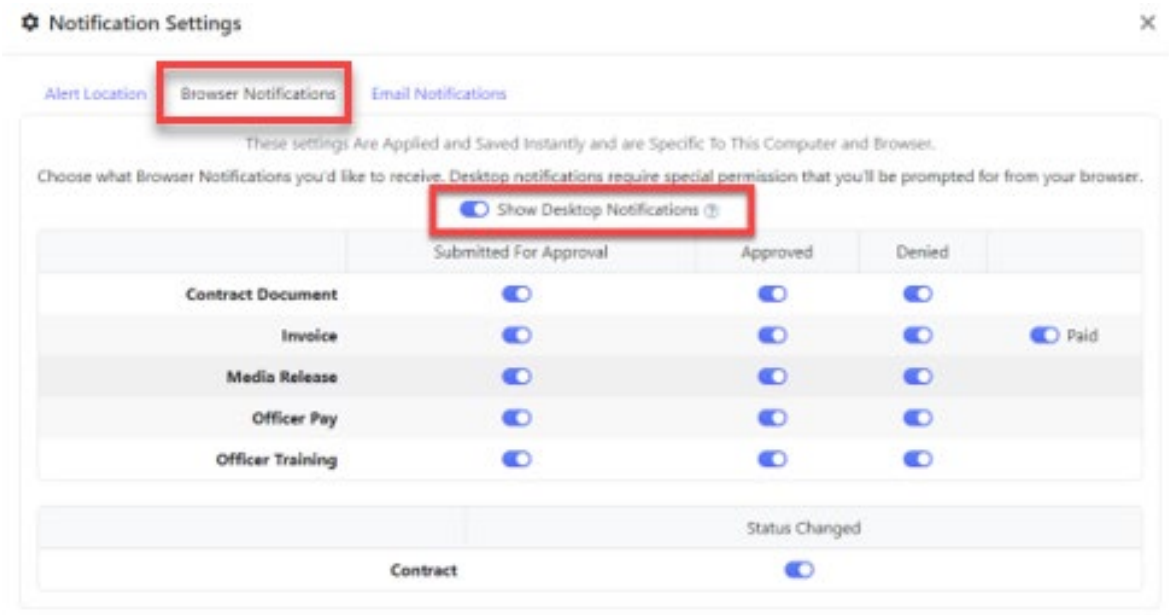


Note: This symbol ⓘ is known as the *Help Key*. Hover over the *Help Key (where available)* to get information about what the description field means.

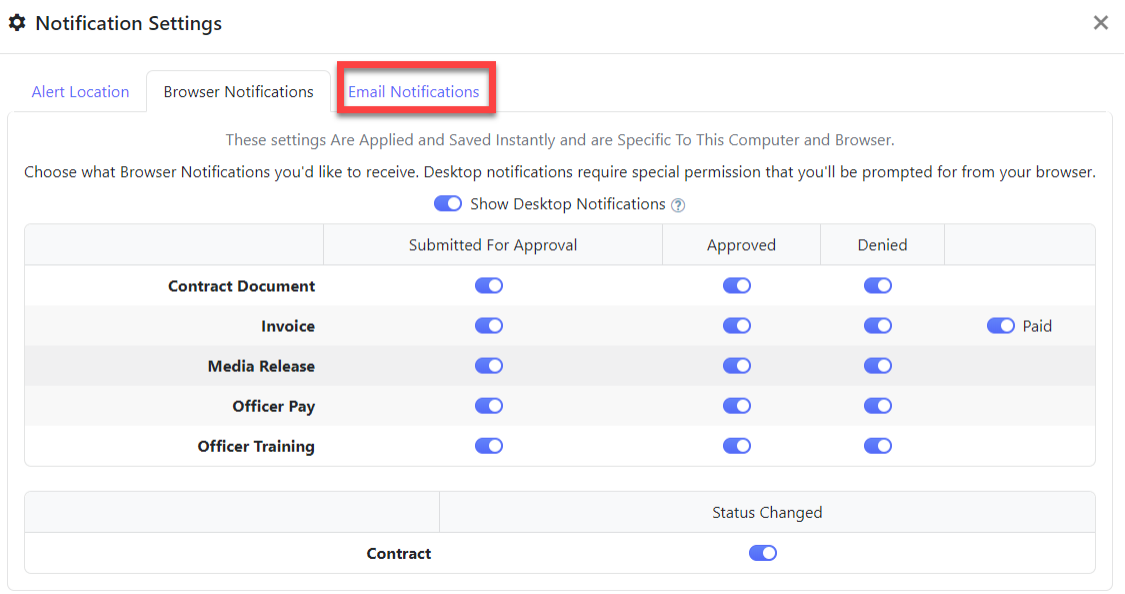
***Alert Location* – set the location of where you want to receive popup alerts.**



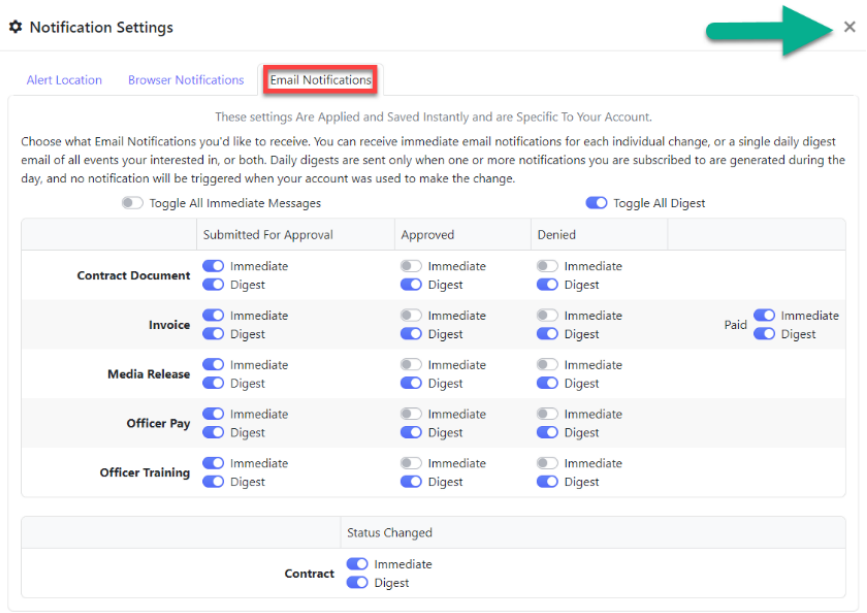
Next, click on *Browser Notifications.* Select the Browser Notifications you'd like to receive. Click on the slider button to turn on and off notifications. "Show Desktop Notifications" must be turned on and you must be logged into iPASS to receive desktop notifications.



Click on *Email Notifications*.

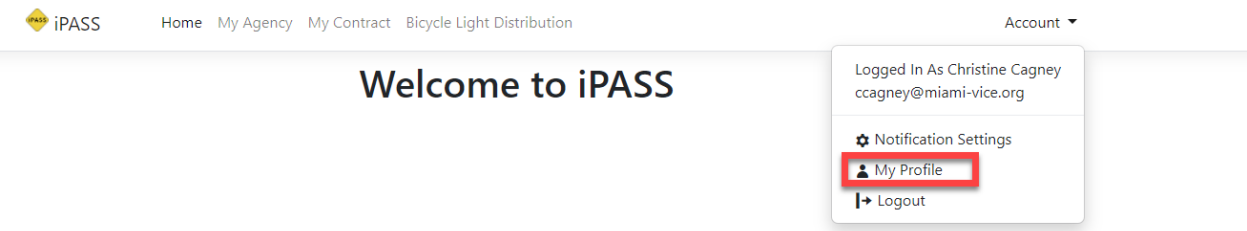


Select the Email Notifications you'd like to receive by using the slider button. Select Immediate to receive an email notification for every change or select Digest to receive a single email of notifications that you are subscribed to. Click on the slider button to turn on and off the notifications. Note: You will not receive an email notification for changes that have been generated by you under your account. When finished, click the *X* to close the session.

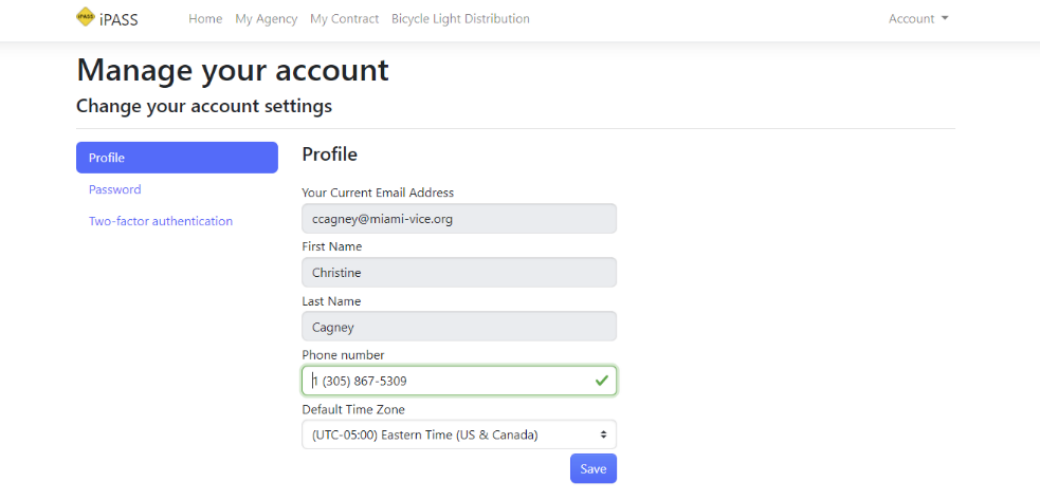


IPASS USER TUTORIAL

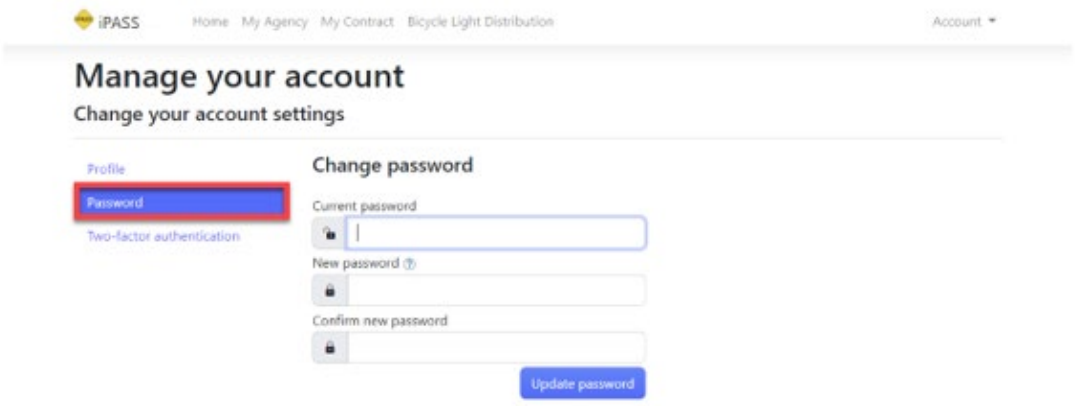
To view or manage your profile settings, click *My Profile*



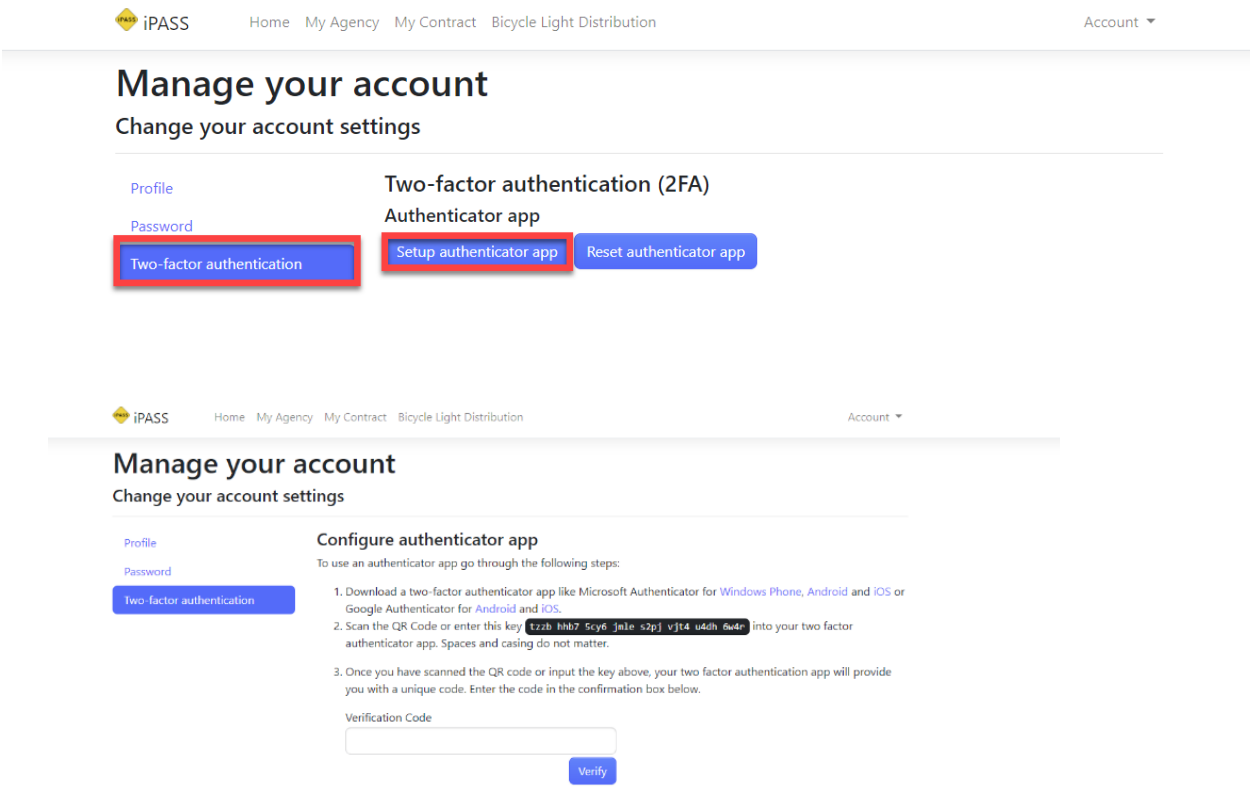
You are only able to change your phone number or time zone. Default Time Zone is set to Eastern Time (US & Canada). To request a name change or email address change, please contact IPTM for assistance.



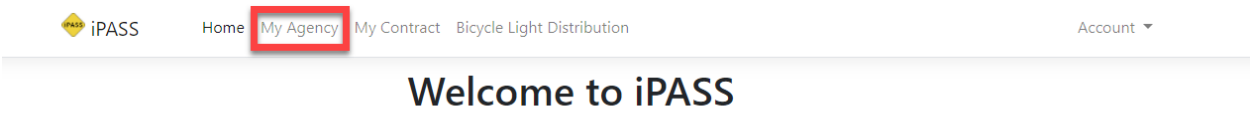
To change your password, enter your *Current password* followed by *New Password*, *Confirm new password*, and click on *Update* password.



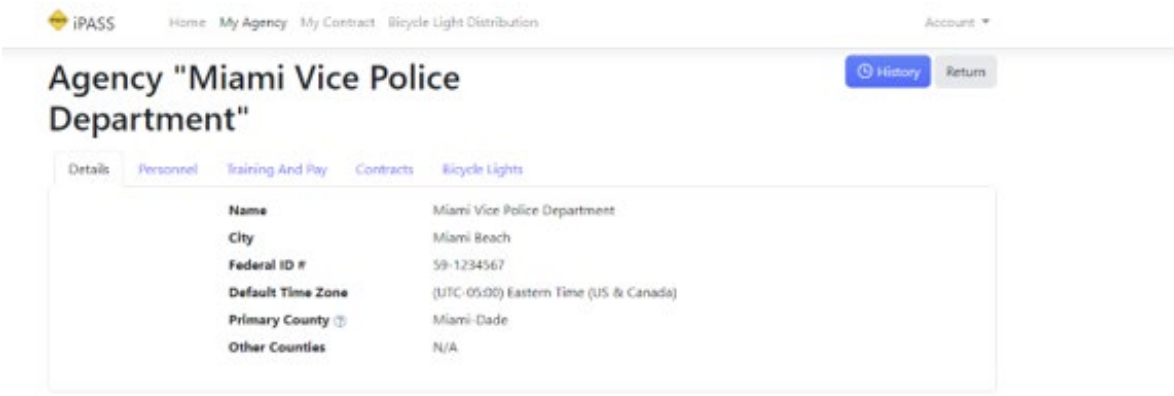
To enable Two-Factor Authentication, click on *Two-factor authentication* and select *Setup authenticator app.* Follow the instructions on how to configure the authenticator app.



Let's go back to the iPASS Dashboard and select *My Agency*.



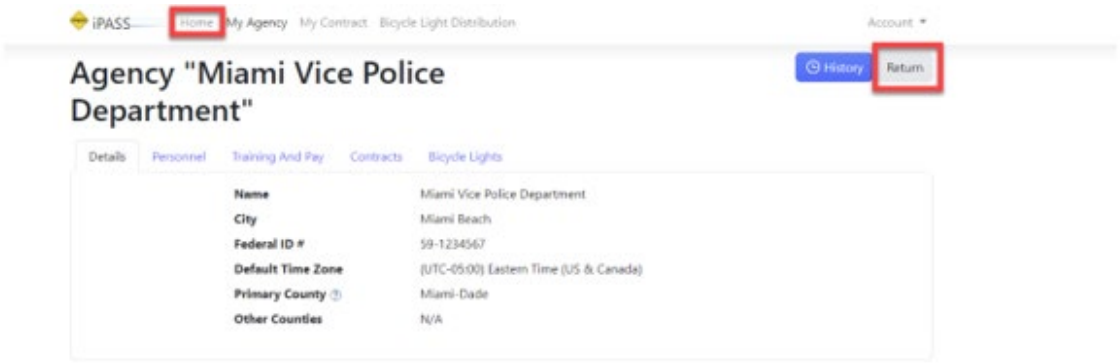
Details about your agency will be listed here.



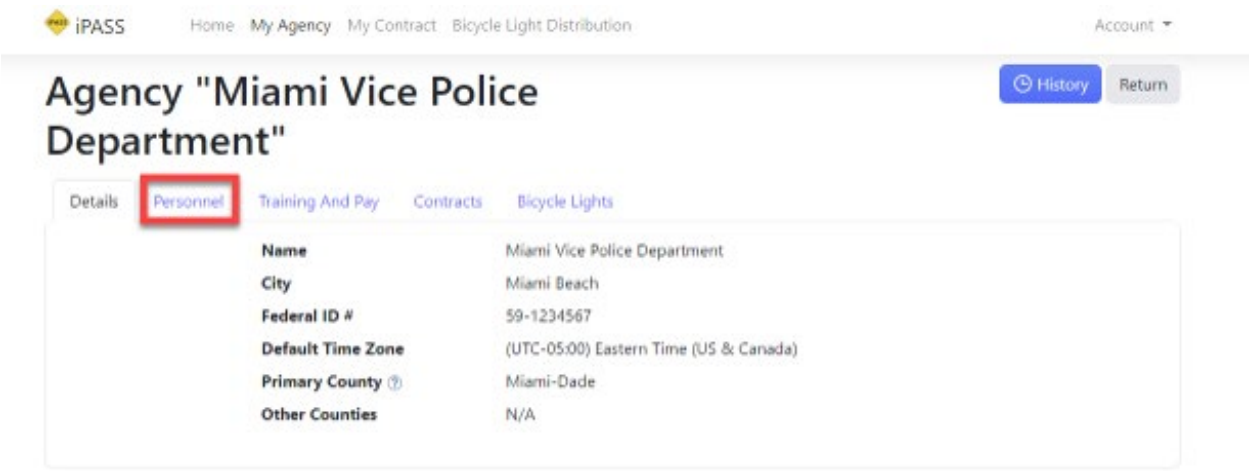
Note: Selecting the *History* tab gives you a list of changes that have been made.

IPASS USER TUTORIAL

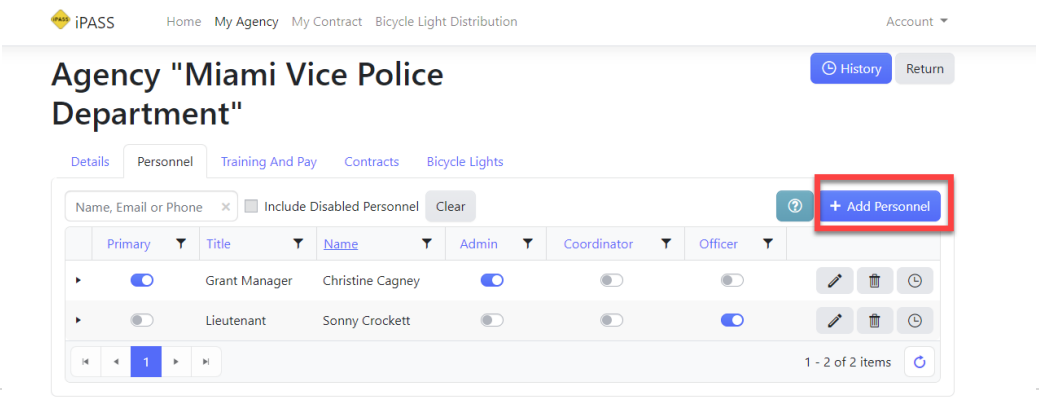
Note: To return to the iPass Dashboard at any time, click the *Home* button. To return to the previous screen, click the *Return* button.



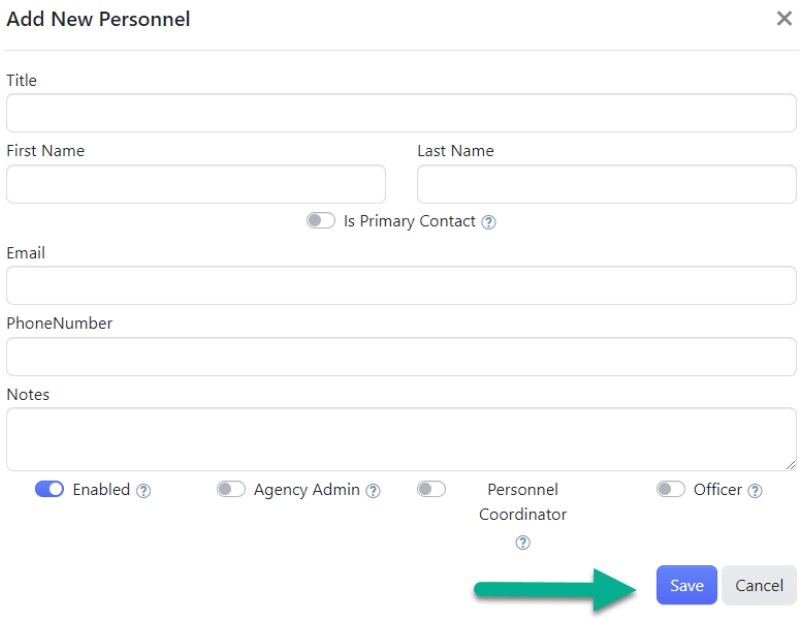
Click on *Personnel*



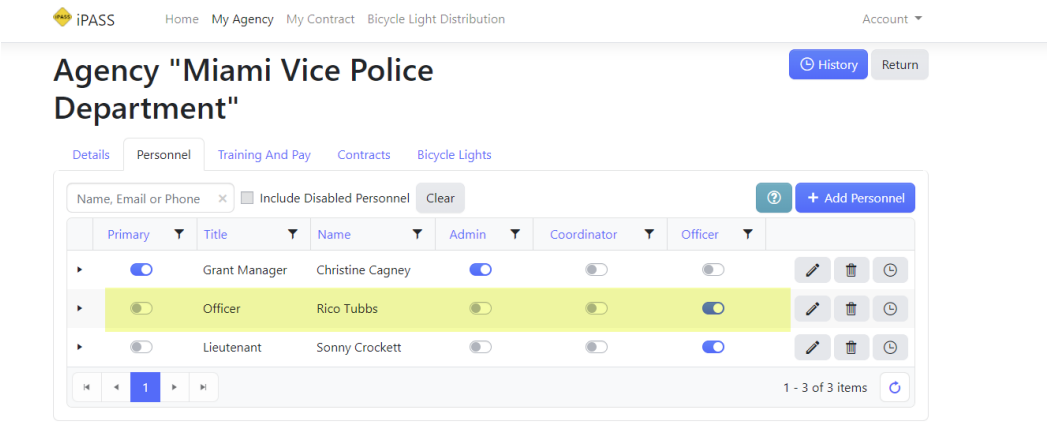
All Personnel entries will show up here. Currently, for the 2020-21 contract cycle, this list may be empty. To add a person to the Personnel list, click on *+Add Personnel*.



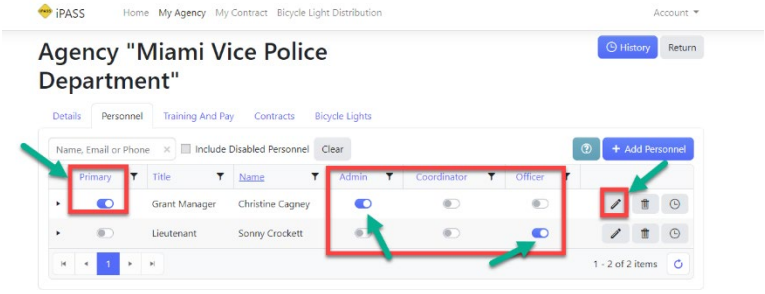
Complete the Personnel form in its entirety and select a User Role. Click *Save* when finished. **See Pages 12-13 for an explanation of User Roles.**



Added Personnel should look like this:



Note: You can toggle the User Roles at any time by clicking on the slider button or selecting the *pencil icon* to edit the information.



USER ROLES

Primary Contact – Click on the slider button if you want this person to be the primary contact. The primary contact person is the person whom IPTM will correspond with on all communication, verbal and written, under the contract. **Note: The primary contact can also be the Admin, Coordinator or Officer.**

Email – when you enter the email address, the default is set to *Create User Account*. If you wish the person to have a user account in iPASS, they will be sent a welcome email instructing them to set their password and login to iPASS for the first time. If you do not wish for the person to have an account in iPASS, simply click the slider button to turn this off.

Enabled – This is an automatic default. This feature indicates the active status of the personnel record. If the person leaves the agency, retires, or is no longer participating in HVE operations, rather than delete the record and information associated with this person, simply click on the slider button to disable them. To reactivate the person, click the slider button back to *Enabled.*

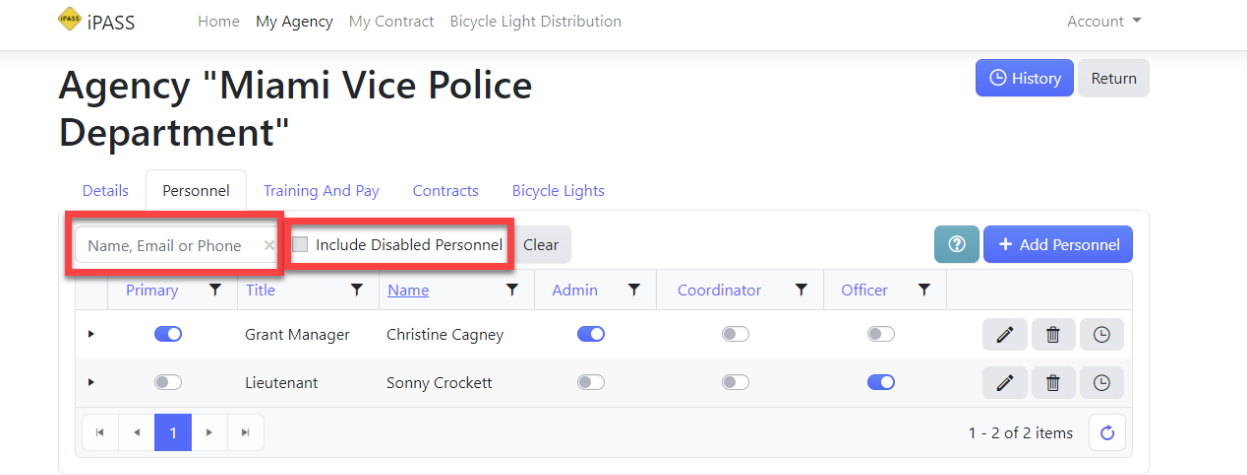
Select the User Role by clicking the slider button to Agency Admin, Personnel Coordinator, or Officer.

Agency Admin – This person is in charge of administering contract execution and allows them to create and manage all aspects of the agency interactions with the contract as long as there is an associated user account.

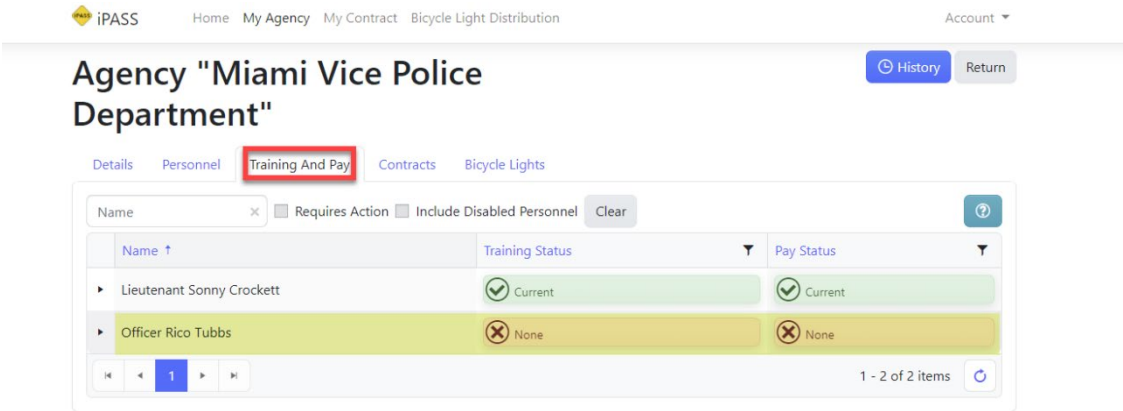
Personnel Coordinator – This person is in charge of or manages the detail activity reporting during the contract cycle. They can enter detail activity reports on behalf of officers if there is an associated user account.

Officer – Only an approved officer can work education and enforcement details. The officer has the ability to enter his/her own detail activity reports if there is an associated user account. Officers cannot enter detail activity reports on behalf of other officers. After creating an officer, you'll need to submit the officer's training and pay for approval.

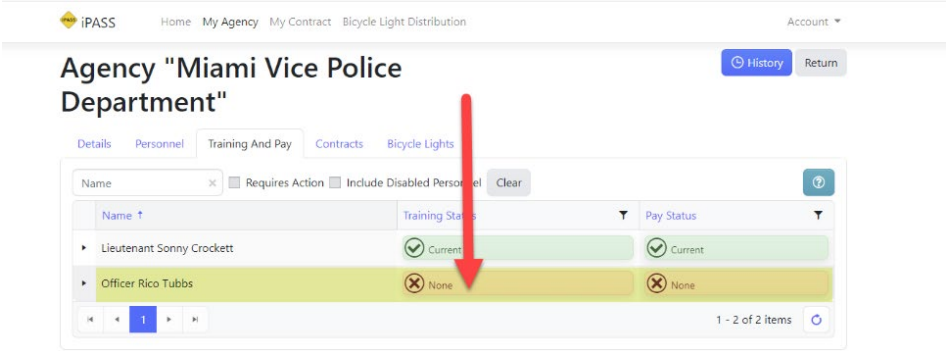
To search a person by name, simply enter their name, email, or phone number into the box. You can also include disabled (no longer active) personnel by clicking on the *Include Disabled Personnel*.



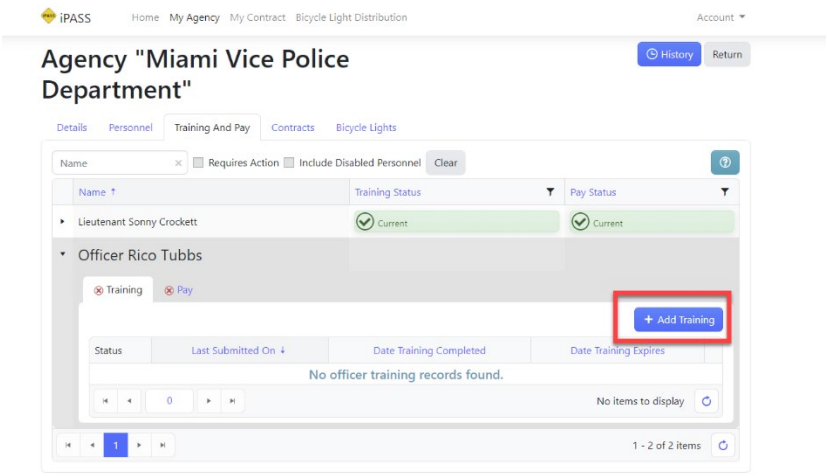
Click on *Training and Pay*.



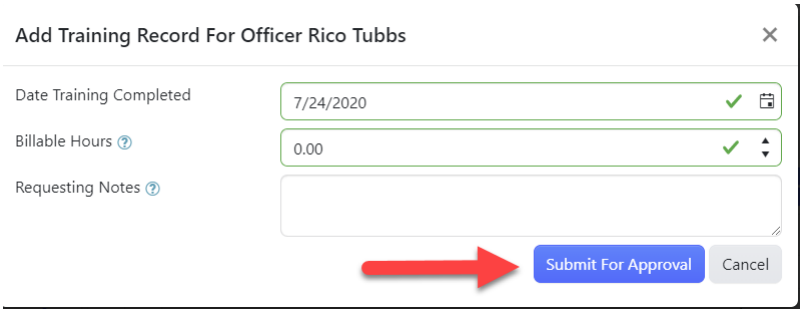
Click inside the *Training Status box*.



Click on *+Add Training*.

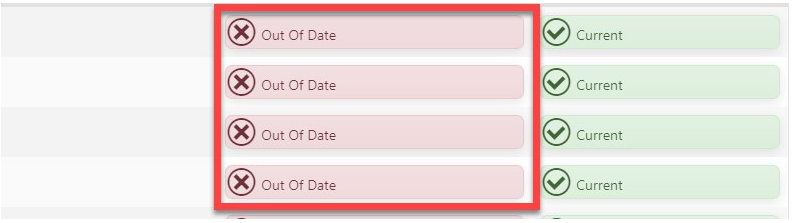


Add the date the officer completed training (4-hour Ped Bike Laws course or 2-hour Online Refresher course) and click *Submit For Approval*. IPTM will approve or deny when submitted.

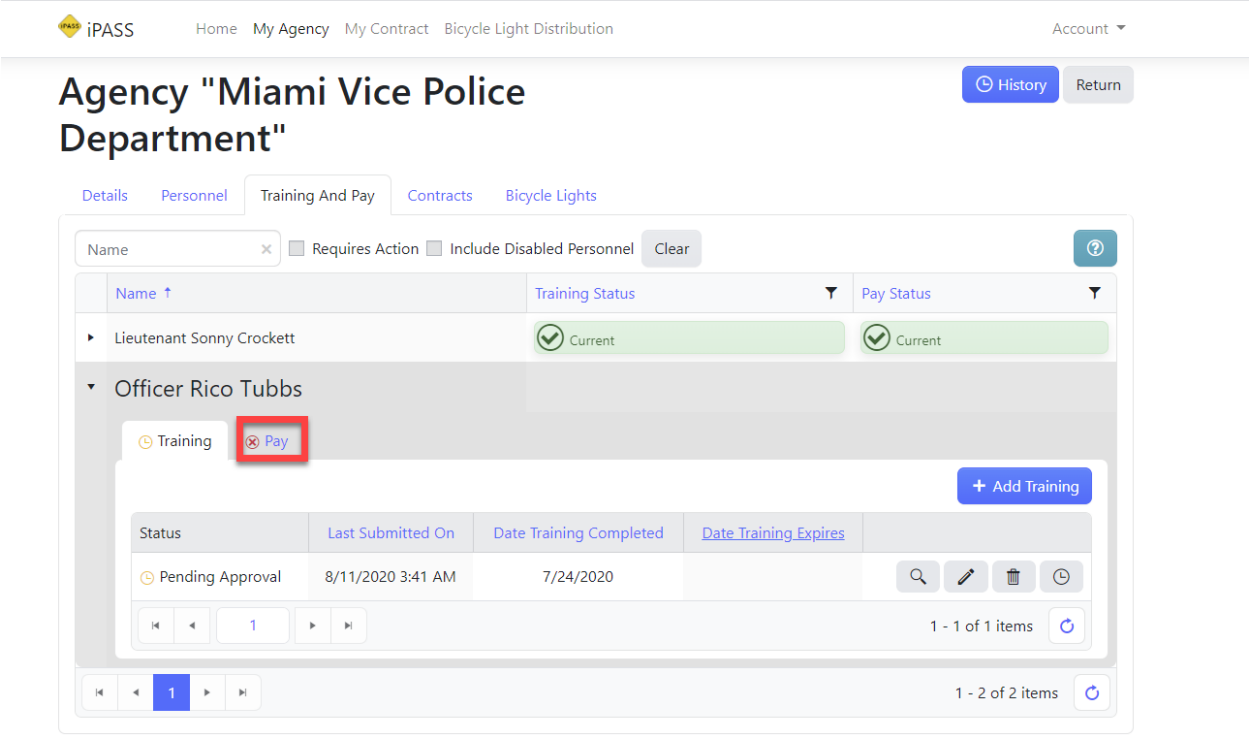


Billable Hours – Default is set to 0.00. This field is to be completed if the agency is billing for the officer's attendance at the required training (either 2 hours or 4 hours). The date of attendance must be within the active (executed) contract period in order

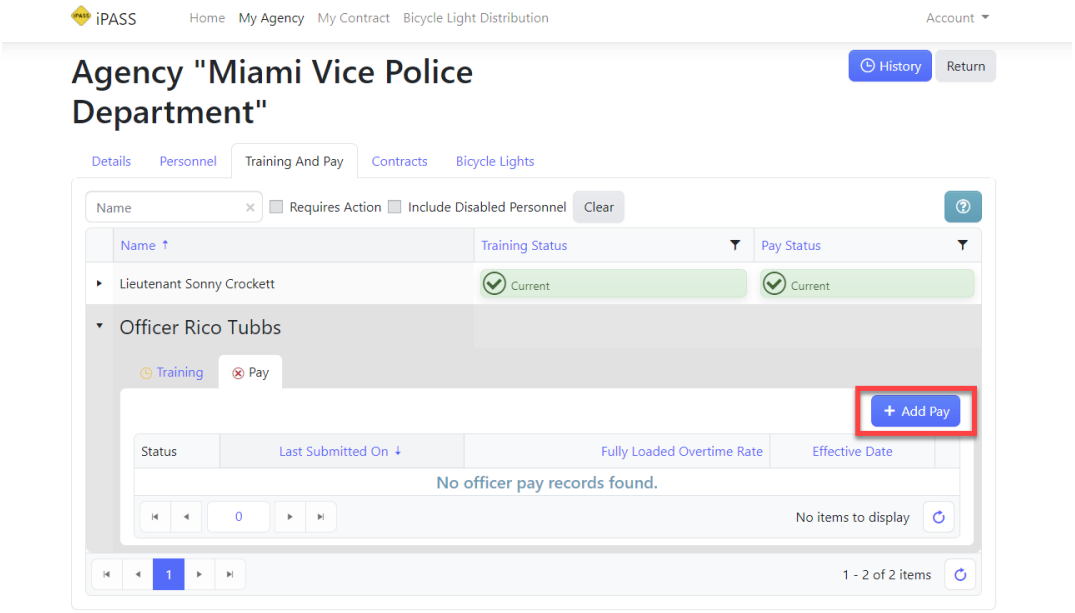
for the agency to be reimbursed. The officer must be on overtime status to be eligible. Training is valid for two years. When the officer's training has expired, you will see a notification on the *Training* tab that reflects *"Out of Date"*. The officer(s) will then be required to take the 2-hour Online Refresher course.



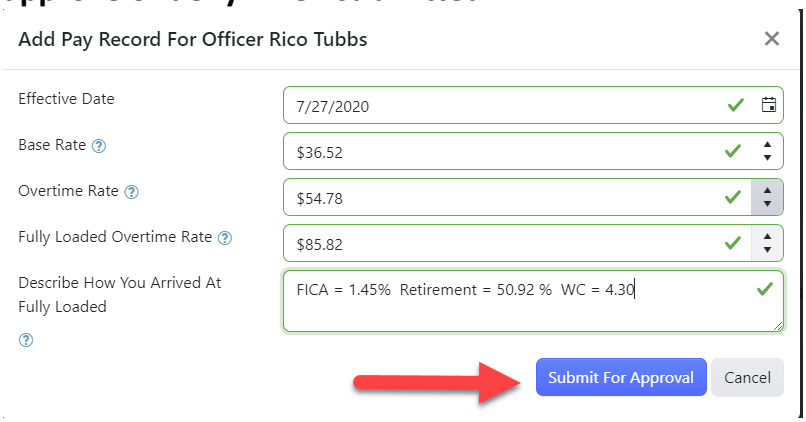
Complete the pay information by clicking on the *Pay* tab.



Click on *+Add Pay.*



Complete all entries of the pay record and click *Submit for Approval*. IPTM will approve or deny when submitted.



Base Rate – Regular rate of pay for the officer.

Overtime Rate – The amount the officer is paid during overtime (time and ½)

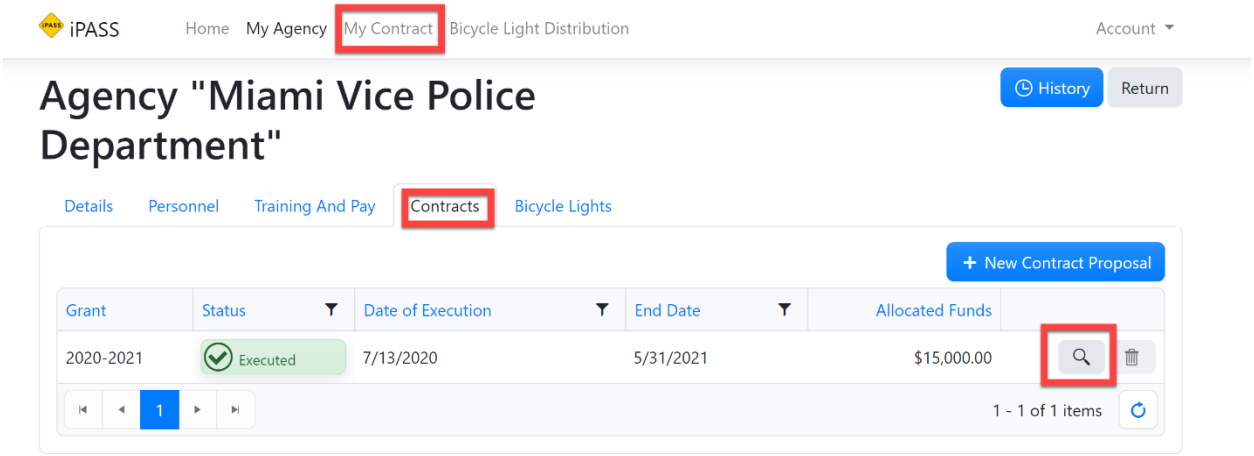
Fully Loaded Overtime Rate – This is the amount the agency pays on top of the overtime. For example: Social Security, Medicare, Retirement, Workers' Compensation. Benefits such as health insurance, education pay, incentive pay, car usage, etc. are not reimbursable under the contract.

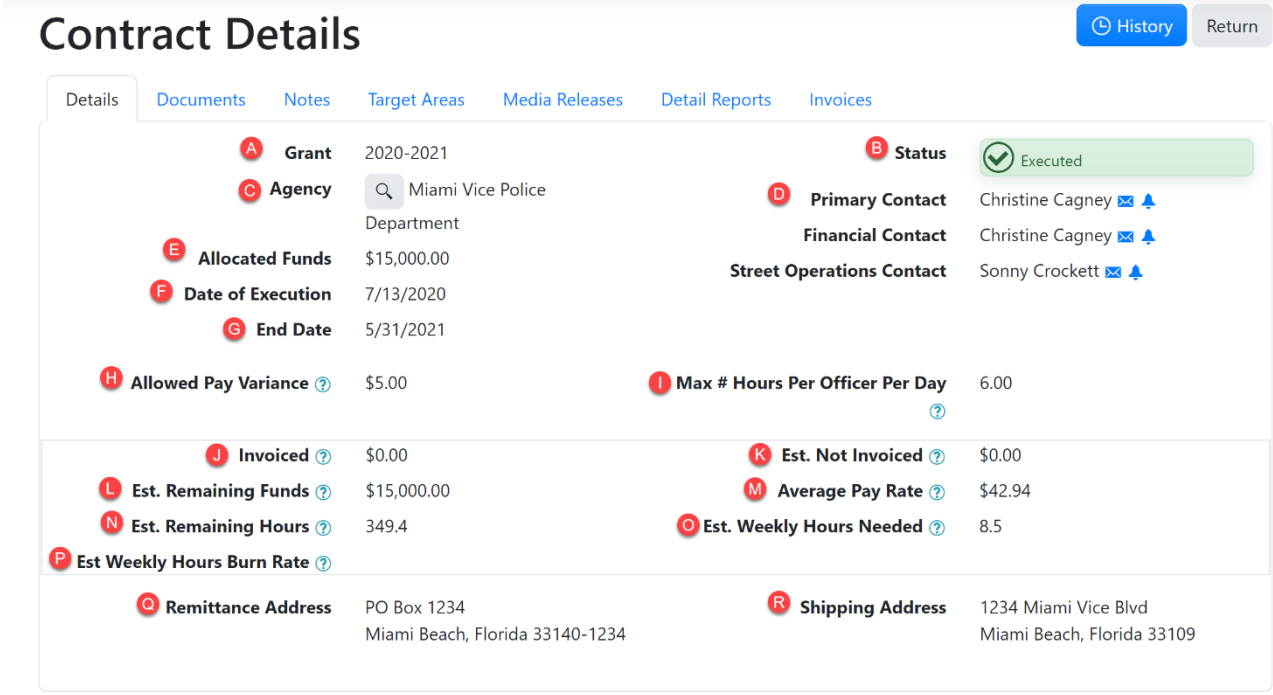
Note: If your agency is not claiming the Fully Loaded Overtime Rate, indicate the amounts as: FICA = 0% Retirement = 0% Workers' Comp = 0%

IPASS USER TUTORIAL

To view Agency Contract details, click on *Contracts* then click on the magnifying glass or select *My Contract* from the iPASS Dashboard.

ABOUT THE AGENCY CONTRACT





A. Grant: Year of the contract cycle.

B. **Status:** What stage the contract is in (Proposal, Finalized, Executed, Withdrawn).

C. Agency: To view information about your agency, click on the magnifying glass.

D. Primary, Fiscal, and Street Operations contacts will be shown here. Notify IPTM if this information needs to be updated.

E. **Allocated Funds:** This is the amount the agency was awarded to conduct education and enforcement details, also known as High Visibility Enforcement (HVE) details.

F. Date of Execution: This is the date the contract became fully executed.

G. End Date: This is the date the contract ends.

H. Allowed Pay Variance: Any invoiced amount between -/+ $5.00 will be allowed without additional explanation.

I. **Max # of Hours Per Officer Per Day:** Maximum number of overtime hours per officer per day allowed under this contract.

J. Invoiced: The total dollar amount you have invoiced for.

K. Est. Not Invoiced: Estimate of all hours which have not yet been invoiced.

L. Est. Remaining Funds: Estimate of funds remaining under this contract based on hours that have not yet been invoiced. Estimate is based on the approved pay rate for the officers.

M. Average Pay Rate: Average of Fully Loaded Overtime Rate for all enabled officers.

N. Est. Remaining Hours: Estimate of how many billable hours are remaining under this contract based on the average approved rate for all enabled officers.

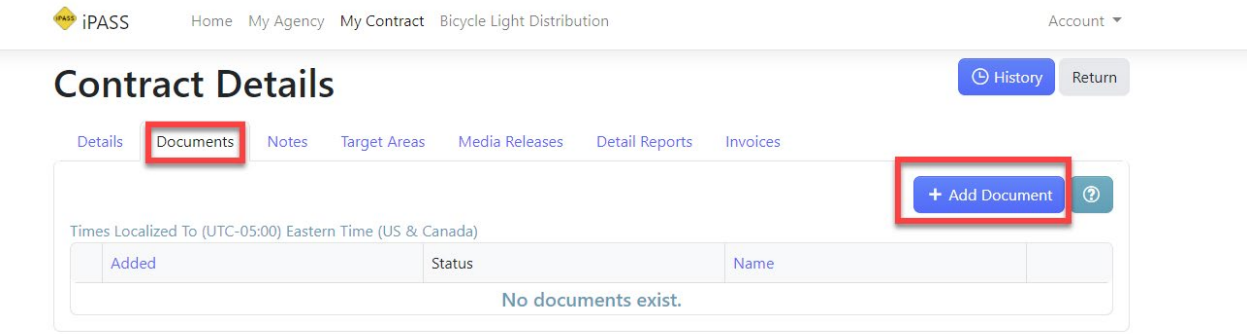
O. Est. Weekly Hours Needed: Average number of hours needed per week under this contract to fully exhaust the available funds based on the average rate of pay.

P. Est. Weekly Hours Burn Rate: Based on 30-days of detail report activity. This is an estimate of the number of hours worked per day on average.

Q. Remittance Address: Address where overtime reimbursement checks will be mailed. Notify IPTM if this information needs to be updated.

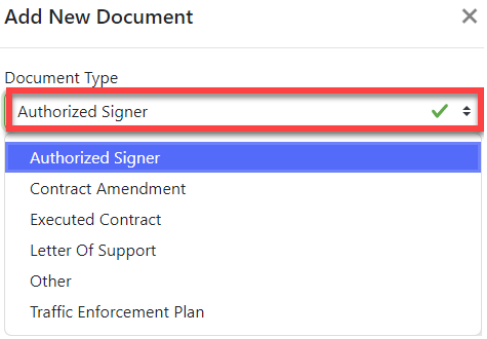
R. Shipping Address: Address where educational materials and bicycle lights will be shipped. Notify IPTM if this information needs to be updated.

Click on *Documents* to view documents for your agency. Documents to be added under this tab will include the fully executed contract, Letter of Support, the agency's traffic enforcement plan, and/or Letter of Delegation of Signature Authority.

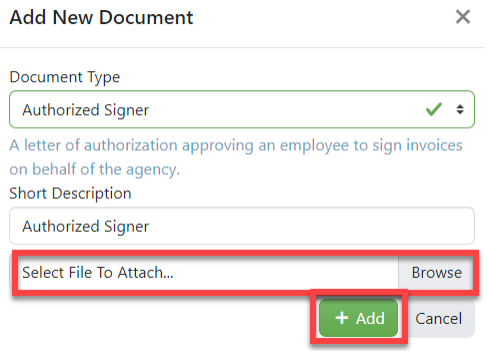


To add a document, click the *+Add Document* and upload your document(s).

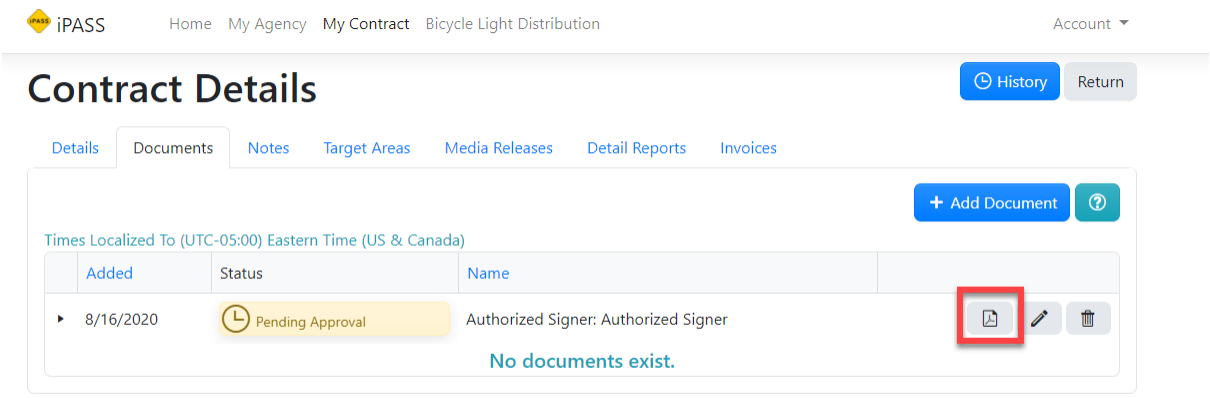
Select the document type from the drop-down list.



Select the file to attach and click *+Add.* IPTM will approve or deny when submitted.



To view any of the documents that have been added under this tab, click on the *Adobe Acrobat* icon to view the document.



PDF version of Authorized Signer document:

MIAMI VICE

MIAMI-VICE POLICE DEPARTMENT
CHIEF HARRY J. CALLAHAN

July 17, 2020

Ms. Sharon Murchison
Institute of Police Technology and Management
12000 Alumni Drive
Jacksonville, Florida 32224-2645

Re: 2020/2021 HVE Program

Dear Ms. Murchison,

I, Harry J. Callahan, hereby authorize Christine Cagney, Accountant, as an additional signature authority to sign and submit HVE contract-related documents online through the IPASS system, which may include but are not limited to applications, modified approval personnel forms and reports. Her contact information is as follows:

Christine Cagney, Grant Manager/Accountant
305-867-5309/ccagney@miami-vice.org

We look forward to partnering with IPTM and FDOT again this year. Thank you for providing the opportunity to improve safety and reduce injuries and possible deaths in Dade County.

Respectfully,

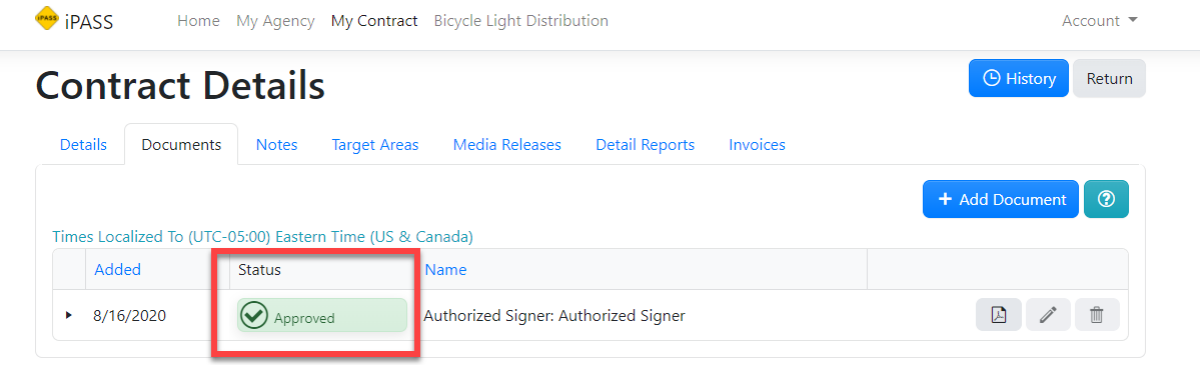
Harry J. Callahan

Harry J. Callahan, Chief

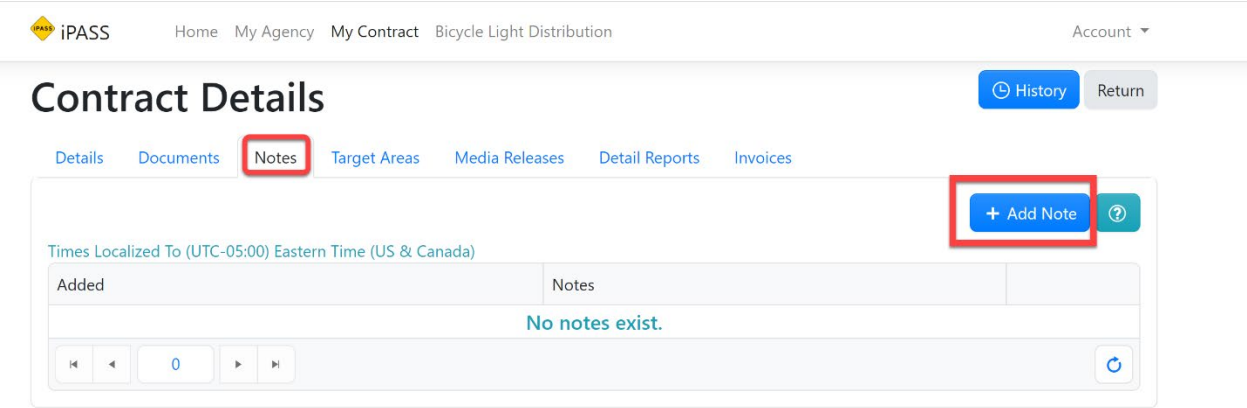
HJC/cc

PO BOX 1234. • MIAMI BEACH, FL 33140-1234 • WWW.MIAMI-VICE.ORG • 305.867.5300
ACCREDITED FULL SERVICE LAW ENFORCEMENT AGENCY
EQUAL OPPORTUNITY EMPLOYER

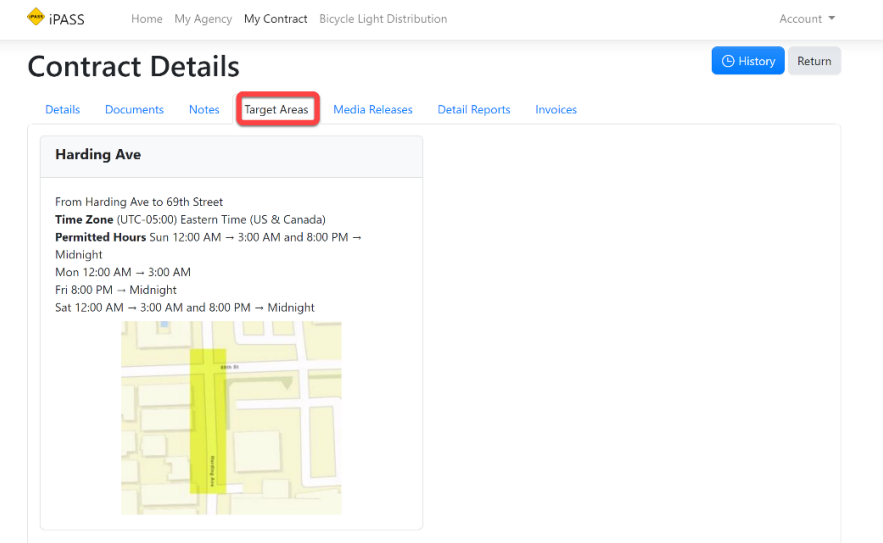
Once document(s) have been approved by IPTM, the agency will see a status of approved or denied.



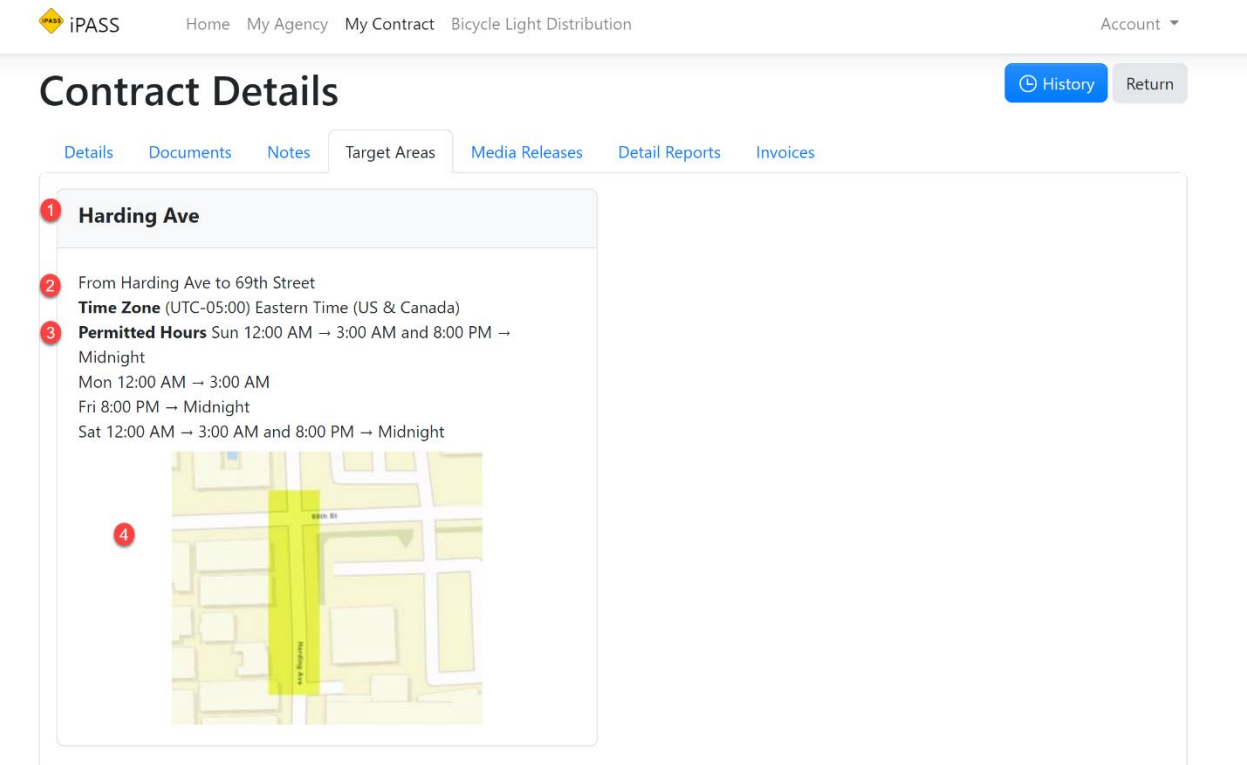
Click on *Notes* to view any notes made by the agency or IPTM. To add a note to the file, click on *+Add Note*.



To view pre-approved locations, click on *Target Areas.*

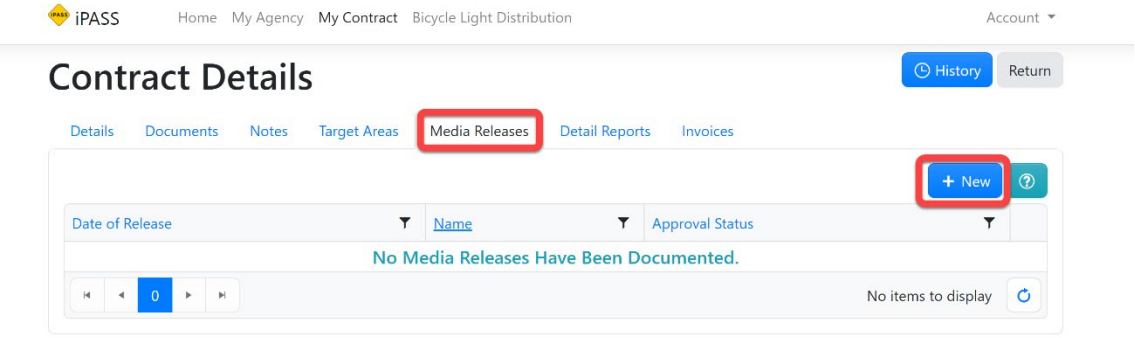


Explanation of Target Areas (Pre-Approved Locations):

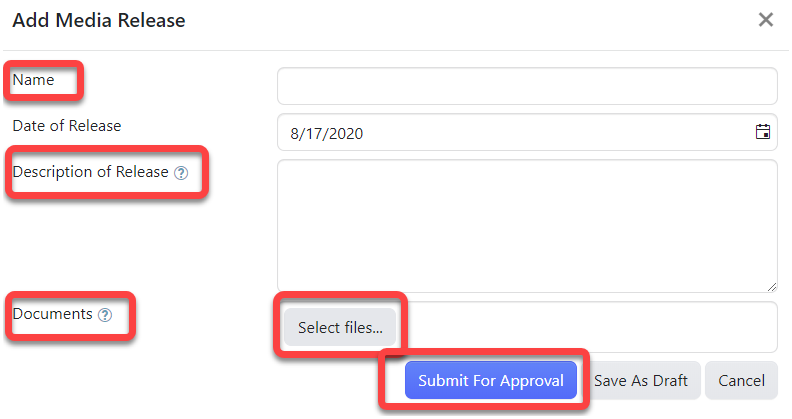


1. **Description of Roadway Segment**
2. **Roadway names**
3. **Permitted Days and Hours:** In this example, the days this location is to be worked are Sunday, Friday, and Saturday from 8pm to 3am. Times are in plain text and are grouped by day of the week. At Midnight, times will "overlap" into the following day. Sunday will be (8:00pm to Midnight), Monday will be 12:00am to 3:00am - the "tail-end" of Sunday); Friday will be 8:00pm to Midnight, Saturday will be 12:00am to 3:00 (the "tail-end" of Friday) and again from 8:00pm to Midnight; and Sunday from 12:00am to 3:00am (the "tail-end" of Saturday).
4. **Screenshot of the Roadway Segment**

To view and add media releases click on *Media Releases* and click on *+New*.

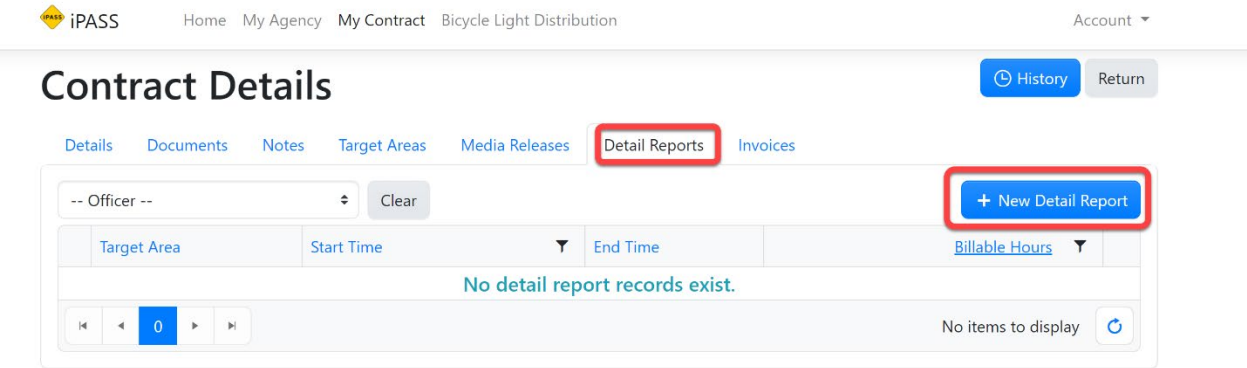


Complete the fields for the media release.

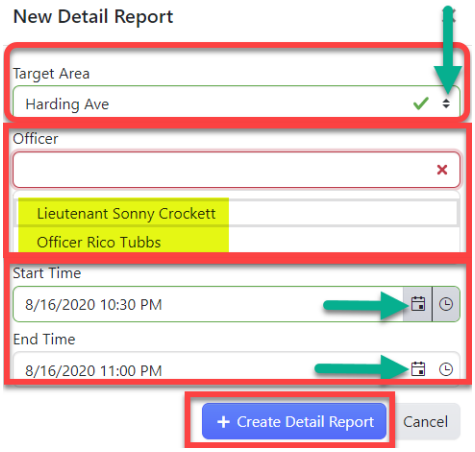


Name: First Media Release, Second Media Release, Additional Media
Date of Release: First media release should be released ***7 days prior to when education and enforcement details are to take place.***
Description of Release: Describe how you have notified the public about the HVE enforcement operations. You can add links to external sites showing your communications.
Documents: Add documents by clicking on *Select files* to show how your media release was presented. Examples include press release documents, screenshots of websites or images. **Please do not upload videos**. Instead, provide links in the description or wherever they're hosted. Click *Submit For Approval* or *Save As Draft* until you are ready to submit for approval. IPTM will approve or deny when submitted.

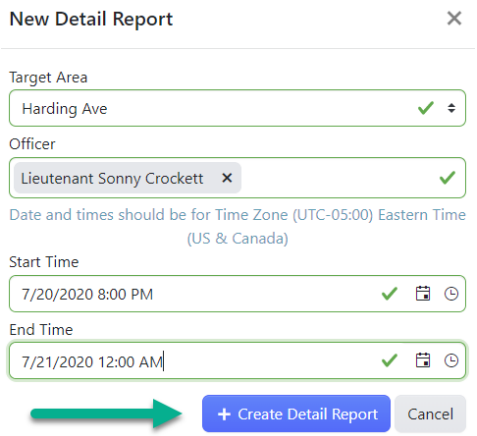
DETAIL REPORTS - To view detail reports that have been previously entered, click on *Detail Reports*. To add a new detail report, click on *+New Detail Report.*



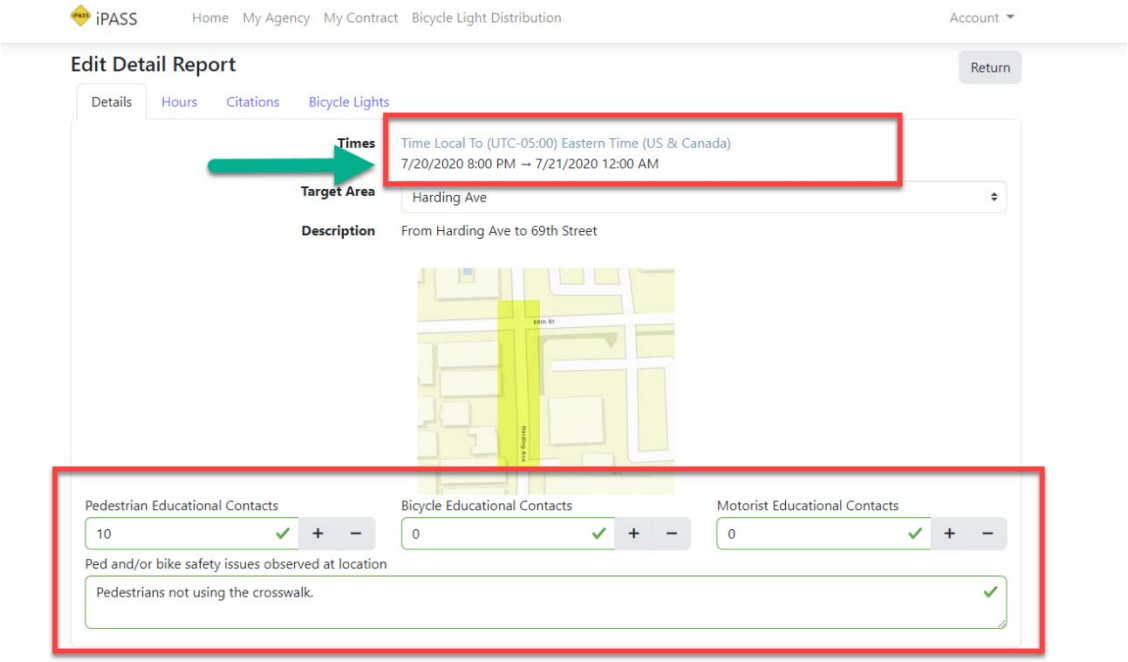
Click on the dropdown list for a list of pre-approved locations. Select the location that was worked and then select the officer who worked the detail. Note: Officers who will be entering their own detail reports and have a user account, will only see their name listed under the Officer field. Enter the date and time of when the detail took place. You can enter this manually or select the *calendar* and *clock* icons to complete this information. It is strongly recommended to use to the calendar and clock icons. The default date and time will always be set to current date and time.



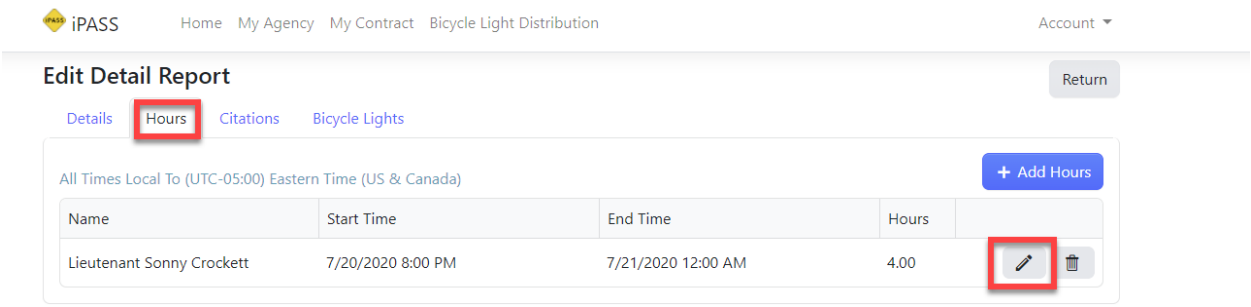
Click *+Create Detail Report* to add the detail activity.



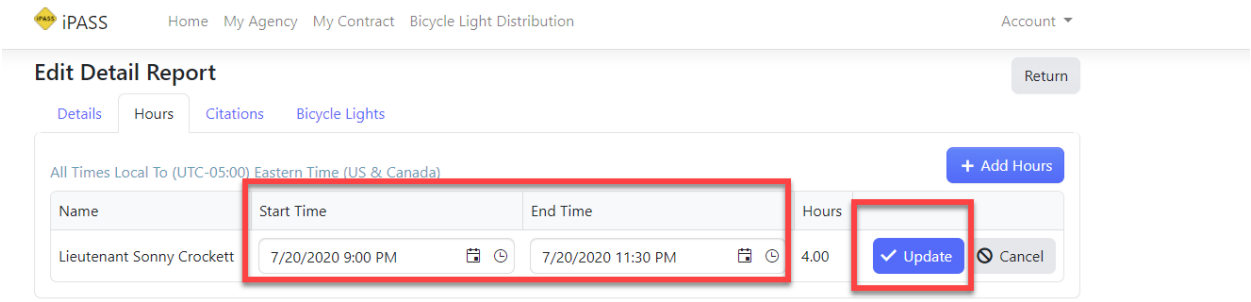
Date and Time of detail will now be shown. Complete the educational contacts made.



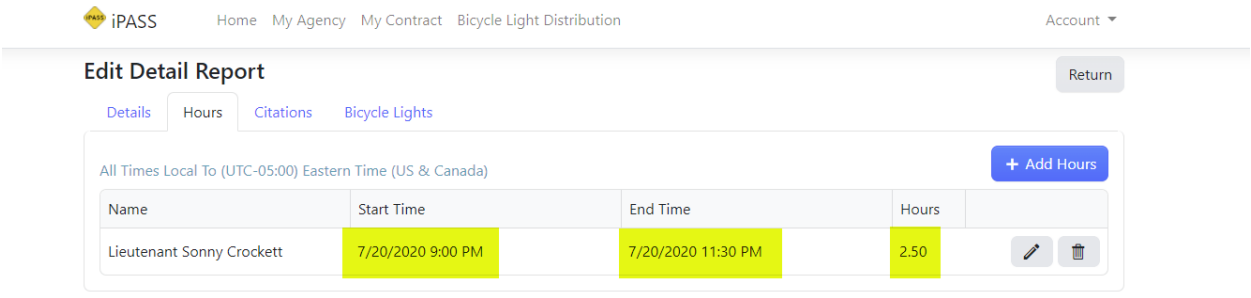
Click on the *Hours* tab. If you need to edit the hours, click on the *pencil* icon.



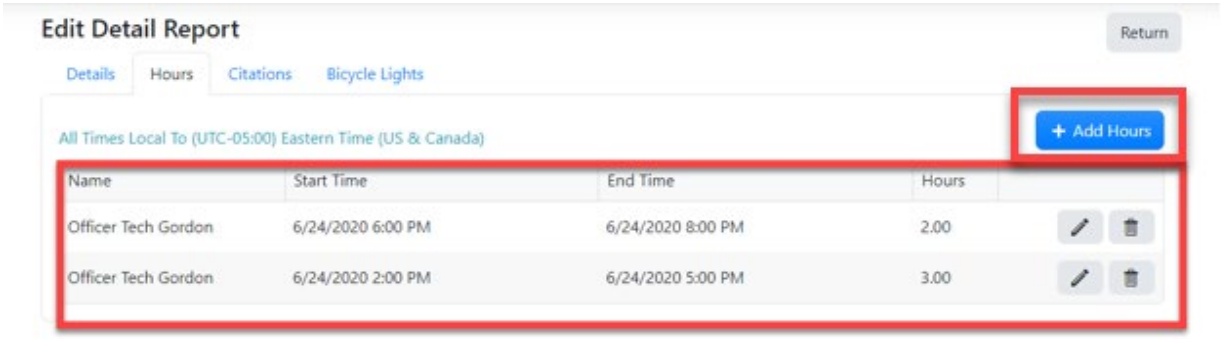
Edit the date and time. Click on *Update* to update the hours.



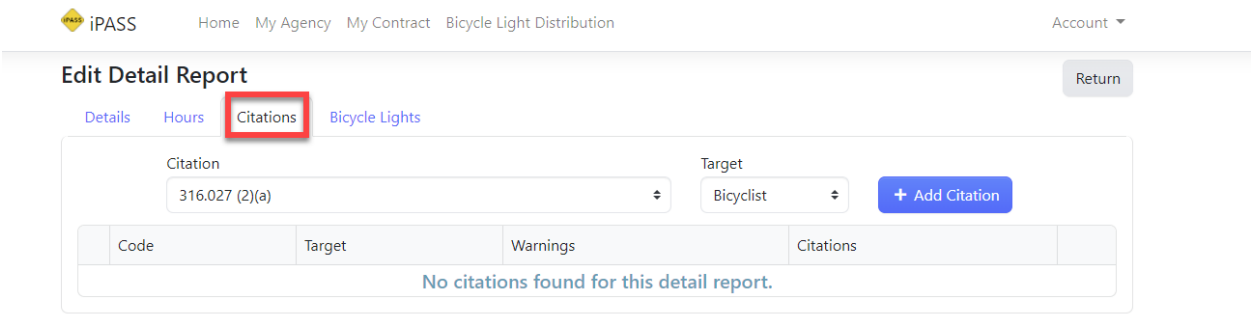
Hours have been now been updated.



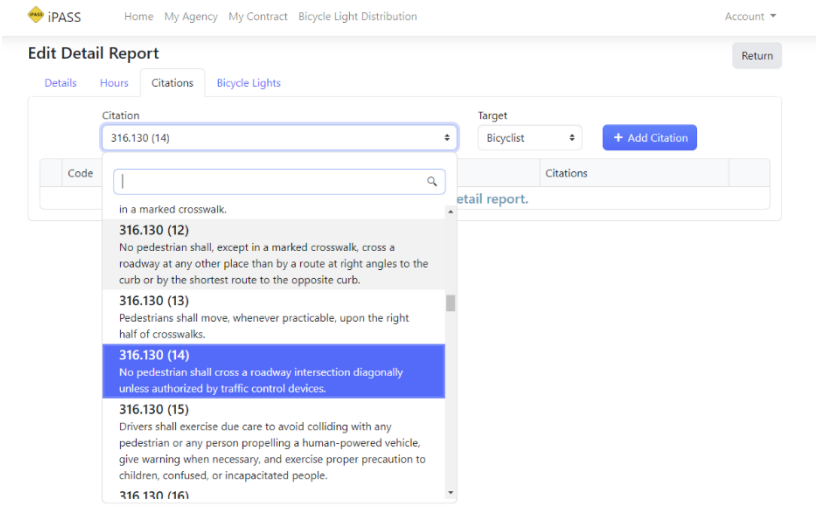
Note: The *+Add Hours* feature only applies to the same location worked on the same day. Specifically, when an officer clocks in from a meal break. This feature cannot be used to enter a new detail report. To add additional hours, click on *+Add Hours* and complete the entry.



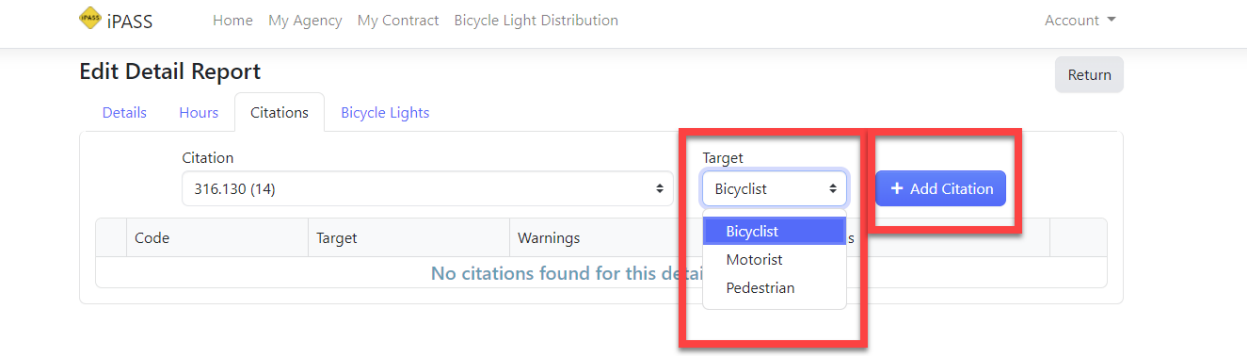
To enter Citations, click on *Citations*. Updated on 1/5/2021: This tab has been renamed to *Violations.*



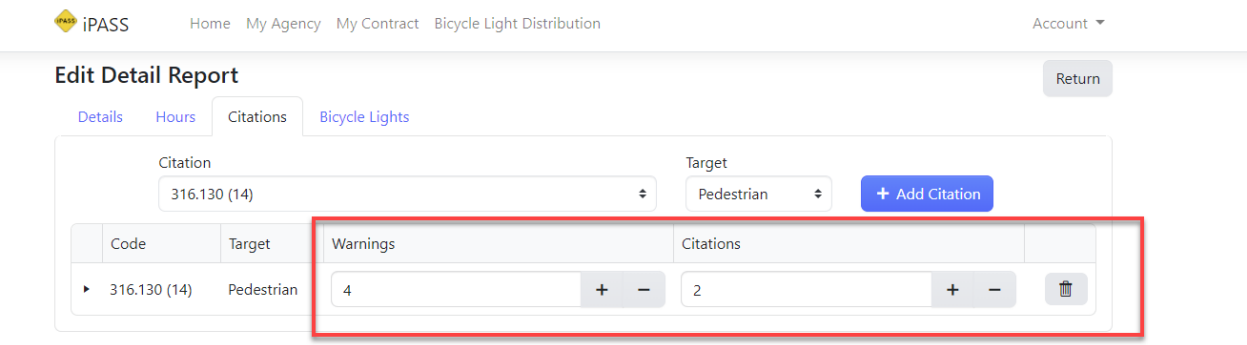
Click on the dropdown list and scroll through the list of citations. Click the appropriate citation.



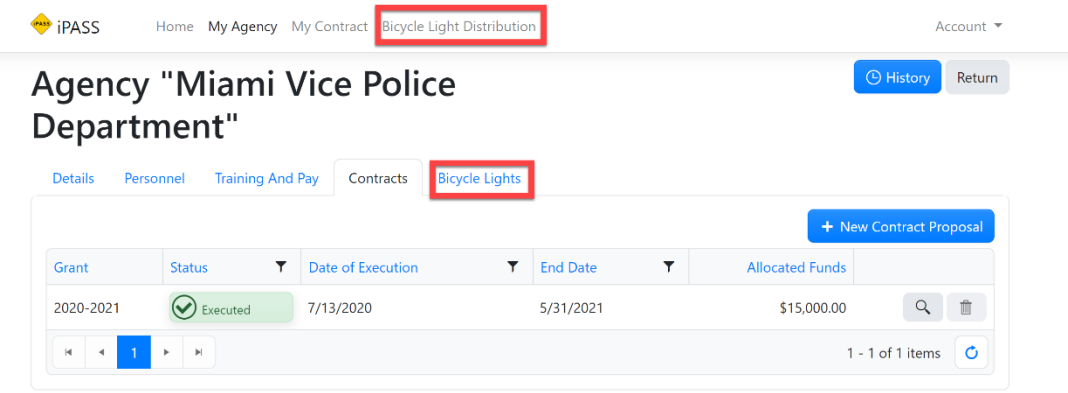
Add the Target – Bicyclist, Motorist, or Pedestrian and click *+Add Citation*.



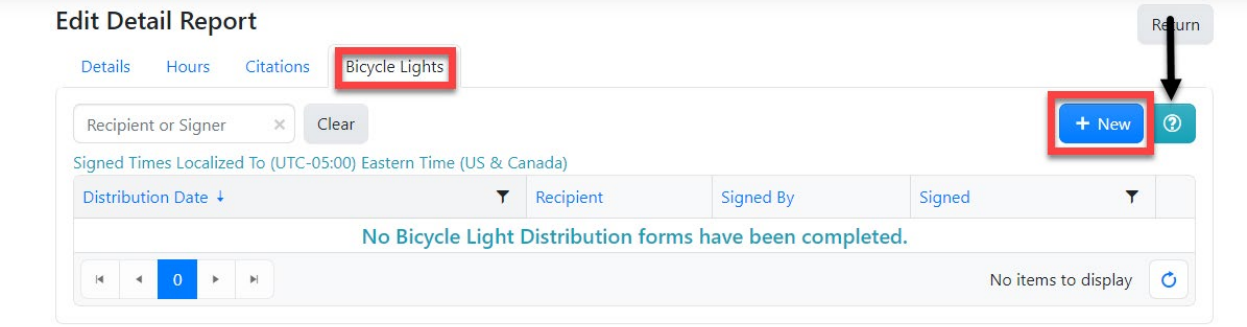
Enter the total number of warnings and/or citations given by the officer. This information will automatically be saved.



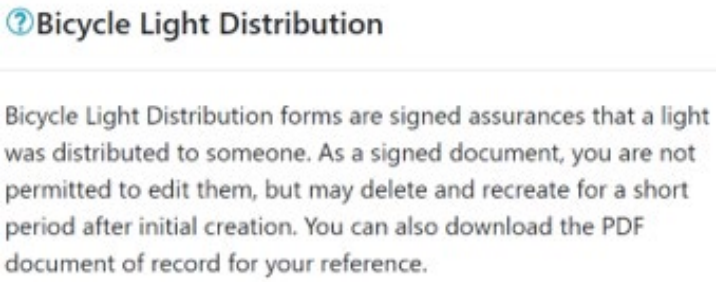
To enter Bicycle Light Distribution Assurance Forms click on *Bicycle Lights* or select *Bicycle Light Distribution* from the iPASS Dashboard.



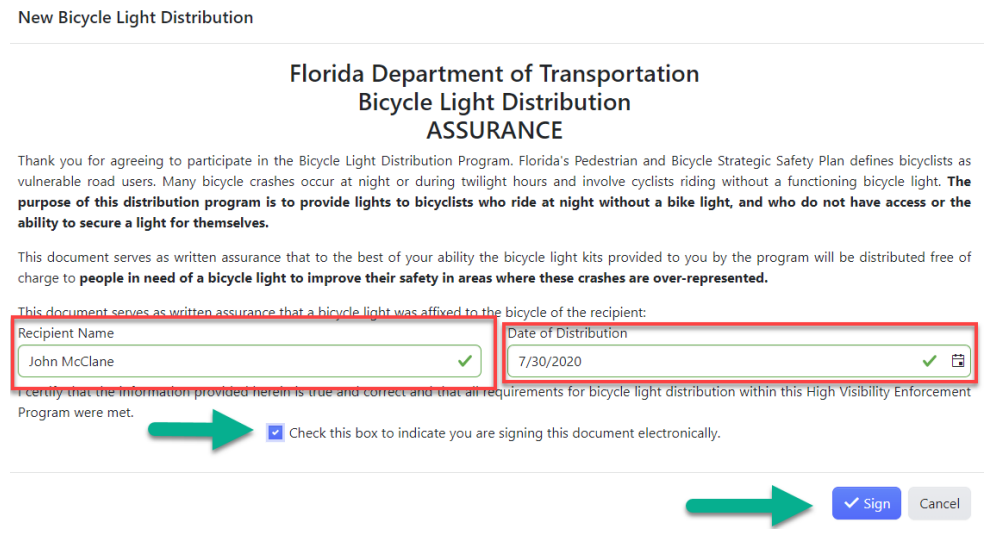
Click on *+New*



Click **for more information on Bicycle Light Distribution**



Complete the *Recipient Name* and *Date of Distribution*. Click on the box that reads "*Check this box to indicate you are signing this document electronically.*" Click on *Sign*. Note: This is not an F.I. card. You only need to ask for the person's name. No identification is required from the person in order to receive the bicycle light. If an officer does not have a user account in iPASS, they must complete the Bicycle Light Distribution Assurance paper form. Someone with an iPASS user account can enter the information and electronically sign the form.



To view the signed bicycle light form, click the *Adobe Acrobat* icon to download the document.

Florida Department of Transportation
Bicycle Light Distribution
ASSURANCE

Thank you for agreeing to participate in the Bicycle Light Distribution Program. Florida's Pedestrian and Bicycle Strategic Safety Plan defines bicyclists as vulnerable road users. Many bicycle crashes occur at night or during twilight hours and involve cyclists riding without a functioning bicycle light. **The purpose of this distribution program is to provide lights to bicyclists who ride at night without a bike light, and who do not have access or the ability to secure a light for themselves.**

This document serves as written assurance that to the best of your ability the bicycle light kits provided to you by the program will be distributed free of charge to **people in need of a bicycle light to improve their safety in areas where these crashes are over-represented.**

This document serves as written assurance that a bicycle light was affixed to the bicycle of the recipient:

Recipient
John McClane

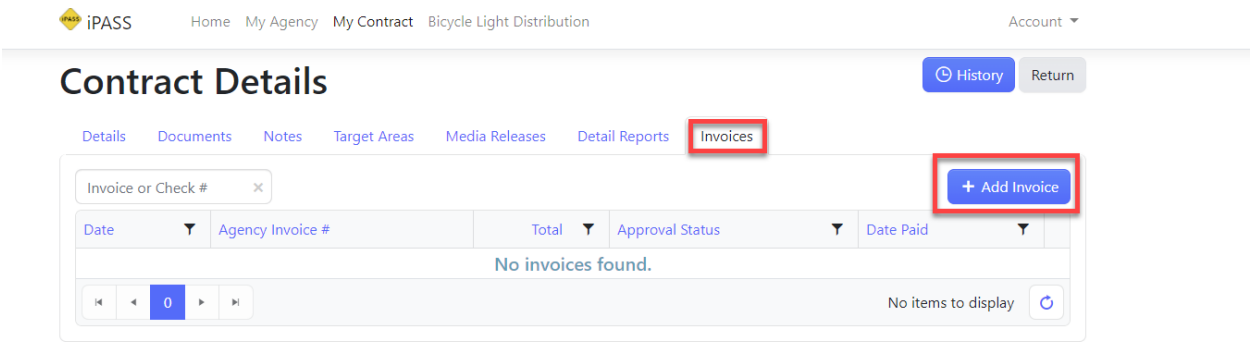
Date Of Distribution
7/30/2020

I certify that the information provided herein is true and correct and that all requirements for bicycle light distribution within this High Visibility Enforcement Program were met.

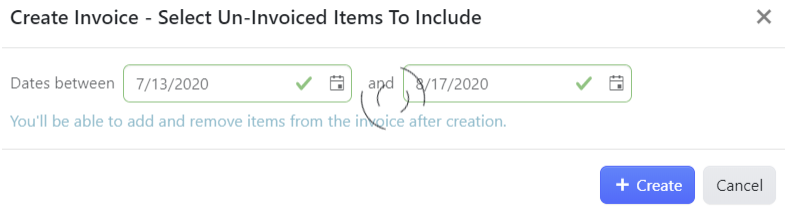
Signed:

```
Electronic Signature
          By: Grant Manager/Accountant Christine
              Cagney (21)
       Email: ccagney@miami-vice.org
        Date: Mon, 17 Aug 2020 04:16:51 GMT
  IP Address: 99.145.98.193
```

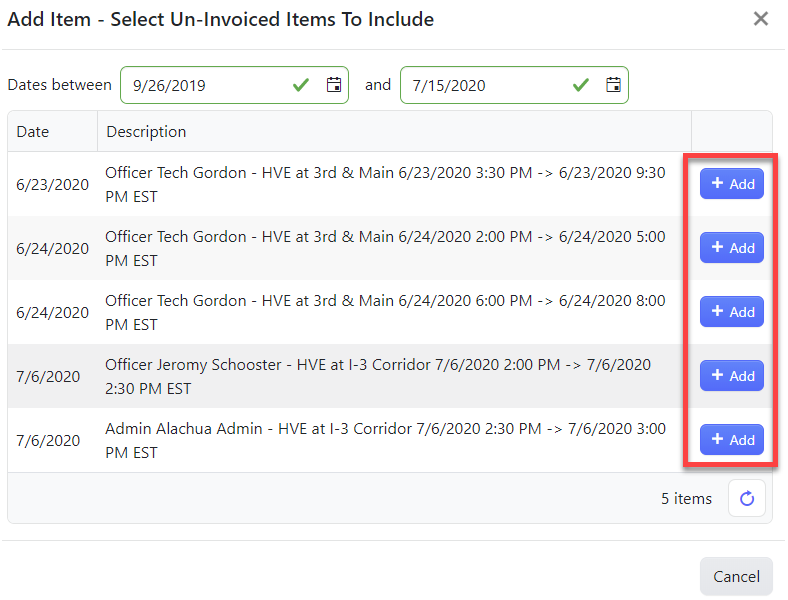
To add an invoice, click on *Invoices* and click on *+Add Invoice*.



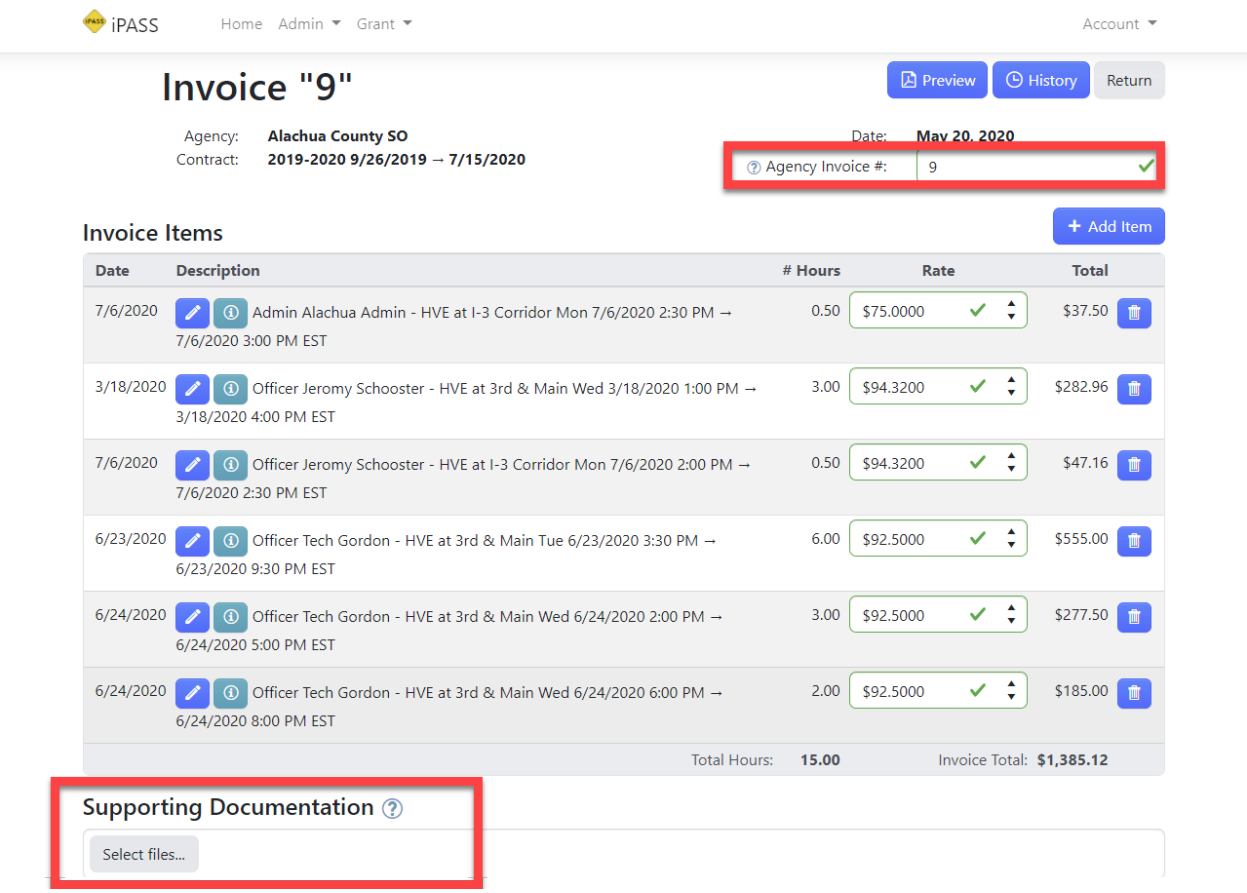
Click date range of the un-invoiced items you want to invoice. Click on *+Create*.



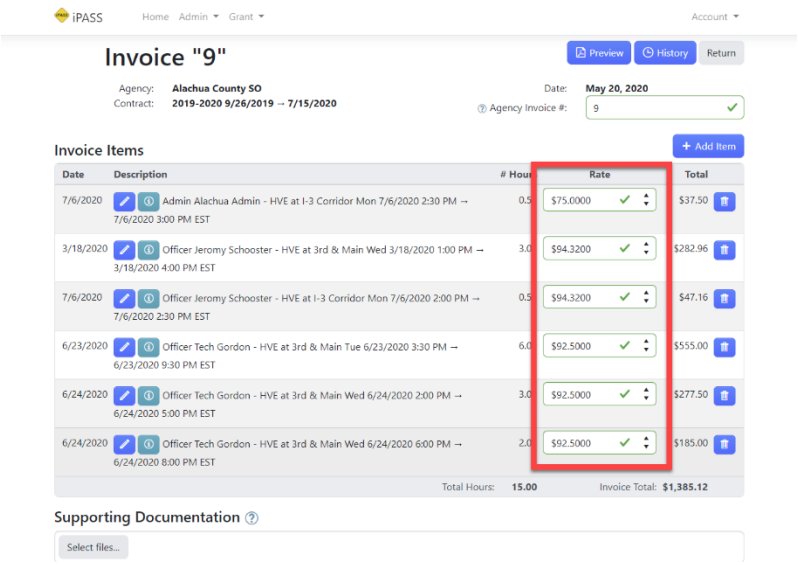
Click *+Add* for the HVE details that you want to include on the invoice.



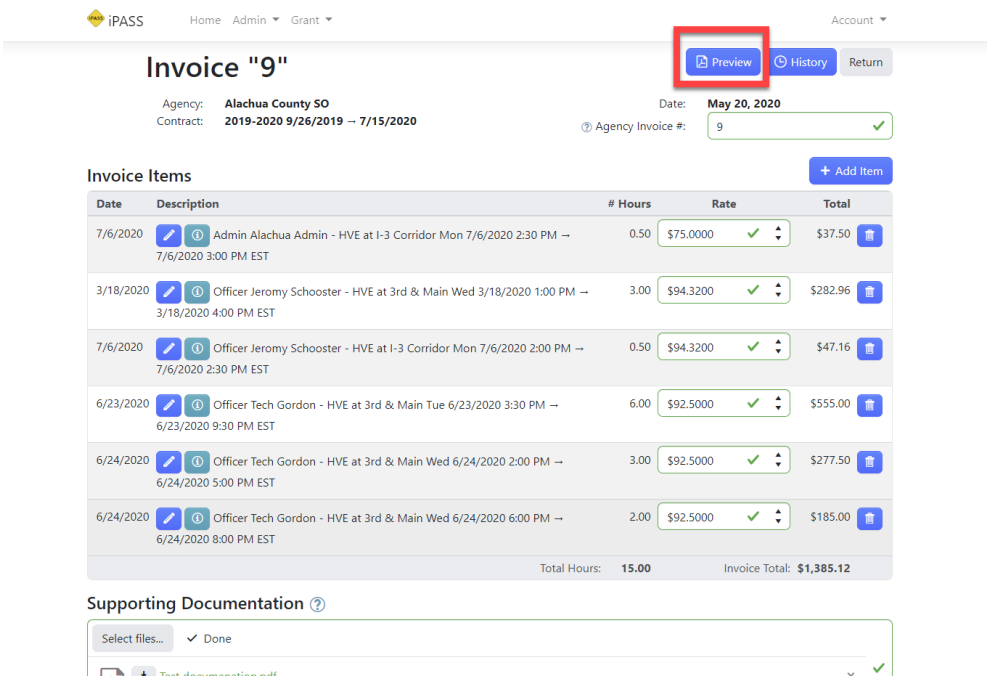
Add Agency Invoice #. The agency invoice # must be unique to your agency and is for your internal use only. To add Supporting Documentation, click on *Select files* and upload your documentation. You must provide documentation showing that the officers were paid overtime for the hours worked and the overtime rate documented.



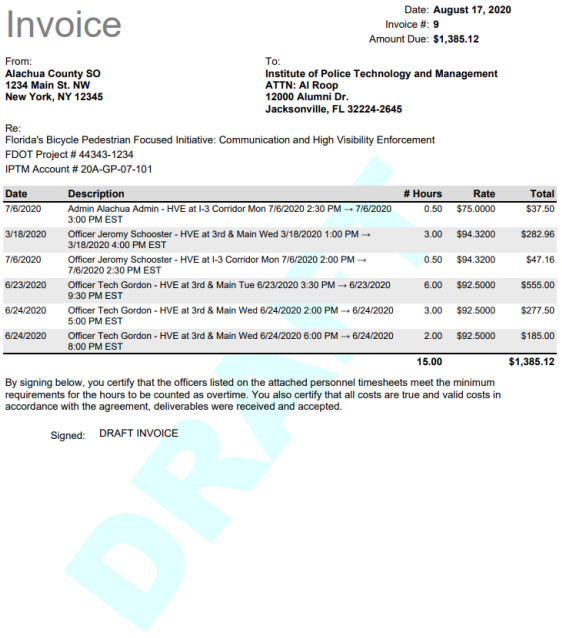
By default, the approved overtime rate from the *Pay* tab will be used. To edit the pay rate information, simply edit the rate of pay by clicking in the *Rate* field. Note: Overtime rate of pay must be within the -/+ $5.00 rate. If the amount is over $5.00, please update the officer's rate of pay and provide an explanation in the *Notes* field.



To preview the invoice, click on *Preview*.



The invoice will remain in *Draft* status until the authorized signer or signee has electronically signed and submitted the invoice.



Invoice

Date: **August 17, 2020**
Invoice #: **9**
Amount Due: **$1,385.12**

From:
Alachua County SO
1234 Main St. NW
New York, NY 12345

To:
Institute of Police Technology and Management
ATTN: Al Roop
12000 Alumni Dr.
Jacksonville, FL 32224-2645

Re:
Florida's Bicycle Pedestrian Focused Initiative: Communication and High Visibility Enforcement
FDOT Project # 44343-1234
IPTM Account # 20A-GP-07-101

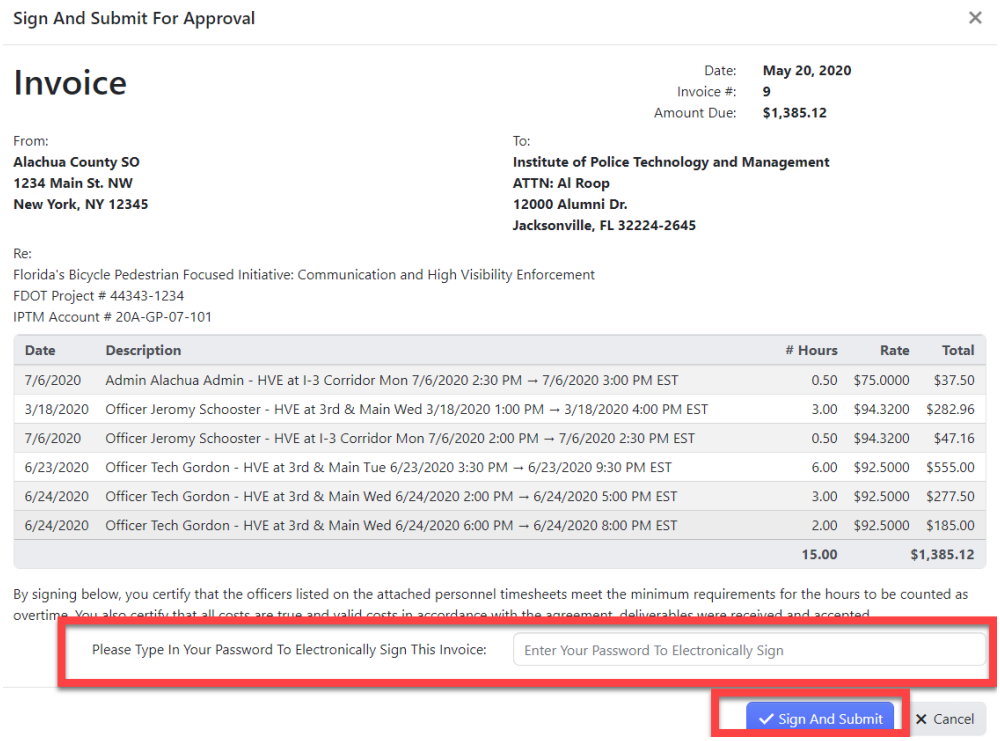
Date	Description	# Hours	Rate	Total
7/6/2020	Admin Alachua Admin - HVE at I-3 Corridor Mon 7/6/2020 2:30 PM → 7/6/2020 3:00 PM EST	0.50	$75.0000	$37.50
3/18/2020	Officer Jeromy Schooster - HVE at 3rd & Main Wed 3/18/2020 1:00 PM → 3/18/2020 4:00 PM EST	3.00	$94.3200	$282.96
7/6/2020	Officer Jeromy Schooster - HVE at I-3 Corridor Mon 7/6/2020 2:00 PM → 7/6/2020 2:30 PM EST	0.50	$94.3200	$47.16
6/23/2020	Officer Tech Gordon - HVE at 3rd & Main Tue 6/23/2020 3:30 PM → 6/23/2020 9:30 PM EST	6.00	$92.5000	$555.00
6/24/2020	Officer Tech Gordon - HVE at 3rd & Main Wed 6/24/2020 2:00 PM → 6/24/2020 5:00 PM EST	3.00	$92.5000	$277.50
6/24/2020	Officer Tech Gordon - HVE at 3rd & Main Wed 6/24/2020 6:00 PM → 6/24/2020 8:00 PM EST	2.00	$92.5000	$185.00
		15.00		**$1,385.12**

By signing below, you certify that the officers listed on the attached personnel timesheets meet the minimum requirements for the hours to be counted as overtime. You also certify that all costs are true and valid costs in accordance with the agreement, deliverables were received and accepted.

Signed: DRAFT INVOICE

DRAFT

Click on *Sign and Submit Invoice*. Enter your iPASS password to electronically sign the invoice and click on *Sign and Submit.*



Sign And Submit For Approval

Invoice

Date: **May 20, 2020**
Invoice #: **9**
Amount Due: **$1,385.12**

From:
Alachua County SO
1234 Main St. NW
New York, NY 12345

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		15.00		**$1,385.12**

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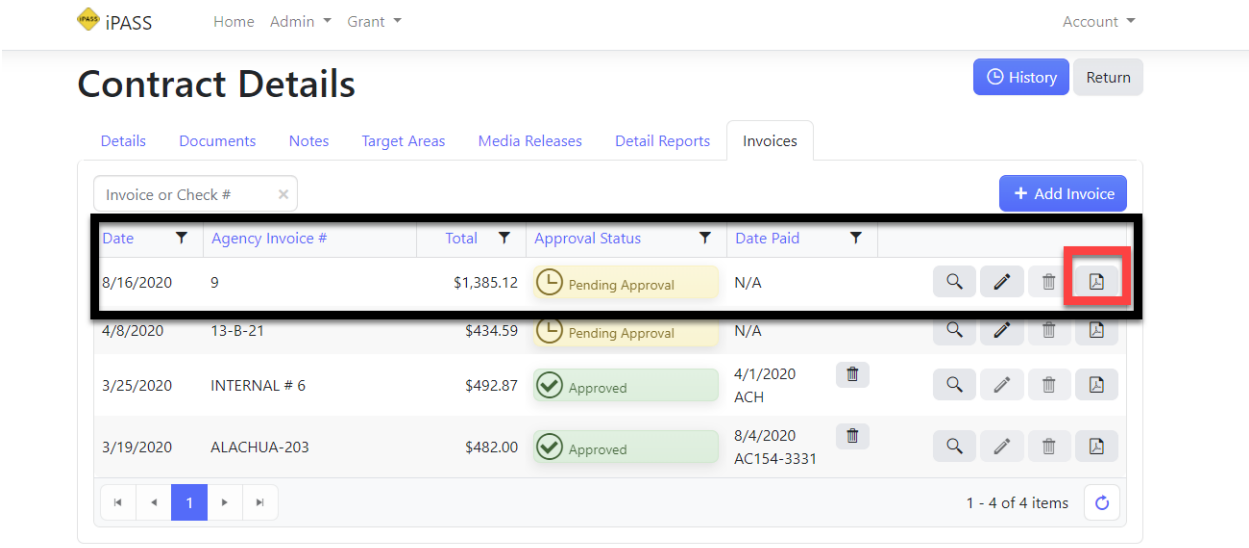
Please Type In Your Password To Electronically Sign This Invoice: Enter Your Password To Electronically Sign

✓ Sign And Submit ✕ Cancel

To view the signed invoice, click on the *Adobe Acrobat* icon to download a copy of the submitted invoice.



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		15.00		**$1,385.12**

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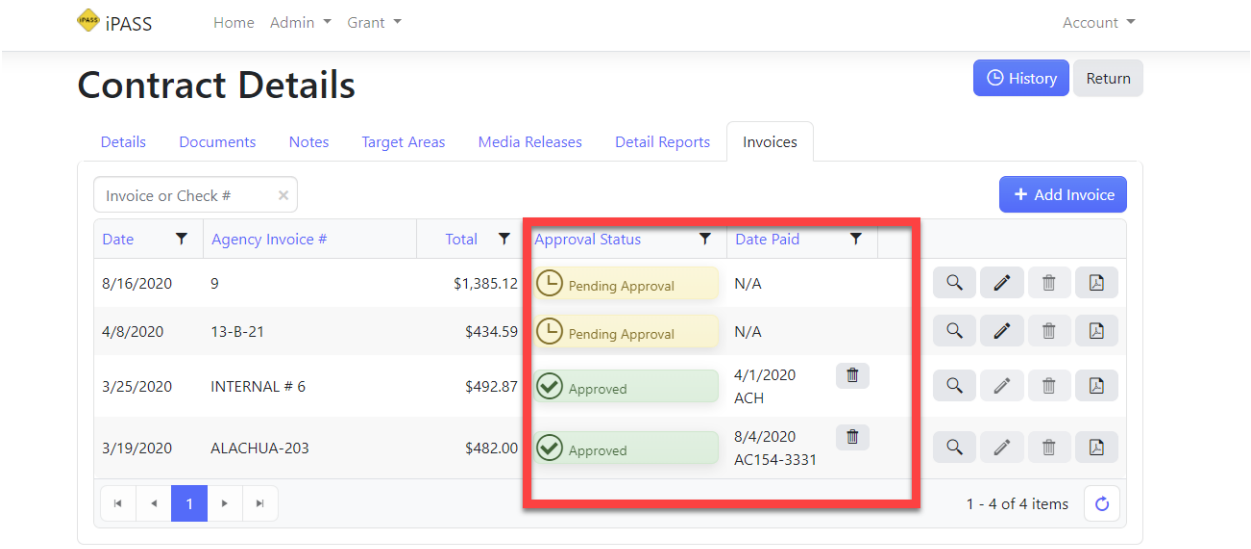
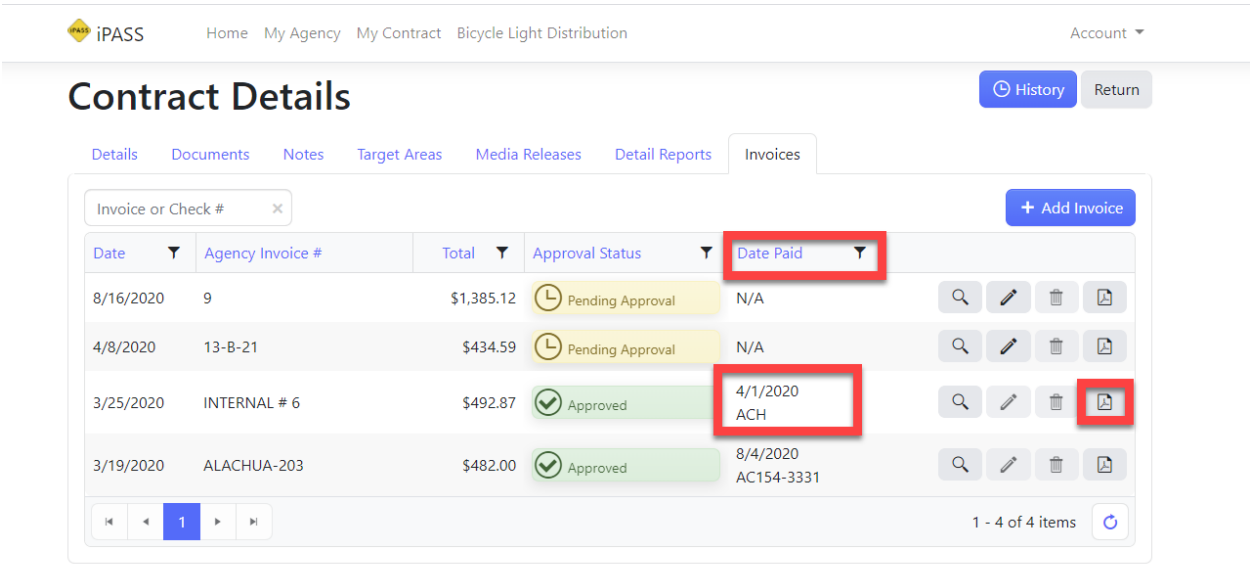
Signed:

```
Electronic Signature
        By: Fiscal Manager Sharon Murchison
            (14)
     Email: sharon.murchison@unf.edu
      Date: Mon, 17 Aug 2020 01:19:09 GMT
IP Address: 99.145.98.193
```

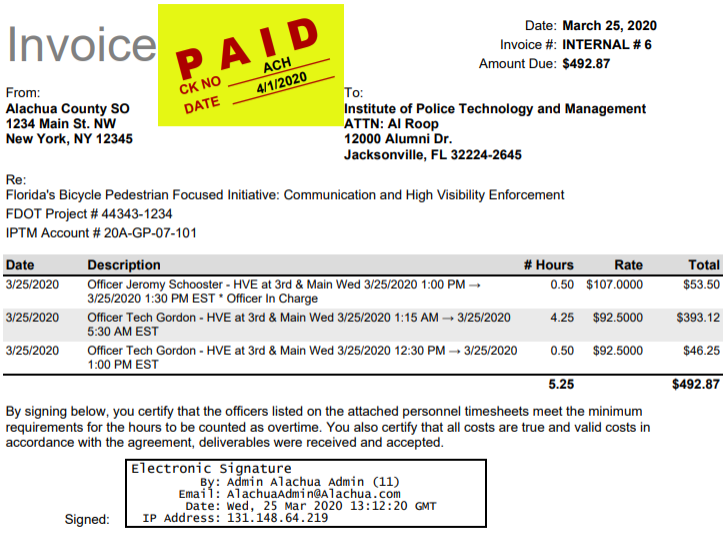
All pending and approved invoices will be shown under *Invoices.*



To view a paid invoice, click on the *Adobe Acrobat* icon to download the paid invoice.



A copy of the paid invoice will be notated like this:



Invoice

PAID
ACH
CK NO
DATE 4/1/2020

Date: **March 25, 2020**
Invoice #: **INTERNAL # 6**
Amount Due: **$492.87**

From:
Alachua County SO
1234 Main St. NW
New York, NY 12345

To:
Institute of Police Technology and Management
ATTN: Al Roop
12000 Alumni Dr.
Jacksonville, FL 32224-2645

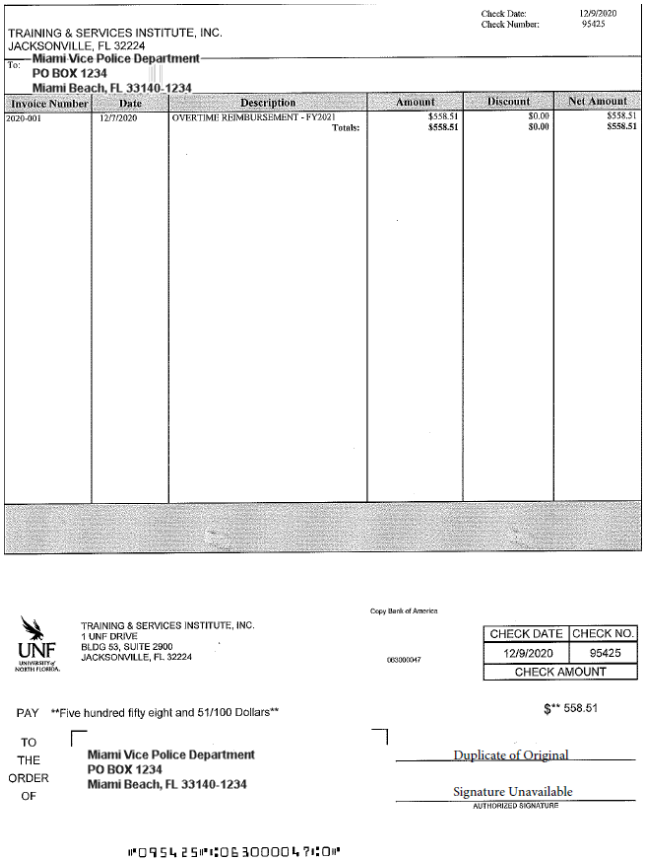
Re:
Florida's Bicycle Pedestrian Focused Initiative: Communication and High Visibility Enforcement
FDOT Project # 44343-1234
IPTM Account # 20A-GP-07-101

Date	Description	# Hours	Rate	Total
3/25/2020	Officer Jeromy Schooster - HVE at 3rd & Main Wed 3/25/2020 1:00 PM → 3/25/2020 1:30 PM EST * Officer In Charge	0.50	$107.0000	$53.50
3/25/2020	Officer Tech Gordon - HVE at 3rd & Main Wed 3/25/2020 1:15 AM → 3/25/2020 5:30 AM EST	4.25	$92.5000	$393.12
3/25/2020	Officer Tech Gordon - HVE at 3rd & Main Wed 3/25/2020 12:30 PM → 3/25/2020 1:00 PM EST	0.50	$92.5000	$46.25
		5.25		**$492.87**

By signing below, you certify that the officers listed on the attached personnel timesheets meet the minimum requirements for the hours to be counted as overtime. You also certify that all costs are true and valid costs in accordance with the agreement, deliverables were received and accepted.

Signed:
Electronic Signature
By: Admin Alachua Admin (11)
Email: AlachuaAdmin@Alachua.com
Date: Wed, 25 Mar 2020 13:12:20 GMT
IP Address: 131.148.64.219

A copy of the check issued by IPTM/UNF is also included.



TRAINING & SERVICES INSTITUTE, INC.
JACKSONVILLE, FL 32224

Check Date: 12/9/2020
Check Number: 95425

To: **Miami Vice Police Department**
PO BOX 1234
Miami Beach, FL 33140-1234

Invoice Number	Date	Description	Amount	Discount	Net Amount
2020-001	12/7/2020	OVERTIME REIMBURSEMENT - FY2021	$558.51	$0.00	$558.51
		Totals:	**$558.51**	**$0.00**	**$558.51**

UNF
UNIVERSITY of NORTH FLORIDA

TRAINING & SERVICES INSTITUTE, INC.
1 UNF DRIVE
BLDG 53, SUITE 2900
JACKSONVILLE, FL 32224

Copy Bank of America

063000047

CHECK DATE	CHECK NO.
12/9/2020	95425
CHECK AMOUNT	

PAY **Five hundred fifty eight and 51/100 Dollars**

$** 558.51

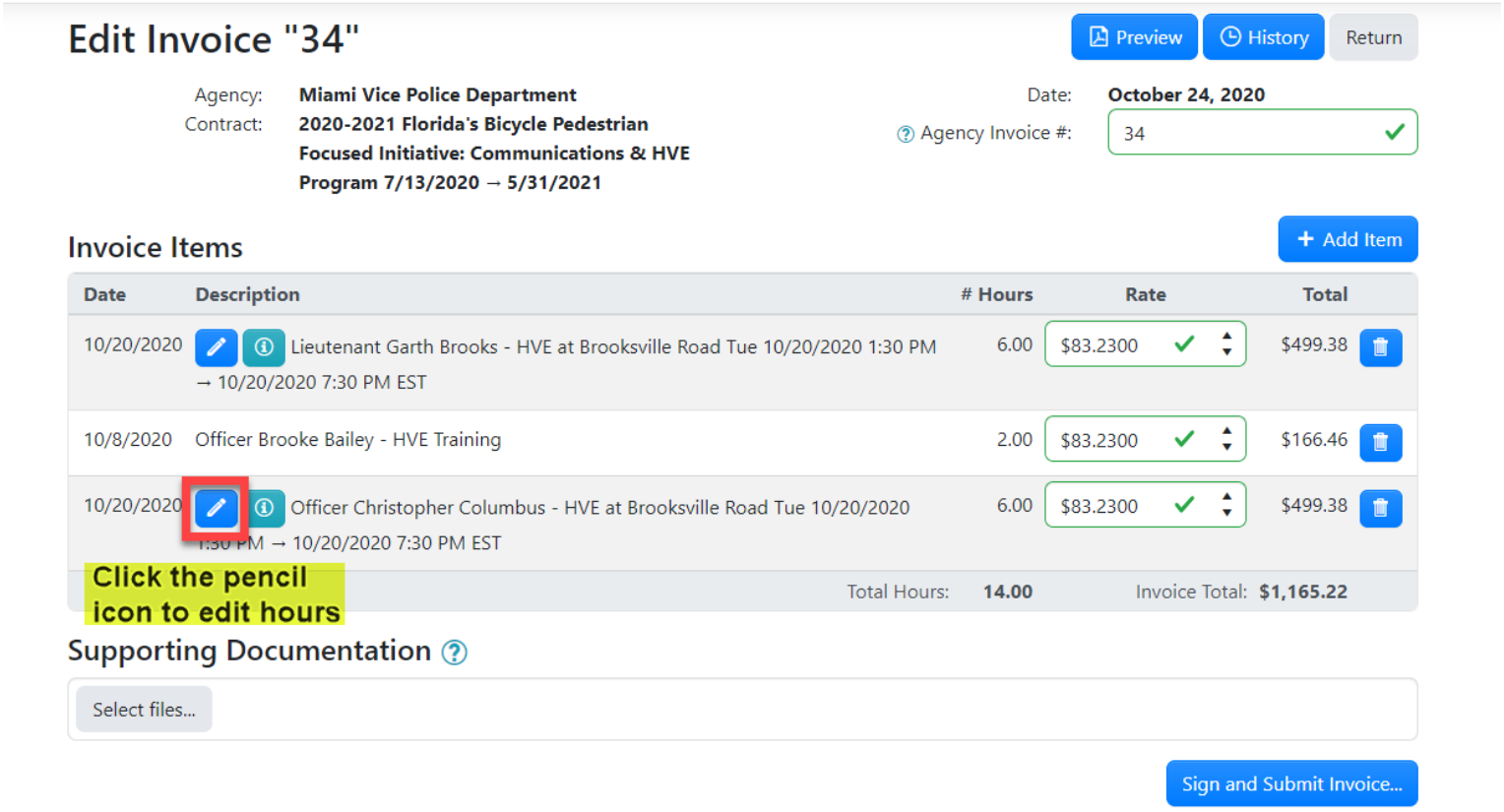
TO THE ORDER OF
Miami Vice Police Department
PO BOX 1234
Miami Beach, FL 33140-1234

Duplicate of Original

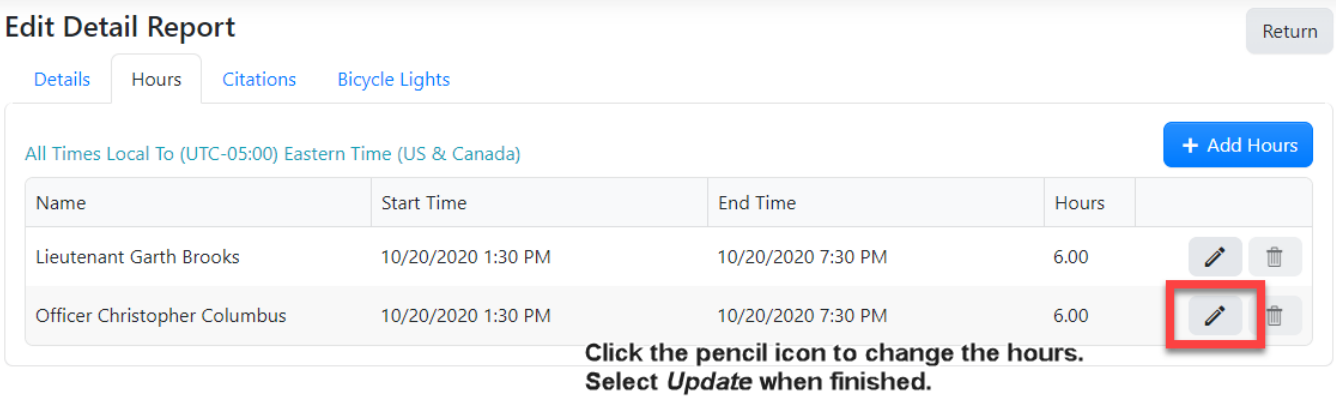
Signature Unavailable
AUTHORIZED SIGNATURE

⑈095425⑈ ⑆063000047⑆ 0

HOW TO PAY HOURS AT STRAIGHT RATE OVERTIME – Click on the pencil icon to edit hours.

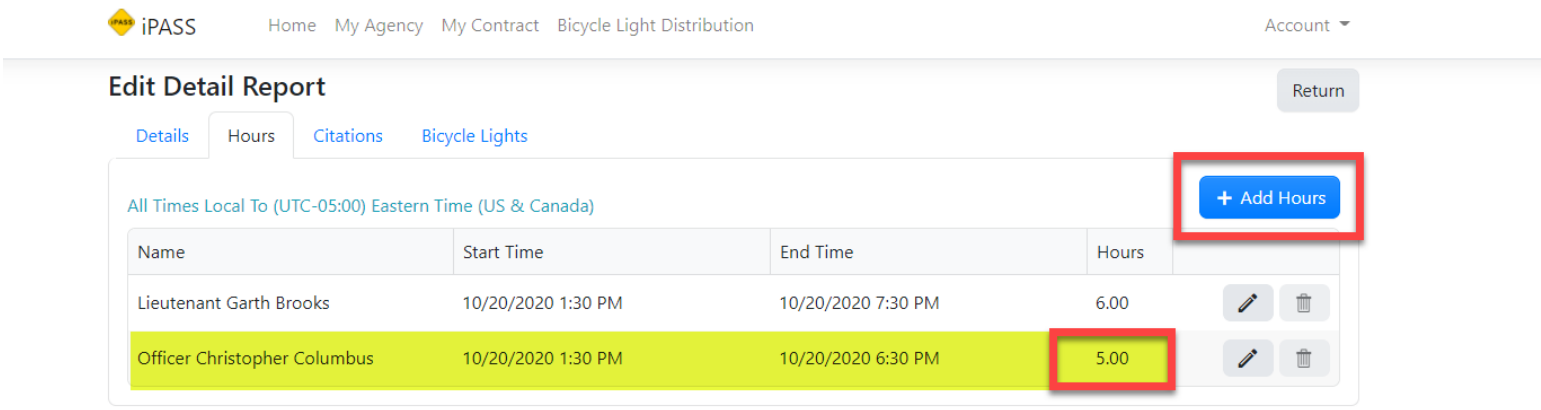


Click the pencil icon to change the hours. Select *Update* when finished.

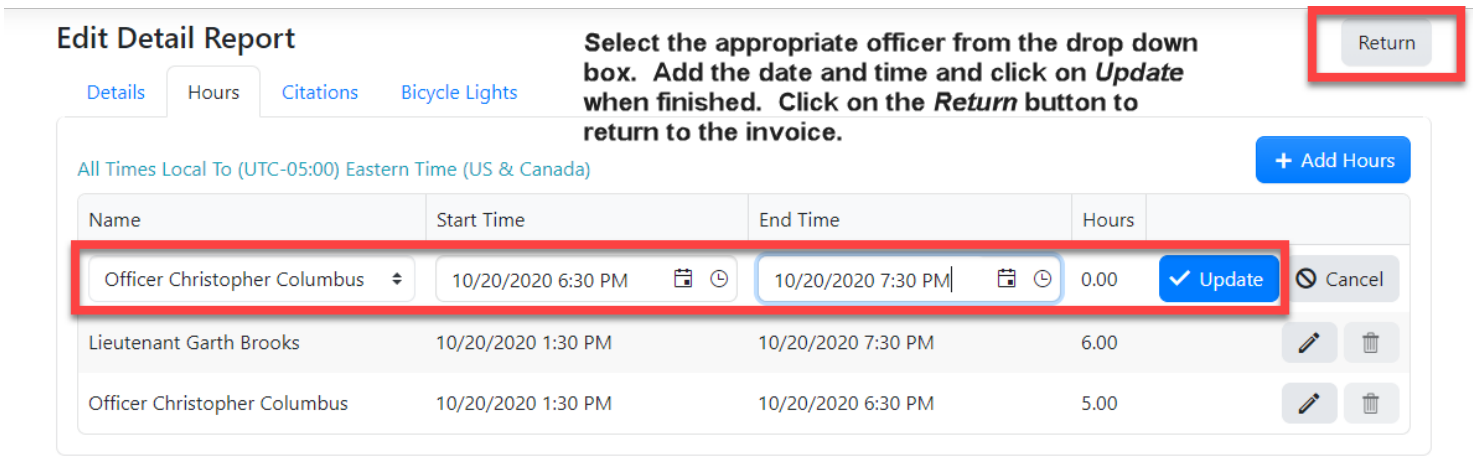


IPASS USER TUTORIAL

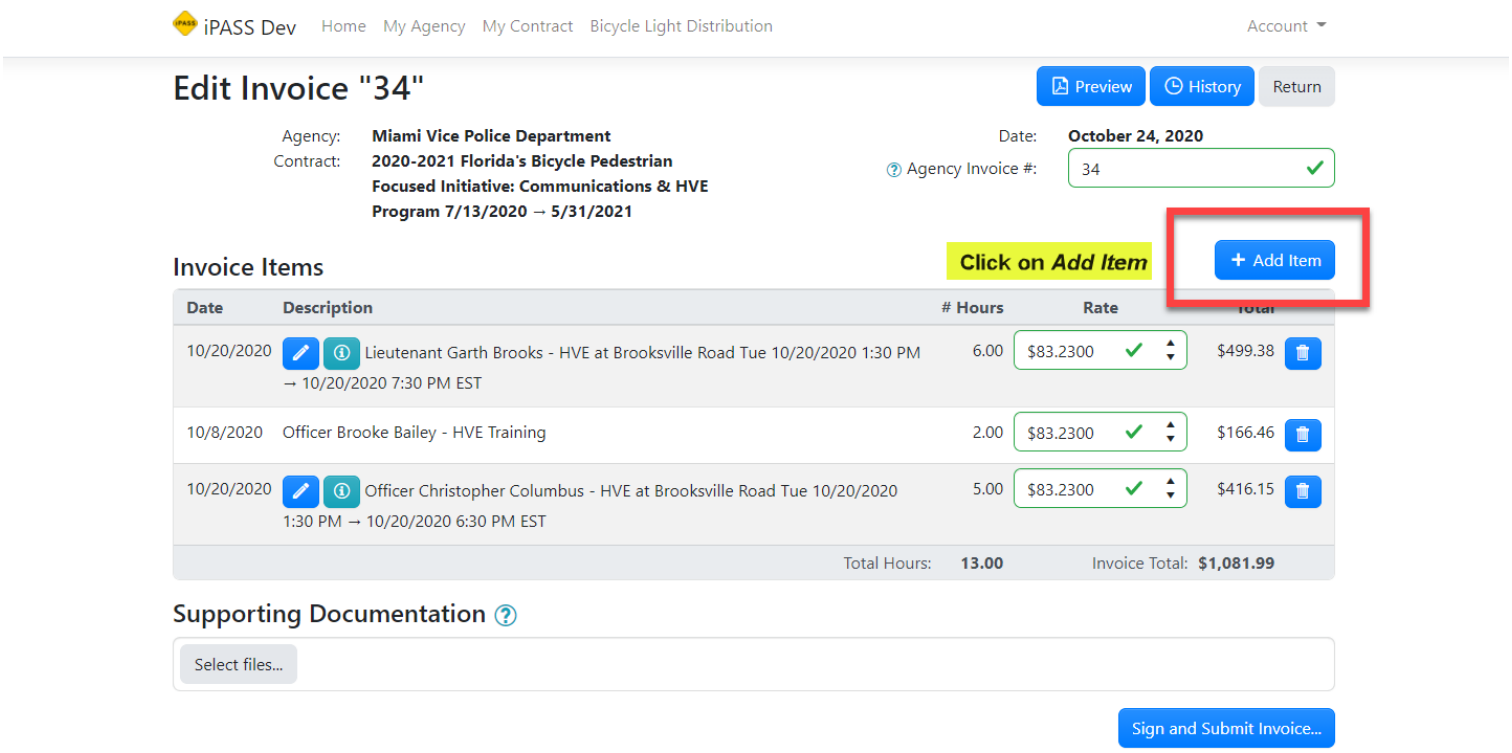
Hours have now been changed. Click the *Add Hours* button to add the additional hour.



Select the appropriate officer from the drop-down box. Add the date and time and click on *Update* when finished. Click on the *Return* button to return to the invoice

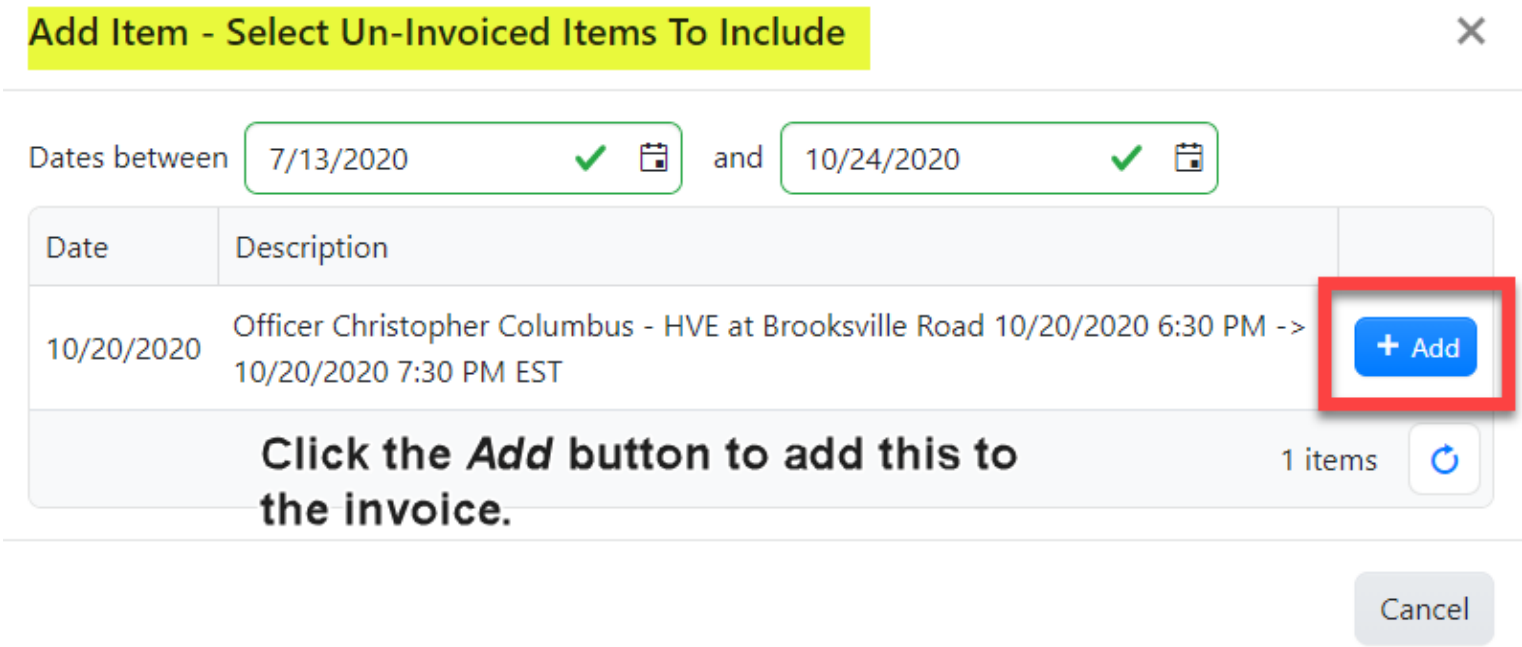


Click on *+Add Item*

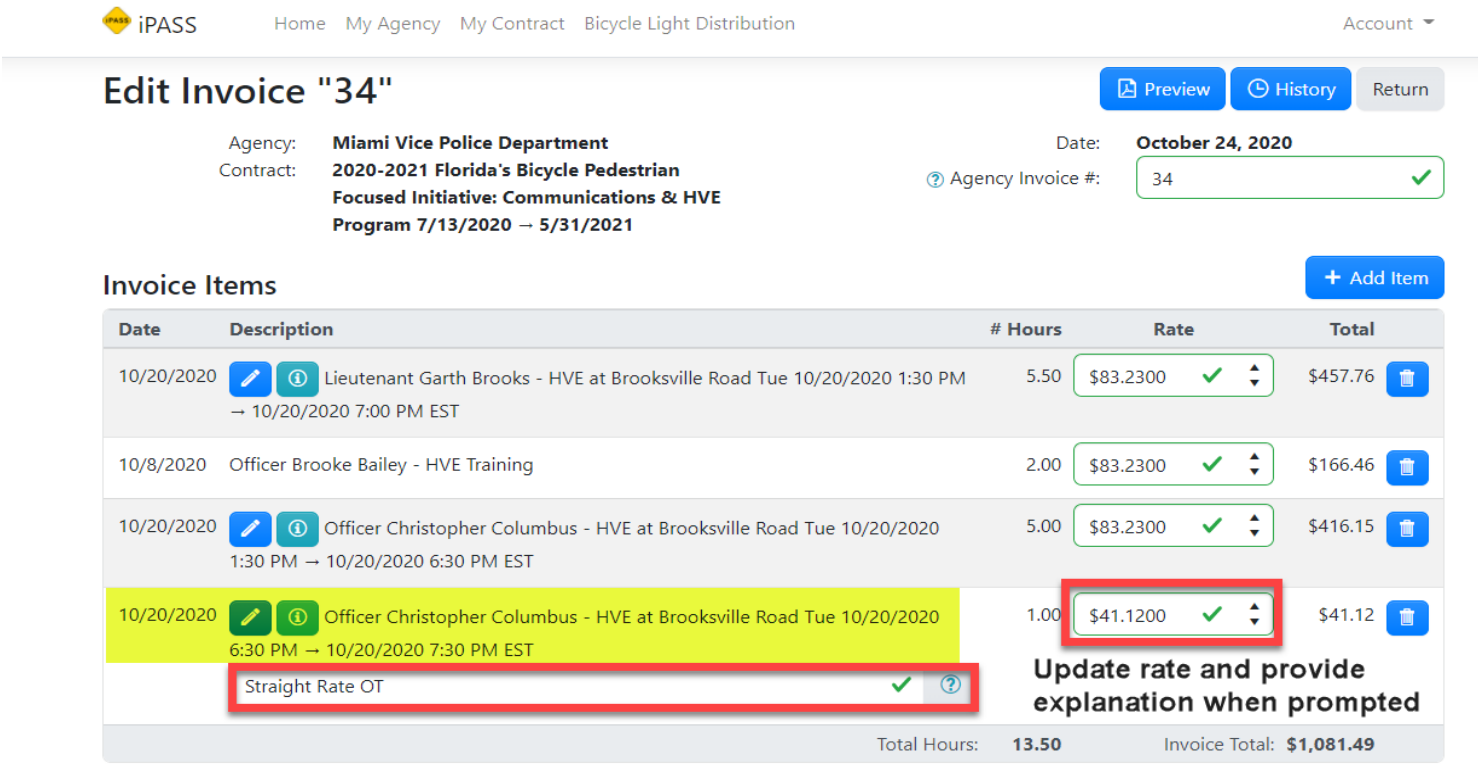


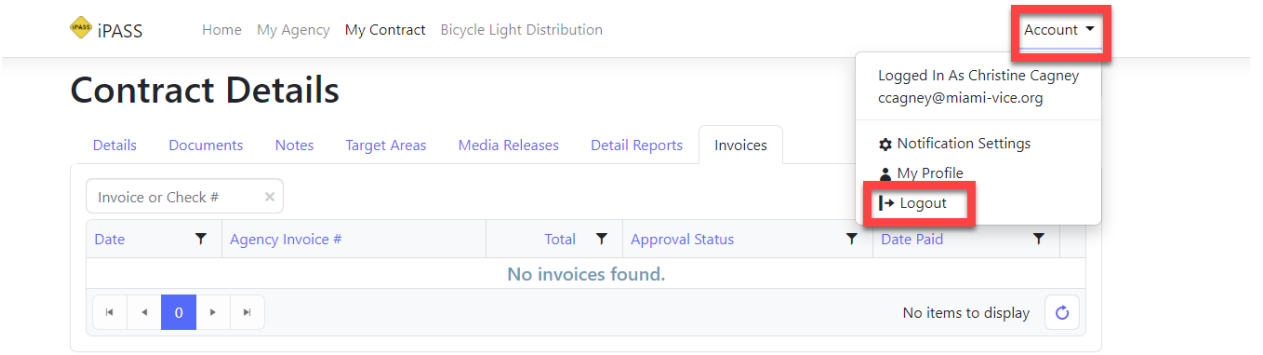
Click the *+Add* button to add the hours to the invoice.

Update the pay rate and provide the explanation when prompted.



Update the pay rate and provide the explanation when prompted.



NOTE: If the agency is claiming fringe benefits, the explanation would be written as:
"Fully loaded Straight Rate OT"

To logout of iPASS, click on *Account* and select *Logout.*