Emergency Clocking Procedures

- **Hourly employees** – All hourly employees that have been approved to work from home can begin using the phone system for all time management functions; the phone system is activated for your use. The numbers below are to be used for clocking in from an off-Emory campus location.

    1. Enter access number
        a. EUHM: (404) 686-8463
        b. EHI, EJCH, ESJH, EUH, EUOSH and TEC: (404) 712-8463
        c. EWWC: (404) 712-8463
        d. EDH, EHH, ELTAC: (404) 712-8463
        e. ESA: Access numbers are provided by your division
    2. Wait for time announcement
    3. Enter 9 digit employee clocking ID number (7 digit employee ID PLUS 2 digits – EX: 00, 01)
    4. Enter clock code
    5. Listen for "Thank You."
    6. Hang up

Click here for the telephony guide, which provides instructions for hourly staff to use the telephony for time management functions.

If you are an hourly employee who regularly works in a location without touchpads, a Registry employee, or an employee who regularly works remotely, you are also mapped to Web Clocking (directions below).

Note: If you are an hourly employee that normally uses the timeclocks and are still working on an Emory campus, please continue to use the timeclocks.

- **Exempt employees –** All exempt employees can use Web Clocking for all time management functions.   *Note: Telephony is not an option for exempt employees. If exempt employees use the phone, they will hear the following recording: Employee is not eligible to use this clock code.*

There are two ways to access Web Clocking: On ourehc.org and through the Kronos 8-1 icon on the VDT. Both links allow Web Clock employees to record a time stamp, cancel meals, float functions, clock leave and professional hours.

Accessing the link on ourehc.org

Access the time stamp link on the home page of the intranet (ourehc.org) to record your time, cancel meal or float. You may access this link in two ways:

- **Inside the VDT:** After logging on to the VDT, click the Internet Explorer icon from the Applications tab. When the intranet (ourehc.org) home page opens, click the Web clocking time stamp link in the upper right. Use your EHC computer logon / Network ID - not your employee number - and password to log in. **NOTE: Any letters in your Network ID must be entered as lowercase (EX: n123456).**

Accessing the link through the Kronos 8-1 icon on the VDT

- After logging on to the VDT, click the Kronos 8-1 icon from the Applications tab. At the login page, use your EHC computer logon / Network ID - not your employee number - and password to log in. *NOTE: Any letters in your Network ID must be entered as lowercase (EX: n123456).* Click Record Timestamp under the My Timestamp widget.

- **All employees –** Work with your timekeepers for any missed punches, issues, or incorrect information.

Tools & Resources

- **Web Clock Time Guide:** Provides instructions for clocking in and out, cancel meal and float.

- **Web Clock Troubleshooting Guide:** Provides solutions to most common Web issues.