Telephone Time Entry

Payroll Page for Employees

DENVER THE MILE HIGH CITY

Using Telephone Time Entry (TTE)

1. Dial 720 865-8885. When connected, you will hear, "The time is xx:xx, please enter your employee number."
2. Enter your 6-digit employee number. Then, you will hear, "Please enter the clock code."
3. Enter the clock code using the phone diagram below.

- If you choose 1,3,4, or 9, you will hear, "Timestamp recorded, thank you for using the system." You will then be disconnected.
- If you choose 5, continue to the transfers section below.

Transfers

Select transfer when you clock in for a job that is in a different department, for a different supervisor, and/or if you hold multiple positions with the city. You will begin using the same steps outlined above, and continue on to step 4:

4. Enter the clock code: 5. You will hear, "Please enter the department number."
5. Enter the 7-digit department/fund org number. You will hear, "Please enter the supervisor number."
6. Enter the supervisor's 6-digit employee ID number. You will hear, "Please enter the employee record."
7. Enter the record number for the transferred position. You will hear, "Transfer recorded, thank you for using the system."

Each set of numbers is very important when performing a job transfer. By entering the:

- Department ID and supervisor's number, the supervisor is able to see, review, edit and approve your timecard.
- Record number, you will be paid the correct rate for the job you are doing at that time.

To skip entering any of the transfer fields, enter # to bypass entering the department number, supervisor number, or the employee record number.

Process

- Your supervisor will notify you as to which telephone(s) you are designated to use.
- Complete the Telephone Time Entry Designation Form.
- Your supervisor will email the completed form to the Payroll Division.
- Clock in and out using the designated telephone(s).
- Your supervisor will audit which telephone(s) you use to track your time during the bi-weekly review.

7-8 Minute Rounding Rule
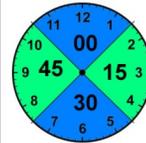
For pay purposes, your beginning "in" and ending "out" punches are rounded to the nearest 15-minute mark; while the actual in/out times appear on your timecard.

Punches that occur mid-shift for unpaid meal breaks, round based on the total minutes taken for the unpaid time.

Speak with your supervisor regarding your department/agency attendance policy.

Telephone Time Entry

Dial 720 865-8885

Name:

Employee #:

Clock Codes:
1 – Clock In
9 – Clock Out
3 – Meal Out (Lunch Out)
4 – Meal In (Lunch In)
5 – Transfer

To pass to co-worker press ##** immediately following clock code

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