Your TCD proximity card will allow you to:

- Clock in at the start of the workday.
- Clock out temporarily and back in for lunch and other personal activities approved by management where you will be temporarily off the clock and return to work to finish the workday.
- Clock Out at the end of the workday.
- Check the status of a request for leave that has been submitted to management.
- Check the current balance(s) of any leave you have accumulated.

Your TCD proximity card will not provide access to Biometric-style TCDs with fingerprint readers.

LOCATIONS
To view a list of Proximity TCD locations at Lawrence campus, go to www.hrpay.ku.edu/time_collection or see the other side of this handout.

INSTRUCTIONS
1. Press the desired function button – In, Out, Balances, Temp Out, or Leave Req Status.

<table>
<thead>
<tr>
<th>Button</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>In</td>
<td>Clock In when you arrive to start your workday, or when returning from lunch or other break after clocking out using the Temp. Out button.</td>
</tr>
<tr>
<td>Out</td>
<td>Clock Out as you leave at the end of the workday.</td>
</tr>
<tr>
<td>Balances</td>
<td>Displays current available time balances for all leave time e.g. sick leave, vacation, and discretionary day (if available).</td>
</tr>
<tr>
<td>Temp. Out</td>
<td>Clock Out on a temporary basis for meals and appointments during the workday. Only use this button when you need to be “off the clock” temporarily during the workday.</td>
</tr>
<tr>
<td>Leave Req. Status</td>
<td>Check the status of any request for leave you have submitted to your manager. Requests for leave are NOT submitted using the TCD.</td>
</tr>
</tbody>
</table>

2. Hold your proximity badge near the lower half of the reader for a count of, “one, two, three.”
3. Depending on the function selected, the TCD will respond as follows
   a. Balances – balances will be displayed. Press Close when you are done viewing the balances.
   b. Leave Req Status – Status will be displayed. Press close when you are done viewing the status.
   c. In – Choose the “Select Job” and/or “Select TRC” categories and press OK
   d. Out or Temp Out – the device will acknowledge the action and return to the main screen

ASSISTANCE
For HR support, call 864-0600 or visit hrpay.ku.edu/time_collection
For technical support, contact KU IT Customer Service Center at 864-8080 or itesc@ku.edu
When entering an “In punch”, you will need to choose a Time Reporting Code (TRC). Here is a full list of the TRC options, although your position may only display one option.

- CBP1 - Call Back Pay First Occurrence
- CBP2 - Call Back Pay Second Occurrence
- CBP3 - Call Back Pay Third Occurrence
- CBP4 - Call Back Pay Fourth Occurrence
- CBP5 - Call Back Pay Fifth Occurrence
- CME - Comp Time Earned
- DST - Daylight Savings Time
- HCP - Holiday Comp Time 1.5
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- CME - Comp Time Earned
- DST - Daylight Savings Time
- HCP - Holiday Comp Time 1.5
- HDP - Holiday Pay 1.5
- HOLHR - Holiday Credit 1.0
- IWN - Inclement Weather Leave
- REG - Regular Earns – you will usually select this option
- SHREG - Student Employee-FLS
- ST1 - Standby Hours-Regular
- ST2 - Standby Hours $2.00
- VTN - Voting 2 Hr Max