



## TeleTime Instructions

Use the telephone to capture your time worked  
Access requires an authorization form.

When using TeleTime, please have the following information available before dialing in:

- Your PID
- Your Password

If you need to transfer your time to a secondary position, you will also need the following:

- Transfer department number (6 digits)
- Transfer manager's PID (9 digits)
- Transfer position number (7 digits)

### Timestamp Procedure

1. Call (919) 843-6006.
2. Wait for the prompt
3. Enter your PID number, followed by the # key
4. Enter your Password, followed by the # key

If this is your first time using the system or if your password has been reset, you will be prompted to create a new password.

5. After verifying your login information, choose from the following:

**Option 1:** Record a Time Stamp—the prompt will state the time and whether the time stamp was accepted or rejected. You will then be routed back to the main menu.

**Option 2:** Labor Account Transfer—use this option first if you will be charging your time worked to a secondary position.

Labor account transfers are to be entered at the beginning of the shift before recording your time stamp. Do **not** transfer to a position at the end of your shift.

You will be prompted for the following information:

- Labor Level 2: Transfer department number, followed by the # key
- Labor Level 3: Transfer manager's PID, followed by the # key
- Labor Level 7: Transfer position number, followed by the # key

6. You may also choose from the following after calling in:

**Option 4:** Enter Hours Worked (*use to enter leave hours taken*)

- Enter date in the format: **mmdd#**
- Enter hours in the format: **h\*mm#**
- Enter the appropriate pay code:
  - Approved = 1 (see below for approval instructions)
  - Bonus Leave Taken = 2
  - Community Service Leave Opt A = 3
  - Comp Time Taken = 4
  - Sick = 5
  - Vacation = 6

**Option 6:** Inquiry Menu

1. Daily schedule
2. Weekly schedule
3. Accrued balances
4. Totals hours worked this pay period. **Note:** *there may be a period of silence before the system tells you the number of hours.*
5. Last time stamp

**Option 8:** Personal Options

1. Change Your Password

**Option 0:** Return to previous menu

## Approving Your Timecard

1. To review your hours go to:

- Option 6: Inquiry Menu
- Then #4: Total hours worked this pay period. **Note:**
  - *There may be a period of silence before the system tells you the number of hours.*
  - *If time was captured or entered on this call, those hours will not be included in the total hours stated, but they will be included in the number of hours approved.*
- Select 0 to go back to the main menu

2. To approve your timecard, from the main menu go to:

- Option 4: Enter Hours Worked
- At the prompt, enter the current date in the format **mmdd#** (e.g. 0724#)
- Enter one hour in the format: **1\*00#**
- The Approval Pay Code is one, so enter **1#** to approve your hours