When using Teletime, please have the following information available before dialing in.

- Your PID
- Your Password

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

- The position number (7 digits)
- The Manager’s PID (9 digits)
- The Department Number (4 digits preceded by two 0’s, i.e. 003103)

**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 entering in your temporary password, you will be prompted to create a new password.
☐ Temporary Password: 12345
After verifying your PID you will be taken to the main menu.

5. Option 1  Recording a Time Stamp - The prompt will state the time, and if the timestamp was accepted or rejected, you will automatically be routed back to the main menu.

6. Option 2  Labor Account Transfer - To record a Labor Transfer, press option 2. Use this option if you will be charging time worked to another department.
   
   a. Labor Level 7=Position Number, followed by the # key
   b. Labor Level 3=Manager’s PID, followed by the # key
   c. Labor Level 2=Department Number, followed by the # key

[Record a Labor Level transfer at the beginning of the shift only.]

7. Option 4  Enter Hours
   
8. Option 6  Inquiry Menu
   
9. Option 8  Personal Options

**Approving Your Timecard**

1. Choose Option 4-ENTER HOURS to check your recorded hours.
2. Select Option 2
3. Teletime will prompt you for the date as a 4 digit number: i.e. 0718#
4. It will then ask for number of hours with * as a decimal place: i.e. 1*0 then # = 1.0
5. Enter the Pay Code: 277#. This records a 1 in the Pay Code called Approved.