



CareTime Telephony Instructions

Telephony is a backup option for employees who are not able to use the CareTime Mobile app to clock in and clock out of their shifts for the EVV Program.

Employees can use the Member/Employer's phone and follow the steps below for the telephony option:

To Clock In:

1. *Employee dials **888 565-2035**
2. Employee enters their Employee Code and presses #
3. Employee enters Activity Code Number
4. Employee confirms clock in by pressing 1.

User Code

Service/Activity Codes

To Clock Out:

1. *Employee dials **888 565-2035**
2. Employee enters Employee Code and presses #
3. Employee confirms clock out by pressing 1.