Clocking In and Out and Reporting Absences and Late Arrivals by Phone
Quick Reference

Note: The following instructions apply only if your company is set up to use ezLaborManager’s Phone feature.

To Access ezLaborManager’s Phone Feature

1 Dial the access number that has been provided to you. Use the following space to write the number for future reference: __ __ __ - __ __ __ - __ __ __ __.

2 When prompted, enter the following information and press # after each entry:
   - Phone user ID number
   - Phone PIN
   
   Note: The system will announce several menu options. The exact menu items and corresponding keys will vary depending on your company settings.

3 Follow the instructions below to complete your desired tasks.

To Clock In or Out

• **Clocking In:** From the main menu, press 1. The date and time of your clocking transaction is announced. Hang up to exit the system.

• **Clocking Out:** From the main menu, press 2. The date and time of your clocking transaction is announced. Hang up to exit the system.

• **Clocking Out for Lunch:** From the main menu, press 3. The date and time of your clocking transaction is announced. Hang up to exit the system.

   Note: Some companies do not distinguish between clocking out and clocking out for lunch. If you do not know if you need to use the clock out for lunch feature when taking meal breaks, contact your supervisor.

To Report an Absence

1 From the main menu, press the key that is announced for reporting an absence.

2 To report your absence for today, press 1. To report your absence for tomorrow, press 2.

3 Follow the prompts and press the key that corresponds to the reason for your absence.

4 When your absence reason is announced, press 1 if it is correct. If it is incorrect, press 2 and repeat steps 1-3.

5 Hang up to exit the system.
To Report a Late Arrival

1. From the main menu, press the key that is announced for reporting a late arrival.
2. To report your late arrival for today, press 1. To report your late arrival for tomorrow, press 2.
3. Enter your expected time of arrival as a four-digit number (for example, to enter 9:00, press 0-9-0-0).
4. For a.m., press 1. For p.m., press 2.
5. When the date and time of your late arrival is announced, press 1 if it is correct. If it is incorrect, press 2 and repeat steps 1-4.
6. Hang up to exit the system.

To Change Your PIN

1. From the main menu, press the key that is announced for changing your PIN.
2. Enter your new PIN and press #. (If you select a PIN that does not meet your company’s requirements, the system will provide feedback.)
3. Re-enter your new PIN and press #.
4. Hang up to exit the system.