Divine
HOME CARE

Telephony Login & Logout Instructions

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#: _____

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.