

MANAGER ULTI TIME AND ATTENDANCE TRAINING AID

## **Enroll Team Member in Timeclock**

- 1. From the timeclock, select Manager Log On.
- If you are already enrolled in the system, the timeclock will scan your face to login.
- If not already enrolled, from the Authentication screen, tap Enter ID in the bottom, left-hand corner.
- Enter manager login information and tap enter. The username will be your Employee ID number.

## Manager Login

ID Number: Employee Number (with no leading zeros) Password: 12345

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**Note:** *Employee ID number is typically your badge number. If it's not working for you, verify your employee ID number in UltiPro.* 











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## **Enroll Team Member in Timeclock (continued)**

5. Tap the Enroll Employee icon.

Note: Depending on the timeclock at your location, the image on the icon may differ. However, it will always be labeled Enroll Employee.

- 6. Search for the team member by:
  - Badge ID
  - Employee Name
  - Browse Employee Directory.
- A biometric consent message may be displayed. If it does, ask the team member to accept the enrollment.

Once accepted, the Enroll Employee biometrics screen is displayed.

**Note**: If the team member declines, they will not be able to enroll.



the device and my employer's timekeeping database during my employment. I understand that the facial recognition data and template may be considered biometric data. By clicking "Accept" below and completing enrollment, I confirm that I agree to my employer's policy (if applicable) regarding biometric data retention, and destruction. Clicking "Accept" is my Consent to the collection, capture, storage, access to, use, possession, dissemination, disclosure, redisclosure, and hosting of any biometric data by my employer, UKG Inc. (including Kronos), and any subcontractors, consistent with my Consent and my employer's timekeeping policy (if applicable).

If the team member is enrolling via face scan, continue to page 3.



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## **Enter Team Member Biometrics via Face Scan**

 Enroll the team member by having them position their face in front of the camera, within 30 inches of the timeclock.

> Encourage the team member to maintain a natural expression, with the chin in a neutral position (not tilted up or down).

When the rectangle turns green, it will begin scanning.

- 2. The timeclock will show a successful message after a good scan.
- 3. Click Continue.
- 4. After the first scan, the clock will confirm with a second scan.

Once complete, repeat the process to enroll another team member.

