



Chesapeake Registry Time & Attendance Instructions

This does not replace the need to clock in and out using the Kronos system.

You must still use Kronos to clock in and out.

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

1. Pick up the phone and dial #028. **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 dial #028. **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.

Unit Name	Code
4300 Med/Surg Tele	1045
4400 Med/Surg Tele	1048
6300 Oncology	1047
Adult Surgery (Inpatient Med Surg unit)	1046
Behavioral Health	1387
Cardiac Stepdown	1326
Case Management	1430
Cath Lab	1098
CCU	1424
Clinical Decision Unit	1857
CORE Lab	1279
Emergency Department	1050
Endoscopy	1872
ICU	1044
Interventional Radiology	1370
Operating Room	1051
Ortho/Neuro	1049
PACU	1165
Pathology Lab	1388
Pediatric ER	1842
Radiation Therapy (Oncology)	1429
Sterile Processing	1146

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

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

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