

Call-In Time Punch with Building Codes (English)

You will need your JM Timekeeper ID _____ and building code(s) before you begin.

Building Code(s)

Location Name: _____ Building Code: _____

Location Name: _____ Building Code: _____

Your company ID is _____

1. Use the landline phone approved by your supervisor.
2. Dial (833) 677-0302 and press 1 for English
3. Enter building code when prompted _____ and press the # button
4. Enter JM Timekeeper ID when prompted _____ and press the # button
5. Click 1 to clock in and 2 to clock out
6. If calling from an unauthorized number, the system will prompt you for a company ID.

