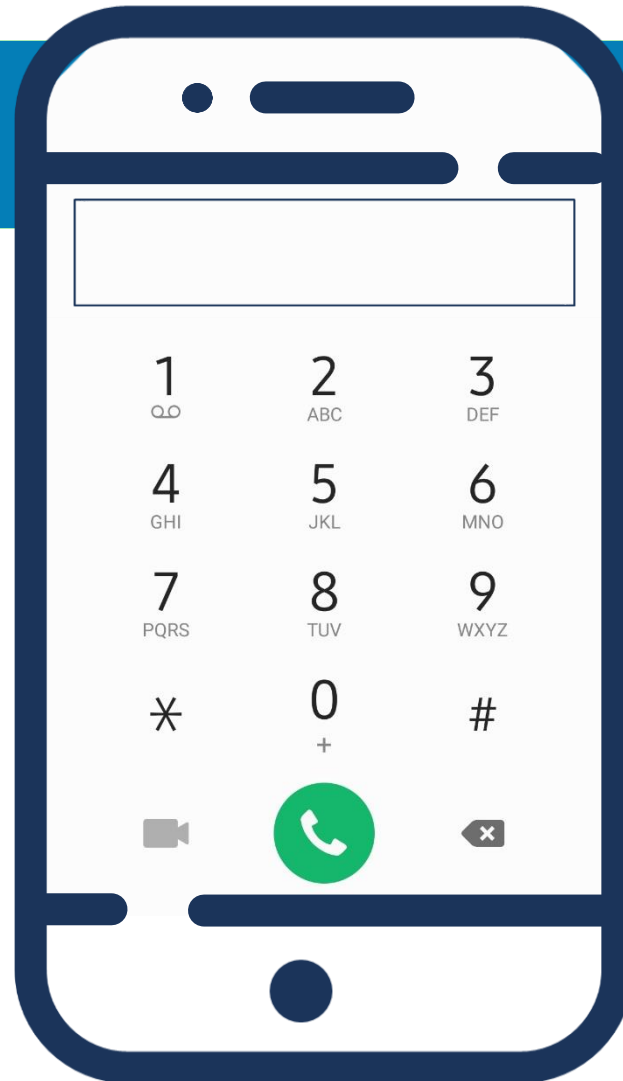


# 1. CALL



**TeamTime**

## 2. YOU WILL HEAR:

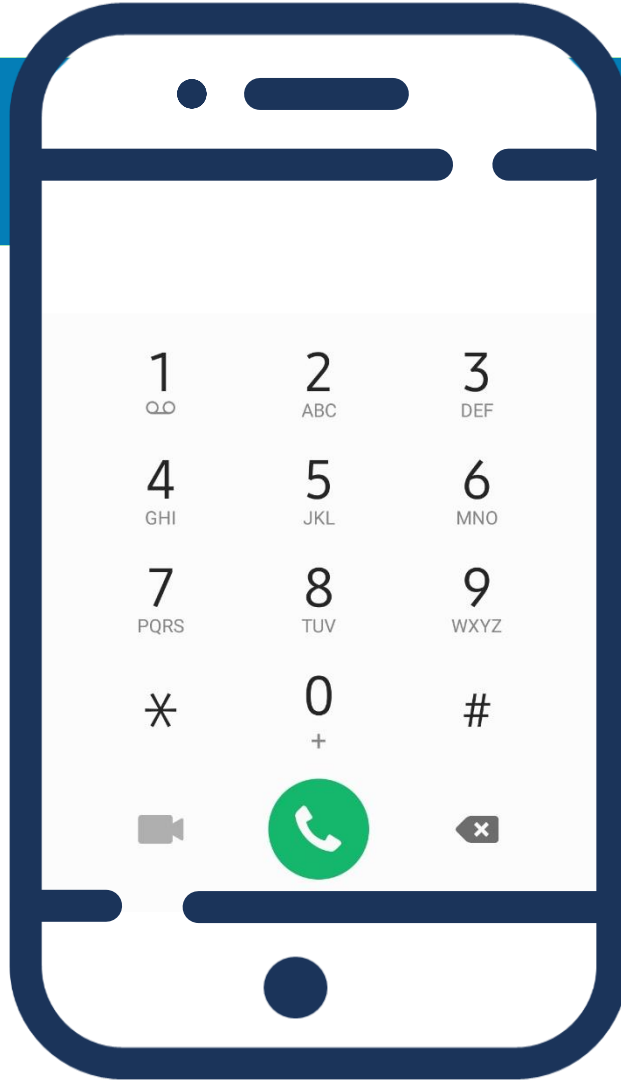


**“The time is ...”**



**TeamTime**

# 3. ENTER



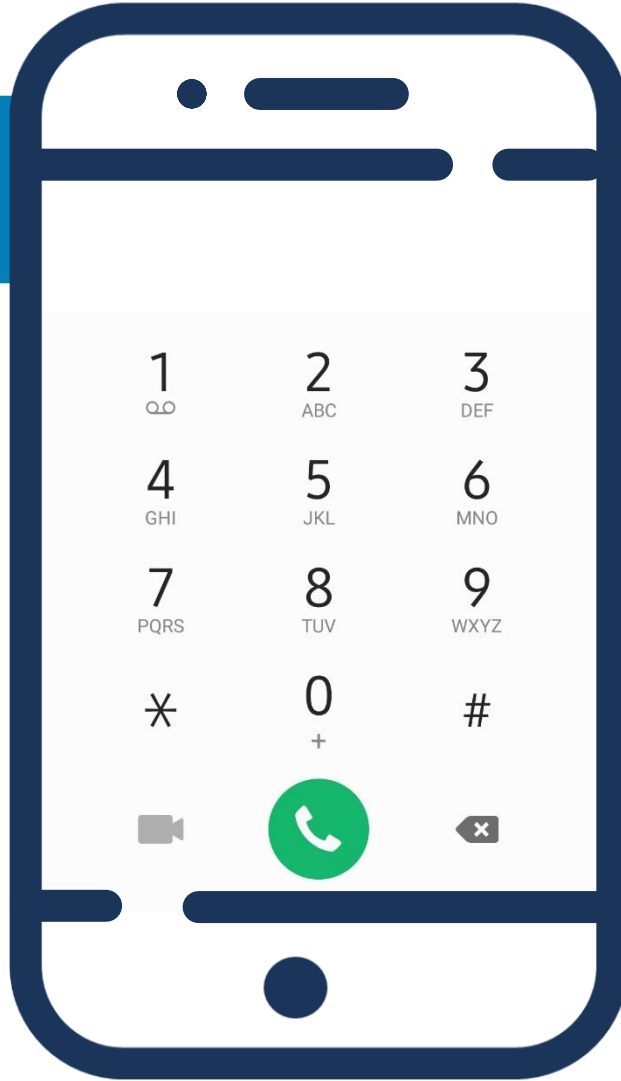
# YOUR EMPLOYEE NUMBER

# AND PRESS #



**TeamTime**

## 4. ENTER



## YOUR ACTION:

### 8 – Meal and Rest Breaks

1 – Meal Start

2 – Meal End

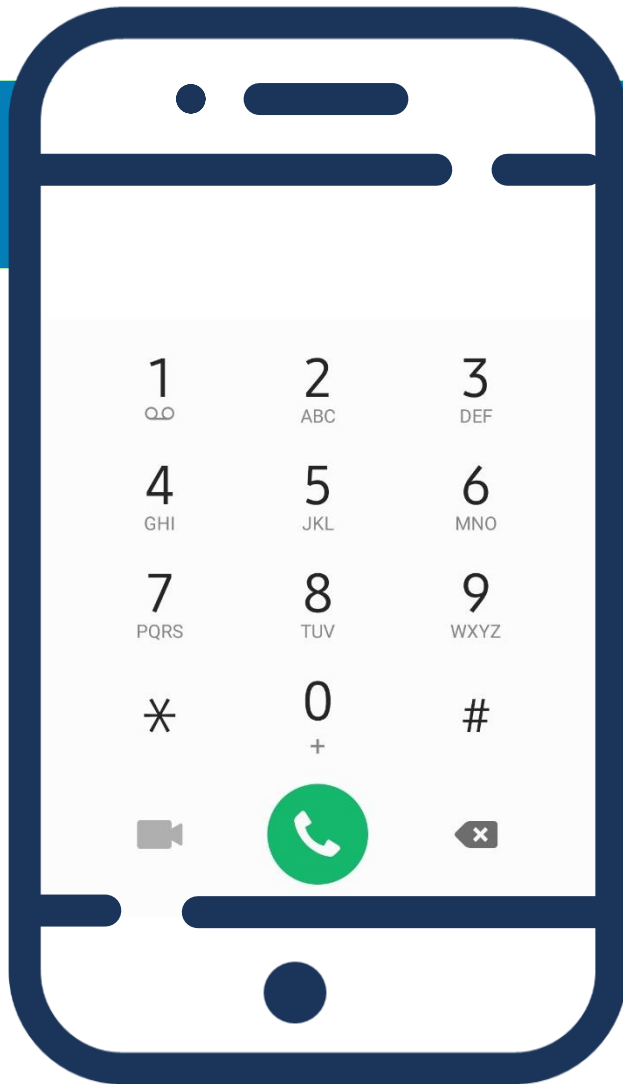
3 – Rest Break Start

4 – Rest Break End



TeamTime

## 5. ENTER THE JOB NUMBER:



**TeamTime**

**IF YOU HAVE PROBLEMS CHECKING IN OR OUT,**

**CONTACT \_\_\_\_\_**



**TeamTime**

# **YOUR SUPERVISOR WILL KNOW YOU HAVE CHECKED IN**



**TeamTime**