



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 Press 2 - to correct
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
	o Activity Code (ex. 11,12,13,14,29,30)
	o # (Pound Sign)
	o 1 – Confirm
5	Repeat last 3 steps until all Activity Codes are entered
6	Press 8 - Continue
7	Press 1 - Confirm Press 2 - to correct

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.