



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>
5S Traumatic Brain Injury	1377
6 Pulmonary Infectious Diseases	1374
Ambulatory Surgery Center	1063
B5 Comprehensive Inpatient Rehabilitation	1376
B6 Oncology/Women's Services	1375
General Operating Room	868
ICU/CICU/CCU	864
Intermediate Care Unit (ICU step down)	865
Occupational Therapy (OT)	1379
Oncology Outpatient Department	1328
Open Heart Step Down	1378
PACU	867
Physical Therapy-Out Pt Ruben Institute	1383
Progressive Care Unit	866
Ruben Institute for Advanced Orthopedics OR	1338
Sitters	1064
Sitters - Behavioral	1372
Sitters - Suicide	1373

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