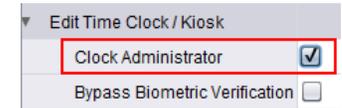


## Quick Reference: Enrolling and re-enrolling employees

- Before you begin, make sure that 1) you have been enrolled in the Time Clock and 2) you have permission to enroll employees. This permission is set up in your employee record using the Employee Maintenance screen. On the **General** tab, under the **Edit Time Clock / Kiosk** section, select **Clock Administrator**.



### 2 Log in to the Time Clock

How you log in to the Time Clock depends on your company's configuration. You might manually enter your employee ID or badge number on the key pad, use a card reader or scanner, or use a combination of device and manual data entry. For more information, talk to your supervisor and consult the *Unifocus Time Clock Employee Guide*.

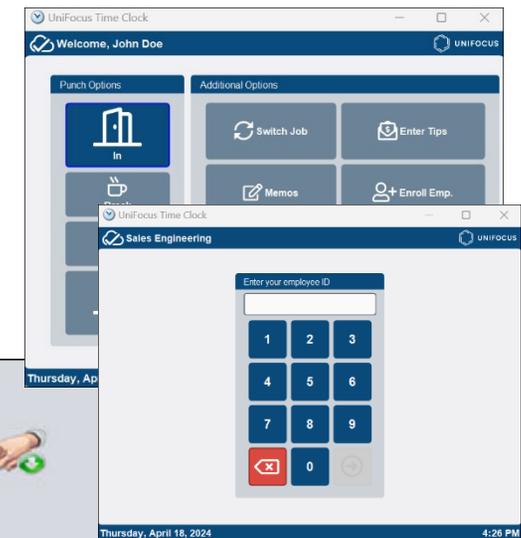


### 3 Enroll employee

#### **Enrolling or re-enrolling an employee with biometric verification**

- Press **Enroll Employee**.
- In the **Enter employee ID to enroll** field, enter the ID number or badge number of the employee whom you are enrolling or re-enrolling.
- Press **Scan**.
- When prompted, have the employee firmly place and then remove the pad of his or her finger on the scanner.
 

The employee repeats the finger scan four times. The Time Clock displays a progress bar that consists of four hand icons, each representing a step in the four-step verification process. After each successful scan, a check mark appears next to a hand icon. You have completed the process when check marks appear next to all the icons.
- Do one of the following:
  - If you need to redo a scan, press **Re-Scan**.
  - Press **Verify** to check that the employee is now enrolled.
  - If the scans were successful, press **Close**.  
The Time Clock screen resets so that you can enroll a new employee.



#### **Enrolling or re-enrolling an employee with a PIN**

**NOTE:** Before an employee can be enrolled without biometric verification, his or her employee record must be updated in Employee Maintenance. On the **General** tab, under the **Edit Time Clock / Kiosk** section, select **Bypass Biometric Verification**. If you do not see this field, contact your property system lead.



- Press **Enroll Employee**.
- In the **Enter employee ID to enroll** field, enter the ID number or badge number of the employee whom you are enrolling or re-enrolling.
- Press the green arrow (  ).
- In the **Enter PIN** field, have the employee enter his or her four-digit PIN.
- In the **Enter PIN Again** field, have the employee reenter the four-digit PIN.  
Depending on the model of the Time Clock, you might be prompted as many as four times. The Time Clock screen resets so that you can enroll a new employee.