



Chesapeake Registry Time & Attendance Instructions

CLOCK-IN *Listen for “Clock-In Successful” to ensure your clock-in is complete.

1. Pick up the phone and it automatically dials into the system.
PLEASE WAIT A FEW SECONDS FOR VOICE PROMPT!
2. Enter your Phone PIN number (Provided by your Agency) followed by the **#** sign.
 - a. *If you do not know your Phone PIN then call your **Agency**.*
3. If you belong to more than 1 agency you will be prompted to select the agency you are scheduled for. Enter the agency number and **#** sign.

CLOCK-OUT *Listen for “Clock-Out Successful” to ensure your shift is recorded.

1. Pick up the phone and it automatically dials into the system.
PLEASE WAIT A FEW SECONDS FOR VOICE PROMPT!
2. Enter your Phone PIN number followed by the **#** sign.
3. Enter the code for the Unit you worked in followed by the **#** sign.

<u>Unit Name</u>	<u>Code</u>
Breast Care Center	1281
ED	1367
Home Health	853
ICU	851
Labor & Delivery	1382
Mother/Baby	1381
NICU	854
OR/Surgical	856
Sterile Processing	857
Cath Lab	1423

FOR HELP OR LOST PHONE PIN **# – TALK TO YOUR AGENCY**

***** CALL 443-690-6438 TO NOTIFY OF ANY TECHNICAL ISSUES *****

IMPORTANT:

**YOU STILL NEED TO HAVE YOUR PAPER TIMECARDS
SIGNED AS YOU DO NOW**