Call-In Time Punch with Building Codes (English)

1. You will need your JM Timekeeper ID _____ and building code before you begin.

2. Use the landline phone approved by your supervisor.

3. Dial (855) 716-9002

    "Welcome to JM Time Management service. Please enter your employee identifier, followed by the pound key (#)"

4. Enter JM Timekeeper ID _____ #

    "You have entered _____. If this is correct, please press 1. To re-enter, press 2."

5. *"Please enter your building code, followed by the pound key (#). If you don't have a building code, press 0, and then pound (#)"*

    Enter building code _____ #

    "You have entered _____. If this is correct, please press 1. To re-enter, press 2."

6. *"For clock in, please press 1. For clock out, please press 2."*

7. *"You have selected clock in(out). If this is correct, please press 1. To re-enter, press 2"*

    "Thank you, goodbye."

(567) 803-0096
support@janitorialmanager.com