



How to Use the Call-Out Line

Report an absence by phone.



EMPLOYEE CALL-OUT LINE

(866) 578-3376

TIP

Save this number in your phone.

CALLING OUT · STEP BY STEP

- 1 Call the call-out line**
Dial (866) 578-3376.
- 2 Enter your EZ ID**
Enter your employee ID (EZ ID), then press **#**.
- 3 Enter your 4-digit PIN**
No **#** needed; the line continues automatically.
- 4 Enter the day you're out**
Enter the month and day as four digits, then press **#**. Example: September 3 → **0903** **#**
- 5 Confirm twice**
Press **1** to confirm the date, then press **1** again to confirm the call-out.
- 6 Save your confirmation number**
The line reads a code starting with **SCL -**. It is also emailed to you.

 **One day at a time.** Each call covers one day; if you're out longer, call back for each additional day.

YOUR PIN · SET UP & CHANGE



Create your PIN

During your first call

If you don't have a PIN, the line prompts you to create one after your EZ ID. Enter a new 4-digit PIN twice to confirm, then continue your call-out.

 **PIN setup requires the phone number on file with the department.**



Change your PIN

If you forgot your PIN

At the PIN prompt, press *****. Enter a new 4-digit PIN twice to confirm, then continue your call-out.

 **Requires the phone number on file. Never share your PIN.**

GOOD TO KNOW

-  **Weekdays only**
Weekend dates are not accepted.
-  **You must be scheduled**
If you're not on the schedule that day, no request is created.
-  **Three attempts each**
Applies to your EZ ID and PIN. If locked out, contact your manager.
-  **Doctor's note**
Give any doctor's note to your manager.