Financial Management Services Electronic Timesheet Instructions

My Name is: ___________________   My Worker ID Number is: ____________

Keep this important information with you.
It should take less than two minutes to clock-in & clock-out daily. I will be paid for this time.

Clock In:

1. 1-800-903-4676 from consumer's touch-tone phone.
2. Worker ID Number __ __ __ __ __ __
3. Press # (Pound sign)
4. Press 1 - Check In
5. Press 1 - Confirm
6. **Select – Self Directed PCS** OR **Select – Self Directed ECS (Night Support)**
7. Press 1 – Confirm

Clock Out:

1. 1-800-903-4676 from consumer's touch-tone phone.
2. Worker ID Number __ __ __ __ __ __
3. Press # (Pound Sign)
4. Press 2 – Check Out
   - Activity Code (ex. 11,12,13,14,29,30)
   - # (Pound Sign)
   - 1 – Confirm
5. Repeat last 3 steps until all Activity Codes are entered
6. Press 8 - Continue
7. Press 1 - Confirm

Should you have any questions, please give us a call @ 785-456-8573.

If you have missed a clock-in or clock-out within the current pay period, please leave a message with the details and we will get it corrected for you. If it is not in the current pay period a paper timesheet will need to be turned in. Also, a missed clock in and clock out for the same day will require a paper timesheet.