

Time Tracker



Your Control • Your Time

**Time and Attendance
Self Service System**



Coming Soon... Time Tracker! Your Control. Your Time.

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CTA will soon roll out "Time Tracker", its state-of-the-art Biometric Attendance system, to automate employee timekeeping and accurately provide data to understand and fulfill workforce needs.

For employees this means a new way of signing in and out using finger scans and a self-service feature that accesses time entries and benefits online.

Currently, CTA uses multiple systems to record employee time and most of this information is collected through a manual paper process. The biometric system provides a streamlined process where employees will key in their badge ID and place their finger on a biometric sensor.

Benefits for All

Access:



24-hour online access to your time and attendance information via an easy to use web-based application.

Convenience:



Enhanced Employee Self Service makes it convenient to view and print even more of your time and attendance information.

Control:



Your unique identifier and finger scan ensures greater control over your time and attendance information.

Consistency:



A consistent method for all employees to track their time.

Self Service Enhancements

In addition to current Oracle Employee Self Service functions, the new time and attendance system will have the ability to:

- View and print out time information from any computer with internet access
- View and print vacation balances

How to Use Biometric Clocks



It's as easy as 1-2-3

1. Key in your badge number and press OK
2. Place your finger on sensor
3. Receive confirmation message

Who else uses Biometrics?

City of Chicago, IBM, Transportation Security Administration, University of Chicago, McDonald's, and Dunkin Donuts are some of the agencies and organizations currently using Biometric Devices.

FAQ

Who has to use the biometric clocks?

All employees will be required to use the biometric clocks to track time and attendance.

What is “enrollment”?

Enrollment is the process of registering you as a user of the biometric clock. The Time Tracker team will establish enrollment times at nearly all CTA locations and shifts to make the process as convenient for you as possible.

What happens when I cannot use a biometric clock for some reason?

The use of the biometric clocks will be mandatory for all employees, but there will be times or situations when you may not be able to use one. As we get closer to rolling out the new system, a detailed Administrative Procedure and work location rules will be distributed along with the form(s) to use in such occasions.

Are there any health concerns with the use of biometrics?

No, biometric identification and verification systems have been in use for over 25 years, with no reported health hazards. Sanitizing cleaners/wipes will be provided.



Contact Information

For up-to-date project information, FAQ, training materials and roll out schedule visit Time Tracker online:

transitchicago.com/employees/timetracker

For comments, questions, or suggestions:

Email: timetracker@transitchicago.com

Hotline: (312) 681-3718

Enrollment coming your way

The Time Tracker Team will be coming to your location to enroll you and give you more information on the new system and its benefits to you.

For more information visit eLink or transitchicago.com/employees/timetracker