

For Employees that use a TCD device to check in and out for the day and for lunch, please review the following information.

Employees are assigned to specific TCDs on campus.

- Employees will only be able to clock into the TCD devices in which they are registered.
- Please contact your department for the locations of the TCD devices in which you are registered.

Fingerprints

- Two prints are taken for employees assigned to TCDs in case one finger becomes injured.
- Your fingerprints are only for the TCD system. They are only used by the University of Houston HR System by the TCD devices.
- Your fingerprints are not released to outside parties and are not accessible by other employees.
- Once the fingerprint is taken, it is stored as an algorithm, or mathematical calculation.
- No actual fingerprint will be on file.