New OWLCARD
What Does This Mean to Kronos Users
• New Temple ID Cards for all Students, Faculty, Staff and Administration

• Card Creation:

<table>
<thead>
<tr>
<th>Group</th>
<th>OWLCard Generation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employees hired before or on 5/31/2012</td>
<td>Printed by Blackboard in batch</td>
</tr>
<tr>
<td>New employees hired on or after 8/13/2012</td>
<td>Printed in HR at time of hire</td>
</tr>
<tr>
<td>New Employees hired from 6/1/2012 to 8/10/2012</td>
<td>Printed in HR in batch. HR will provide to departments for distribution to employees</td>
</tr>
<tr>
<td>Existing returning students</td>
<td>Printed by Blackboard in batch</td>
</tr>
<tr>
<td>New Students</td>
<td>Printed at student orientation</td>
</tr>
</tbody>
</table>
Distribution of Cards to Employees

• Schools / Colleges – Cards picked up by designee from Dean’s
• Administrative Departments – Cards picked up by designee from VP portfolio’s
• Cards will given to units for distribution to employees
• Lists provided

• All cards sorted by:
  • Budget Level 3
  • Budget Level 5
  • Alphabetical by last name
  → Facilities Management
  → FM: Building Maintenance
  → Owl, Hooter T.
Acknowledgement of Receipt

 TUportal TEMPLE UNIVERSITY

TUAPPLICATIONS

Blackboard
Cherry and White Update
Diamond Dollars
Exchange Web Mail
Google Apps
Self-Service Banner
Get My TUID
MyBackpack
TULibrary

After activation period →

If you are not carrying the latest version of your OWLcard (similar to this one), please consult HR to receive your updated card.
# Time Line of Distribution

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cards picked up by designee in departments</td>
<td>8/2 through 8/10</td>
</tr>
<tr>
<td>Employees can pick up new cards from departments</td>
<td>8/13</td>
</tr>
<tr>
<td>New cards activated for use</td>
<td>9/10</td>
</tr>
<tr>
<td>Departments will need to return unclaimed cards</td>
<td>10/31</td>
</tr>
</tbody>
</table>
New Format

- Vertical
- Tuid (Still 9 Digits !)
- Issue Number
## New OWLCard - Impact on Kronos

<table>
<thead>
<tr>
<th>Encoding on mag stripe is different than current owl card</th>
</tr>
</thead>
<tbody>
<tr>
<td>Kronos can only read one format at a time!</td>
</tr>
<tr>
<td>Existing Kronos Clock Employees – MUST use current card until 9/10</td>
</tr>
<tr>
<td>New Kronos Clock Employees – Pin Punch until 9/10</td>
</tr>
<tr>
<td>New Students w/ Student Worker Jobs – Pin Punch until 9/10</td>
</tr>
<tr>
<td>Employees/Students who Web Time Stamp – NO EFFECT</td>
</tr>
<tr>
<td>TUID – 9 Digits!</td>
</tr>
</tbody>
</table>
How to enter a TUID at the Kronos Clock

1. Locate the 9 digit TUID on your OWL Card
2. Please note that the 10th digit after the space on the OWL Card is an issue number and NOT part of the TUID
3. Enter the TUID via the key pad located on the Kronos Clock
4. Press the Enter key

How to pin punch at the Kronos Terminal

990809241 4
Questions

General OWLCard questions
Diamond Dollars at 1-3140 or ddollars@temple.edu

Employee related OWLCard questions
Richard Hetherington 7-2235 or richardh@temple.edu

Kronos related OWLCard questions
Kronos Team at 7-2244 or kronos@temple.edu