



### Accessing the TeleTime System

- Call the telephone number **1-844-268-5412**  
*Note: A message will welcome you to the TeleTime system and identify the time.*
- Enter your (**00123456 or 00012345**) employee ID number followed by the pound (#) button. If your ID is less than 8 digits, use leading zeros to make 8.
- Enter your **PIN or PASSWORD** followed by the pound (#) button. If it's your first time or if it has been reset, you'll be prompted to create a new password.

### Note:

The TeleTime feature is for situations where there are no clocks or computers available. You can report sick time, review schedules and accrual balances, and see total hours and last time stamp. Access is gained with the approval of your direct Supervisor.



### Record a Time Stamp

- Access the TeleTime system.
- Press **1** from the **Main** menu.

### Review Schedules

- Access the TeleTime system.
- Press **6** from the **Main** menu to access the **Inquiry** menu.
- From the **Inquiry** menu, press **1** for the *day's schedule* or press **2** for the *week's schedule*.
- Respond to the system prompts.

### Reviewing Total Hours

- Access the TeleTime system.
- Press **6** from the **Main** menu to access the **Inquiry** menu.
- Press **4** from the **Inquiry** menu.
- Respond to the system prompts.

### Review Last Time Stamp

- Access the TeleTime system.
- Press **6** from the **Main** menu to access the **Inquiry** menu.
- Press **5** from the **Inquiry** menu. Respond to the system prompts.