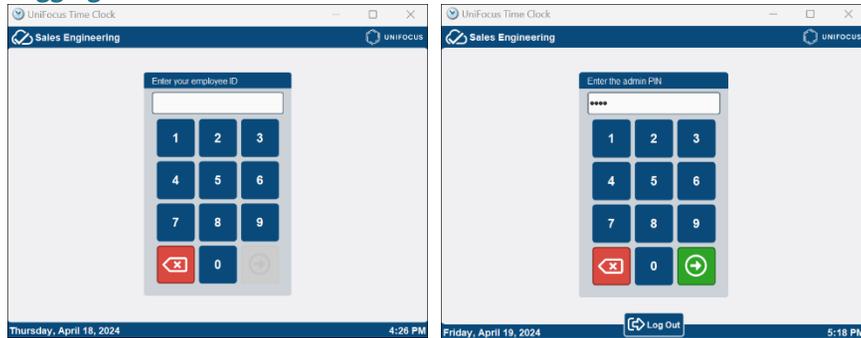# UNIFOCUS

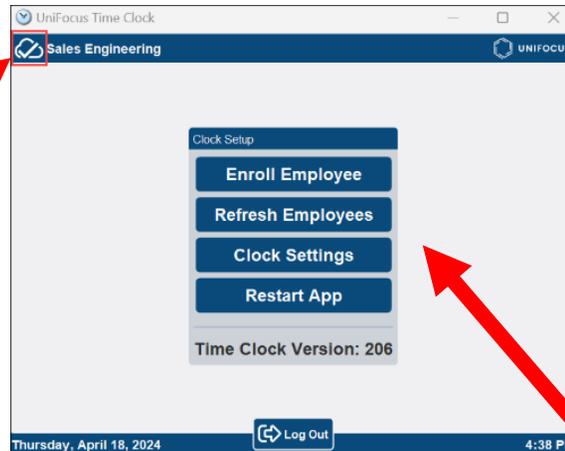# Quick Reference: The Unifocus Time Clock Administrator screen

Logging in to the Time Clock

To log in to the Time Clock:

1. In the **Enter your employee ID** field, enter your employee ID number or badge number.
2. Press the green arrow (⊕).
3. In the **Enter the admin PIN** field, enter your administrator PIN.
The Time Clock Administrator screen appears.


The Time Clock Administrator Screen

Icon	Description
☁ (online)	This icon on the upper left corner of the screen indicates that the Time Clock is online. If the Time Clock loses connectivity, it will still allow employees to clock in and clock out. However, it will not allow enrolling employees because it needs to communicate to the Time & Attendance application for that function.
☁ (offline)	This icon on the upper left corner of the screen indicates that the Time Clock is offline. As soon as connectivity is restored, all information stored locally by the Time Clock will be updated in the Time & Attendance application.
☁ (upgraded)	This icon on the upper left corner of the screen indicates that the Time Clock software has been upgraded. **NOTE:** After an upgrade, you must use the Restart App button to restart the Time Clock.

| Button	Description
Enroll Employee	Press to enroll new employees or re-enroll existing employees.
Refresh Employees	If you add new employees or reconcile existing employees, they will not show up in the Time Clock until you press this button.
Clock Settings	Opens the Time Clock Configuration dialog box, which is used to configure the clock. **Note:** For Unifocus use only.
Restart App	Restarts the Time Clock application.

Enrolling and re-enrolling employees

NOTE: While logged in as an administrator, you can enroll employees using the Enroll Employees button on the Administrator screen.
However, users with the appropriate permission have access to an Enroll Employees button on the standard Employee Welcome screen.
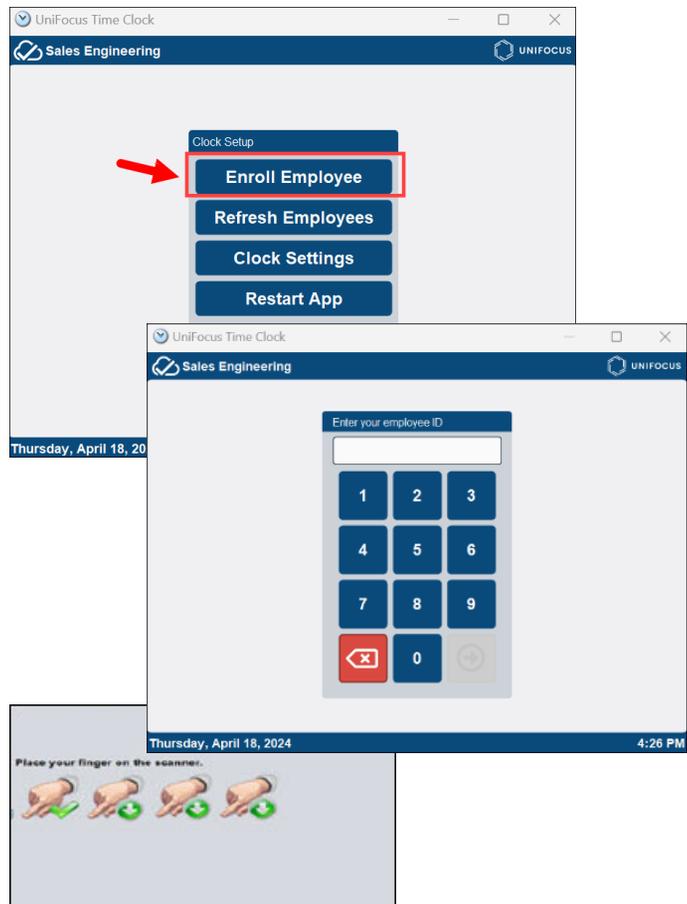
Enrolling or re-enrolling an employee with biometric verification

1. Press **Enroll Employee**.
2. 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.
3. Press **Scan**.
4. When prompted, have the employee firmly place and then remove the pad of his or her finger on the scanner.
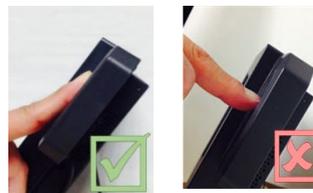
The employee repeats the finger scan four times. The Time Clock displays a progress bar that consists of four hand icons, each representing a step in the four-step verification process. After each successful scan, a check mark appears next to a hand icon. You have completed the process when check marks appear next to all the icons.

5. 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.
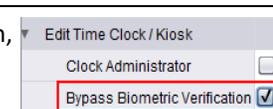

1. Press **Enroll Employee**.
2. In the **Enter employee ID to enroll** field, enter the ID number or badge number of the employee whom you are enrolling or re-enrolling.
3. Press the green arrow ( ).
4. In the **Enter PIN** field, have the employee enter his or her four-digit PIN.
5. In the **Enter 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.

Refreshing Employees

NOTE: You might need to refresh employees after system configuration changes.
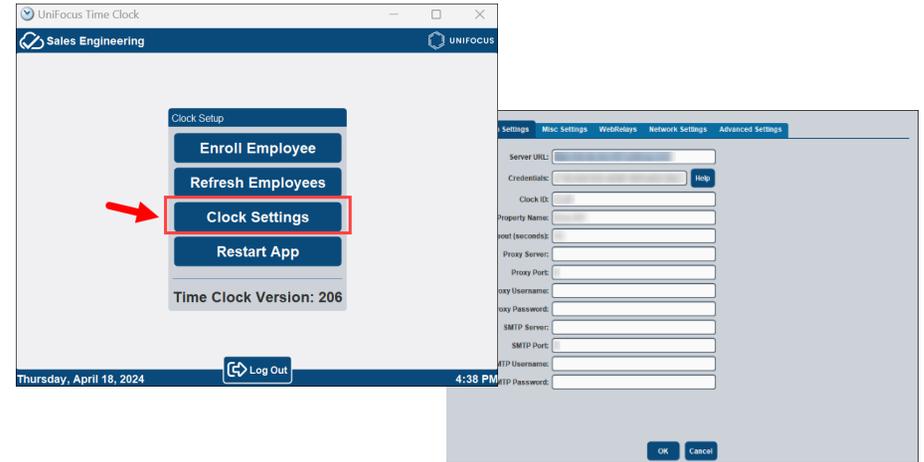
1. Press **Refresh Employees**.
   When the process is complete, a confirmation message appears.
2. Press **Close**.
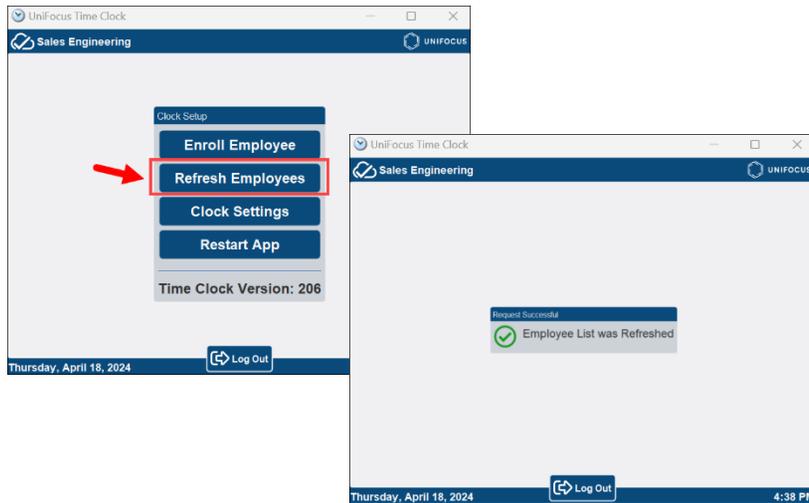
Changing Clock Settings

IMPORTANT: The Clock Settings should only be used under the supervision of a Unifocus Service Desk representative.

1. Press **Clock Settings**.
   The Time Clock Configuration window appears.
2. Select the desired tab.

Restarting the Time Clock

- Press **Restart App**.
  The Time Clock app shuts down and then restarts in 60 seconds.