Clocking Instructions

**CLOCKING INSTRUCTIONS**

1. Enter the Time & Labor System access code #6058
2. After the time is announced, enter your Employee ID# followed by a 0
3. Enter your clock code:
   - 1 = clock in
   - 9 = clock out
   - 3 = meal out
   - 4 = meal in
   - 5 = department float
   - 6 = to enter PTO
4. Verification of clocking confirmed
5. After confirmation, “Thank you,” hang up

For the following codes please enter your department code or press the # key for your home department:

- Float Code = 5
- PTO Code = 6

**CLOCKING INSTRUCTIONS FOR TEMPORARY EMPLOYEES**

1. Enter the Time & Labor System access code #6058
2. After the time is announced, enter your Employee ID# followed by a 0
3. Enter your clock code:
   - IN = 5 & then department Code
   - OUT = 9
   - 9 = clock out
   - 5 = department float
4. Verification of clocking confirmed
5. After confirmation, “Thank you,” hang up

**PTO CLOCKING INSTRUCTIONS**

Enter the date or press # for today’s date. Dates are entered as mm:dd format.

Enter the number of hours. Hours are entered in hundreds of hours. (e.g., 0800, 0825, 0850)

Once you have entered your request for PTO:

Press-1 to confirm
Press-2 to cancel

After confirmation, “Your request for PTO was recorded, Thank you,” press 1 for another transaction. Or press 9 to exit the system.

If you cancelled your transaction:

Press-1 to re-enter your transaction
Press-2 to return to the main menu or
Press-9 to exit the system.

**Helpful Suggestions For a Successful Entry**

- Please wait for confirmation and “Thank You” response before hanging up.
- Do not enter the year when clocking PTO time.
- Do not use the speakerphone when clocking transactions.
- The user can make multiple entries with one phone call, e.g., PTO.
- The user will be apprised of their clocking transaction so a mistake can be recognized and corrected.