



Instructions – Time and Attendance Mercy Campus

TO BADGE IN/OUT PRESS 1
TO ENTER A NON PRODUCTIVE ENTRY PRESS 2
TO HEAR YOUR BENEFIT BALANCES PRESS 3
TO HEAR YOUR HOURS WORKED PRESS 4
TO COMPLETE THE CALL PRESS THE # KEY
TO GO BACK PRESS THE * KEY

BADGE IN/OUT

1. Dial 8810 (or use your speed dial)
2. Enter your employee number, (Social Security #) press #
3. Press 1
4. Press # to complete the call (Wait for short harp sound)
5. Press # to disengage phone (Wait for short harp sound)

TO ENTER SPECIAL CODE –See below for common codes

1. Follow steps one and two from Badge In/Out
2. Press 2 (For non-productive entry)
3. Press #
4. Enter the date (01-01-2007)
5. Press #
6. Enter the start time (0800 = 8a.m.; 1350 = 1:30p.m.)
7. Enter the hours (0800 = 8 hours; 0350 = 3 ½ hours)
8. Press #
9. Press # to complete entry

TO ENTER JOB CLASS CHANGE

1. Follow steps one and two from Badge In/Out
2. Press 3
3. Enter correct job class
4. Press #
5. Wait for long harp sound
6. Press # to disengage phone (Wait for short harp sound)