New OWLCard – Instructions for Kronos Clock Users

• New OWLcards to be distributed to all employees beginning 8/13.
• New OWLcards will be activated on 9/10.
• Kronos clock users should continue to use their existing OWLcards until 9/10.
• Any employees that have ONLY the new OWLcard, will need to follow the instructions below to clock in.

Timekeepers: Please print and post the instructions provided below at the timeclocks
OWLCARD Badge Format Types

OWLCARD format that will be accepted at the Kronos clock until 9/9/2012

New OWLCARD format that will be accepted at the Kronos clock beginning 9/10/2012

***PLEASE NOTE***
Before 9/10/2012:
If you ONLY have this card format, see PIN PUNCH INSTRUCTIONS.
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