Telephony Login & Logout Instructions

All employees must use this system to receive a paycheck.

1. Call 1-877-959-4664
2. When prompted enter YOUR Employee ID followed by the pound (#) sign
3. Enter a number:
   LOGIN = 2
   LOGOUT = 3
4. You will get a response, then you can hang up

**Please notify the office immediately if for ANY REASON you are unable to use the Telephony system**

Telephony Phone Number: 1-877-959-4664
Your Employee ID#: ___________________

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Extended Care (16 hour shift):

1. Start of your shift = LOGIN
   
   **Example:**
   Every morning login should be at 7am

2. End of your shift = LOGOUT
   
   **Example:**
   Every evening logout should be at 11pm

**You must remain clocked out for your 8 off-duty hours. If for any reason, you work additional time when you are off duty, you must login and logout for that time.**