

# PROXIMITY TIME COLLECTION DEVICE

# TCD

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.



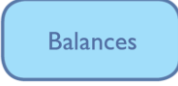
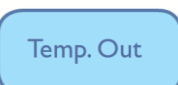

Your TCD proximity card will not provide access to Biometric-style TCDs with fingerprint readers.

## LOCATIONS

To view a list of Proximity TCD locations at Lawrence campus, go to [www.hrpay.ku.edu/time\\_collection](http://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**.

Button	Function
	<b>Clock In</b> when you arrive to start your workday, or when returning from lunch or other break after clocking out using the <b>Temp. Out</b> button.
	<b>Clock Out</b> as you leave at the end of the workday.
	Displays current available time balances for all leave time e.g. sick leave, vacation, and discretionary day (if available).
	<b>Clock Out</b> 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.
	Check the status of any request for leave you have submitted to your manager. Requests for leave are <i>NOT</i> submitted using the TCD.

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](http://hrpay.ku.edu/time_collection)

For technical support, contact KU IT Customer  
Service Center at 864-8080 or [itcsc@ku.edu](mailto:itcsc@ku.edu)



# LOCATIONS

Allen Fieldhouse Park. Garage.....Rm. 314 entrance	Lied.....Backstage west wall
Allen Fieldhouse .....Rm. 1009A west wall	Lied.....Orchestra level
Ambler Student Rec. ....Front entrance	Life Sciences Res Labs A ..... North entrance
Anderson Family Football Complex ..... Rm. 50	Life Sciences Res Labs B&C ..... South dock
Anschutz Library .....Rm. 303 counter	Lindley ..... Lvl2 near SE entrance
Art & Design..... Near rm. 360	Lippincott.....Basement near stairs
Baehr Audio Reader ..... Between rm. 103a and 120	Malott..... Near B42/B43
Bailey..... Basement corridor near south stairwell	Malott..... Near rm. 2010
Blake.....Lvl1 corridor near elevator	Malott..... East entrance
Budig ..... Basement near rm. 16	Marvin..... Lvl1 near vending and fire alarm
Burge Union..... Near rm. 110	Marvin Hall Annex-Broadcasting ..... Near rm. 118
Carruth O'Leary .....Rm. 103	McCollum.....Near double doors in 1C8
Computer Services Facility.....Lvl1 Lobby	McCollum Labs ..... Rm. 122
Cont Ed ..... Rm. 10	Memorial Stadium.....G25 south
Cont Ed ..... Recruitment Center	Multidisc. Research .....Rm. 100
Corbin ..... Basement corridor near elevator	Murphy Hall..... Near rm. 317
Delbert M.Shankel Str Biology.....Rm. 1069	Murphy Hall..... Near rm. 124
Dole Human Dev. Ctr ..... Near rm. 1031	Murphy Hall..... Near rm. 460
Dole Human Dev. Ctr ..... Near rm. 2092	Nichols ..... Lvl1 near West entrance
Dole Institute of Politics.....Lvl1 near restrooms	Oliver.....Rm. 104
Dolph Simons Biosci. Rsrch. Labs ..... Near rm. 141	Power Plant..... Rm. 100A
Dyche.....Near rm. 310	Pub Safety Bldg..... Near rm. 112
Dyche ..... Near rm. 604	Pub Safety Bldg ..... Lvl1 near Entomology entrance
Eaton ..... East entrance	Robinson Gym ..... Near rm. 251
Ellsworth .....Rm. 115	Robinson Gym ..... Near rm. 127
FO Const & Landscape ..... Rm. 20	School of Pharmacy Bldg..... Lvl1 near N entrance
FO Const & Landscape ..... Rm. 20 back door	Shops Building.....Front entrance
FO Main Bldg.....Near rm. 101E	Shops Building.....Near rm. 100W
FO Main Bldg.....Environmental stewardship	Smisshman Rsrch Labs .... Near elevator and rm. 161
FO Vehicle Maintenance .....Main entrance	Snow.....Lvl1 near South stairwell
FO Warehouse ..... Rm. 100 south entrance	Snow.....Lvl 1 near JayHawk Blvd stairwell
FO Warehouse ..... Rm. 103	Snow..... Lvl 3 study area
FO Warehouse ..... Rm. 104	Spahr ..... Rm. 2010
Foley ..... South entrance	Spencer Art Museum ..... Near rm. 300
Fraser .....Basement near elevator	Spencer Rsrch Lbry .....Rm. 335
Green.....Rm. 102	Stauffer-Flint .....Lvl1 corridor near water fountain
Hambleton ..... Lvl3 entry near fire alarm	Strong.....Basement near elevator
Hashinger..... Rm. 136	Summerfield ..... Lvl1 near SW entrance
Haworth ..... Rm. 2042	Takeru Higuchi Hall .....Near rm. 106
Haworth .....Near rm. 1023	Takeru Higuchi Hall ..... Near rm. 51
Haworth .....Near rm. 1113	Templin ..... Rm. 110
Hoch Aud - Budig Hall ..... Lvl1 corridor west end	Twente.....SBC1 near SB14
Housing Maint Shop..... Lvl1 corridor	Univ Press Of KS..... Rm. 113
J R Pearson ..... Lvl1 near elevator	Wagnon/Parrott Athlete Center .....Rm. 1490
J R Pearson .....Lvl2 near elevator	Wakarusa Rsrch Facility ..... Near rm. 125
Jayhawker Towers ..... Rm. A0005	Watkins Health Ctr.....Rm. 1603
KS Union .....Lvl4 near elevator and info booth	Watson Lbry..... Rm. 300 front desk
KU Visitors' Center ..... Near rm. 139	Wescoe ..... Near dock door
Learned .....Near rm. 1155	Wescoe ..... Near rm. 3001 and elevator
Lewis ..... Rm. 142	Wesley .....Near rm. 301
	Youngberg..... Near rm. 152

**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

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