

Voice Express Instructions

Checking In / Out & Scheduling Procedures

CHECKING IN

- Call 360-647-0453 (800-600-1708) if you are out of the local calling area.
- User ID = your employee number.
- Password = your employee number.
- Press 1 – Checking in / out or doing your hourly safety check.
- Press 1 – for your shifts on that day.
- **Press 1** – for the current date and the site you are at **OR Press 2** if you have a second shift on the same day.
- Press 4 – to check in.
- Press 7 to confirm.

SAFETY CHECKS (HOURLY CHECK IN)

- Call 360-647-0453 (800-600-1708) if you are out of the local calling area.
- User ID = your employee number.
- Password = your employee number.
- Press 1 - Checking in / out or doing your hourly safety check.
- Press 1 - for your shifts on that day.
- **Press 1** - for the current date and the site you are at **OR Press 2** – if you have gone past 2400 and are on a new day and your shift began on the previous day.
- Press 6 – to perform a safety check
- Press 7 and hang up.

CHECKING OUT (ALWAYS CHECK OUT)

- Call 360-647-0453 (800-600-1708) if you are out of the local calling area.
- User ID = your employee number.
- Password = your employee number.
- Press 1 - Checking in / out or doing your hourly safety check.
- Press 1 - for your shifts on that day.
- Press 1 - for the current date and the site you are at **OR Press 2** – if you have gone past 2400 and are on a new day and your shift began on the previous day.
- Press 5 – to check out.
- Press 7 to confirm.
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CONFIRMING YOUR SCHEDULE

- Call 360-647-0453 (800-600-1708) if you are out of the local calling area.
- User ID = your employee number.
- Password = your employee number.
- Press 3 – to confirm and hear your schedule.
- Press 1 – to hear the schedule.
- Specify **start date (Sunday)** TWO digits for the month; then TWO digits for the day.
- Specify **end date (Saturday)** TWO digits for the month; then TWO digits for the day.
- **After you hear each site you PRESS 1 to confirm you are going to work that shift, PRESS 2 to hear the next shift you are to work**
- When you are done, hang up.

Schedules are always published on a Wednesday night after 1700. They go from Sunday to Saturday.