Slide notes: Welcome to the TRAM, TCD training. This training will walk through how to utilize the TCD or Time Collection Device, when reporting time for TRAM. There are two ways to clock in via TRAM. One is the web clock. The other way is through the TCD. This training will walk through clocking in through the TCD.
Slide 2 - TRAM Training

Slide notes: In this training, we will define TRAM and walk through the time reporting process on the TCD.
Slide 3 - What is TRAM?

Slide notes: So, what is TRAM? TRAM stands for Time Reporting and Absence Management. TRAM is an automated and updated application for capturing and processing time and leave. This new system will take our paper process to an electronic system for the time reporting process to be more efficient and effective.
Slide 4 - Benefits

Slide notes: There are many benefits to using TRAM. Some of the benefits include: decrease paper flow, by eliminating paper forms and time sheets. A more efficient and effective process by using an electronic process. And for employees, more accurate time keeping. Your pay will be determined by your punches into the system.
Slide 5 - Time Collection Device (TCD)

Slide notes: Let's discuss the Time Collection Device, or TCD, and how to log in utilizing this device.
Slide 6 - TCDs Assigned

Slide notes: If you are a TCD user, you will only have access to the T. C. D's in which you are assigned. Your department will have a list of the TCD locations and which ones you are assigned. If you are not assigned to the T. C. D, it will not recognize you. Resulting in an inability to record your time. If the TCD is not recognizing you, please contact your department.
Slide notes: If you will be using the TCD, you will need to go to the H.R. Service Center in McElhinney Hall on the third floor to have your fingers scanned. We will scan your fingers and take an image from the right hand and left hand. We take two images for verification purposes, and in case there is an injury to a finger. These are only images. They are not fingerprints. Human resources does not have, nor do they keep employee fingerprints on file. These are only images that are utilized for the TCD
Slide 8 - Slide 8

Slide notes: Once you are set up in the system with your finger images, you will be able to access the TCD. Let's walk through the process of punching in utilizing the TCD. These are the fields on the TCD. The TCD will prompt you for your punch. Your first action will be selecting the type of punch. You can choose: In, Start meal, end meal or out.
Slide 9 - Punches

Slide notes: A typical day would produce the following punches:

- In (when you arrive)
- Start Meal (when you leave for lunch)
- End Meal (when you return from lunch)
- Out (when you leave for the day)
Slide 10 - Slide 10

Slide notes: Once you select your punch, the TCD will prompt you for your finger.
Slide notes: After you are prompted for your finger, scan your finger on the machine reader, as seen in this picture. You will need to use the same finger that you used when you scanned your image in Human Resources.
Slide 12 - Slide 12

Slide notes: If you have only one Employee record, it will show as highlighted. Click ok to continue.
Slide 13 - Slide 13

Slide notes: If you have multiple employee records, they will all appear. Select the correct employee record, and click ok to continue.
Slide 14 - Multiple Empl Records

Slide notes: It is the employee responsibility to know the correct Employee Record.

Employees must clock in an out for each record. For example, if an employee works multiple jobs in one day, the employee will have to clock out of Empl Record 0 and clock into Empl record 1.
Slide 15 - Slide 15

Slide notes: Once you select your punch, scan your finger, and select your employee record, the TCD will provide a confirmation. Please check to make sure that it displays your name and Employee ID. In rare circumstance, finger images that are very similar, may cross in the system, resulting in incorrect access. If this should occur, please contact your supervisor so that they can manually punch you into TRAM, and contact H. R. to resolve this issue.
Slide 16 - Exception Users

Slide notes: I want to talk about one exception. And this is when we are unable to pull a readable image from an employee’s finger. When this happens, we will set them up as an exception user. What this means, is that you will still be using the TCD; however, you will be clocking in a slightly different way. Let’s review this process.
Slide 17 - Slide 17

Slide notes: Your first selection on the TCD will be Exception User.
Slide 18 - Slide 16

Slide notes: Once the exception user is enabled, the TCD will prompt you for the punch.
Slide 19 - Slide 18

Slide notes: Instead of scanning your finger, the TCD will display a keyboard. Enter your Employee ID on the key pad and click, ok.
Slide 20 - Slide 19

Slide notes: After this, the process is the same. If you have only one Employee record, it will show as highlighted. Click ok to continue.
Slide 21 - Slide 20

Slide notes: If you have multiple employee records, they will all appear. Select the correct employee record, and click ok to continue.
Slide 22 - Slide 21

Slide notes: Once you select your punch, enter in your Employee ID, and select your employee record, the TCD will provide a confirmation. Please check to make sure that it displays your name and Employee ID.
Troubleshooting

- TCD: If there are TCD Issues... Contact the manager/supervisor in the department
- If you forgot to punch in or out...
  Notify your supervisor immediately

Slide 23 - Troubleshooting

Slide notes: If there are T. C. D Issues, contact the manager or supervisor in the department.

If you forget to punch in or out, please notify your supervisor immediately. Your time approver will always be able to manually enter your time in the system. Please note: all of these manual entries will be documented.
Slide notes: In this training, we reviewed the process for punching in via TCD and discussed troubleshooting issues.
Slide notes: This concludes the TRAM TCD training. Thank you for your time. Please visit the TRAM website. The TRAM website will have information regarding updates, job aides, training manuals, and additional TRAM information.