



TimeCall - Hackley Campus

Main call in number: 231-728-1654

Secondary call in numbers:

231-728-1743

231-728-1744

231-728-1755

231-728-1756

The TimeCall System allows you to verify hours via telephone. **Just call the main number and you will be routed to one of 4 available phone lines.** The TimeCall system allows you to verify total hours, enter Benefit and Non-Productive hours and check your benefit bank balances. Please avoid using the TimeCall system during “high traffic” hours, when off-site associates need the system to “badge” in and out of work. These high traffic times are: Monday-Friday, 6:45am-8:15am, 2:45pm-4:45pm and 10:45pm-11:45pm.

For Off Site Associates who are allowed to use TimeCall to badge in and out for working hours:

Simply call the TimeCall number **or if you are calling long distance** you may call the Hackley 1-800 number: **1-800-825-4677** then enter **extension number 1654, 1743, 1744, 1755 or 1756**

You will hear a recorded menu, it is very important that you LISTEN to all the prompts!

When prompted enter:

- 1. your Employee Number and the # (pound key)**
- 2. your PIN and the # (pound key)**
You will hear a special ring tone.
- 3. Next Press “1” to badge In or Out**
You will hear a special ring tone.

You will be offered other selections, including **“If you are done press the # (pound key).”**
You will hear another special ringtone to signal that your call has been recorded.

Please use the TimeCall or TimePC system to review your timecard each pay period PRIOR to Monday of pay week. This will help you ensure that your paycheck will be accurate prior to the paychecks being distributed!