



Chesapeake Registry Time & Attendance Instructions

CLOCK IN

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** or step in the Staffing Office and ask someone to look it up for you **IF** they have time.*
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

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>
ASC Ambulatory Surgi Center	869
Companion	1268
Emergency Room	842
GRC-GERI-Respiratory Unit	849
HCU-Heart Care Unit	848
ICU	843
IMC	844
Imaging	3341
MONC-Medical Oncology	852
OR	859
Psych	858
SGOR-Surgical Orthopedics	850
Subacute	855
SWOT Float Pool	3322

FOR HELP OR LOST PHONE PIN # – TALK TO YOUR AGENCY or THE STAFFING OFFICE

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

**YOU STILL NEED TO HAVE YOUR PAPER
TIMECARDS SIGNED BY STAFFING OFFICE**