



Phone Module Employee Features Guide

Accessing the Phone Module

1. Dial the access number that has been provided to you. Use the following space to write the number for future reference: ___ - ___ - ____.
2. When prompted, enter the following information and press # after each entry:
 - Phone user ID number
 - Phone PIN

Note: The system will announce several menu options. The exact menu items and corresponding keys will vary depending on the labor charge categories your company uses.

3. Follow the instructions below to complete your desired tasks.

To Clock In or Out

- Clocking In: From the main menu, press 1.
 - The date and time of your clocking transaction is announced.
 - Hang up to exit the system.
- Clocking Out: From the main menu, press 2.
 - The date and time of your clocking transaction is announced.
 - Hang up to exit the system.
- Clocking Out for Lunch: From the main menu, press 3.
 - The date and time of your clocking transaction is announced.
 - Hang up to exit the system.

Note: Some companies do not distinguish between clocking out and clocking out for lunch. If you



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To Change Your PIN

1. From the main menu, press the key that is announced for changing your PIN.
2. Enter your new PIN and press #. (If you select a PIN that does not meet your company's requirements, the system will provide feedback.)
3. Re-enter your new PIN and press #.
4. Hang up to exit the system.

To Report an Absence

1. From the main menu, press the key that is announced for reporting an absence.
2. To report your absence for today, press 1.
 - To report your absence for tomorrow, press 2.
3. Follow the prompts and press the key that corresponds to the reason for your absence.
4. When your absence reason is announced, press 1 if it is correct.
 - If it is incorrect, press 2 and repeat steps 1-3.
5. Hang up to exit the system.

To Report a Late Arrival

1. From the main menu, press the key that is announced for reporting a late arrival.
2. To report your late arrival for today, press 1.
 - To report your late arrival for tomorrow, press 2.
3. Enter your expected time of arrival as a four-digit number (for example, to enter 9:00, press 0-9-0-0).
4. For a.m., press 1. For p.m., press 2.
5. When the date and time of your late arrival is announced, press 1 if it is correct.
 - If it is incorrect, press 2 and repeat steps 1-4.
6. Hang up to exit the system.



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To Transfer Hours to a Different Labor Category

1. From the main menu, press the key that corresponds to the labor category (for example, Department) for which you want to perform a transfer.
2. Enter the ID number (for example, a specific Department number) to which you want to transfer your time and press #.
3. When the ID number you entered is announced, press 1 if it is correct. If the information is incorrect, press 2 and repeat steps 1-3.

Tip: To cancel the labor transfer, press *.

4. If you need to enter transfers in other categories (for example, Job), repeat steps 1-3.
5. Hang up to exit the system.

Note: Not all features may be available to you. If you are unsure what is available; speak with your HR Manager