



## TOUCH TIME SYSTEM INSTRUCTIONS

YOU WILL NEED YOUR INDIVIDUAL PIN NUMBER

- ❖ If the screen is blank – just touch the screen
- ❖ You will see the number pad – with the pad of your finger, press numbers of your PIN number and then press “OK”. You may want to pause a moment between each entry to ensure the numbers have been entered.
- ❖ The touch screen will show your name –press “OK” to indicate that your name appeared.
- ❖ If your name is not what appears on the screen press “CANCEL” and start over.
- ❖ The touch screen will show your assigned “jobs” at the hospital. If you have been assigned more than one “job” simply press the job box to select your other “job” that you are going to do for this day. (If your job is not registered – please notify Director).
- ❖ You will be asked if you want to SIGN IN NOW –press the “YES” AND “OK” THAT IS IT!!
- ❖ When you leave for the day – please remember to return to sign out – you will again input your PIN number by pressing the keys on the screen.
- ❖ The screen will ask you if you want to “SIGN OUT NOW” select “YES and press the “OK” to sign out.
- ❖ The “exception forms” are available for times you cannot use the touch screen or you have forgotten to either sign in or sign out. You cannot sign out if you have not signed in!!
- ❖ There are three touch screens throughout the hospital campus – one in Transport, one at Patient Services/BirthPlace entrance, one at the Administrative Building 2<sup>nd</sup> floor above the Human Resources office. Any touch screens may be used for any of the functions – you do not have to return to the same touch screen where you signed in to sign out.
- ❖ The touch screen is set to shut down if you have not touched the screen in 30 seconds, this will become easier for you as you get used to the system.
- ❖ Your time computed should be credited for all the hours spent in the hospital, therefore, clock in when you arrive. Clock out when you leave. This time may include lunch/dinner in the calculations.
- ❖ You may also input your time from home if you do not have access to a time clock on campus.
  - To access the site to log on go to
  - <https://www.conwaymedicalcenter.com/volunteers-only/>
  - click submit hours
  - Log on is: first name last name (no spaces)
  - The default password is: Conway