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.

Unit Name	Code
Burk 1	1829
Burk 2	1830
General Orientation	1816
Hall 1	1831
Hall 2	1835
HCS Orientation	1817
HICU	1815
Household 1	1832
Household 2	1833
Household 3	1834
Household 4	1836
Household 5	1837
Household 6	1838
Meisel 1 (Complex Medical)	1811
Meisel 2 (Gero-Psych)	1812
Meisel Ground (Psych)	1814
Occupational Therapy (Hospital)	1873
Occupational Therapy (Nursing Home)	1874
Physical Therapy (Hospital)	1868
Physical Therapy (Nursing Home)	1869
Rehab (Courtland Gardens)	1877
Speech Therapy	1870

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