

KRONOS TELETIME INSTRUCTIONS

Employees will dial into the Teletime system (**770-420-0836**).

The system will welcome the user and confirm the present time. The system will ask for the **Employee ID number** followed by a **#** and to create a **NEW password** followed by a **#**. The employee will need to enter the **NEW password** again to confirm it. The system will read the ID back to the user.

***Note:** The first time the employee logs in, they will be prompted to enter their NEW password . They can use a 4 or 5 digit number. However, they cannot repeat the same number more than twice (example: do not use 2222 as the password)*

The system will prompt for a function, enter as follows:

When the employee selects a function, if their Profile doesn't give them access to it, then the system will deny the transaction with an unrecognized option message.

To Badge in or out:

Press 1, the system will acknowledge if the punch was accessed or not.

To Start Callback Pay:

Press 3, then the system will respond with "enter new work rule number." **press 1**. The system will confirm the rule selected (Callback).

To Start Court DA Pay:

Press 3, then the system will respond with "enter new work rule number." **press 3**. The system will confirm the rule selected (Court District Attorney).

To Start Court SOL Pay:

Press 3, then the system will respond with "enter new work rule number." **press 5**. The system will confirm the rule selected (Court Solicitor).