CarePlus Clock-In System

Clock-In		Clock-Out	
EMPLOYEE:	Calls the Toll Free number **1-866-220-4089**	**EMPLOYEE:**	Calls the Toll Free number **1-866-220-4089**
SYSTEM:	Please Enter Your PIN*	**SYSTEM:**	Please Enter Your PIN*
EMPLOYEE:	Enters **PIN***	**EMPLOYEE:**	Enters **PIN***
SYSTEM:	Press 1 For **Arrival**	**SYSTEM:**	Press 2 for **Departure**
EMPLOYEE:	Enters **1**	**EMPLOYEE:**	Enters **2**
SYSTEM:	Please hang-up and wait for return Call.	**SYSTEM:**	Please Hang-up and wait for Return Call
Confirmation Call		**Confirmation Call**	
SYSTEM:	Dials Client Phone Number	**SYSTEM:**	Dials Client Phone Number
EMPLOYEE:	Answers phone	**EMPLOYEE:**	Answers phone
SYSTEM:	Please Enter Your PIN	**SYSTEM:**	Please Enter your PIN
EMPLOYEE:	Enters **PIN***	**EMPLOYEE:**	Enters **PIN***
SYSTEM:	8:55AM Thank you, Goodbye.	**SYSTEM:**	5:02PM, 8 hours and 7 Minutes. Thank you, Goodbye

Important Notes:

- *Your **PIN** is the last four numbers of your Social Security Number _____.
- You must clock-in upon arriving at your shift and clock-out Prior to departing your shift – for every shift that you are scheduled to work
- If you have trouble clocking-in or clocking-out, or if you have any questions, call the agency at **301-740-8870** for assistance

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