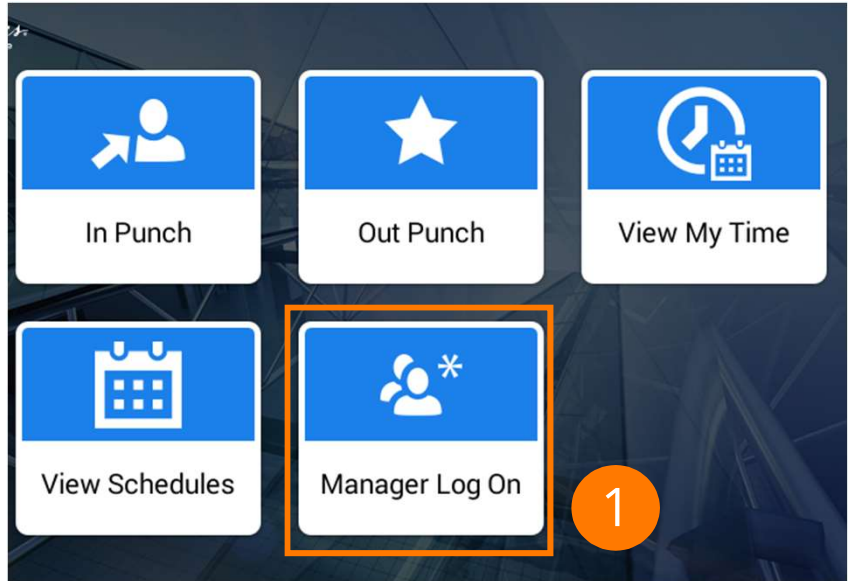


Enroll Team Member in Timeclock

1. From the timeclock, select **Manager Log On**.
2. If you are already enrolled in the system, the timeclock will scan your face to login.
3. If *not* already enrolled, from the Authentication screen, tap **Enter ID** in the bottom, left-hand corner.
4. 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

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



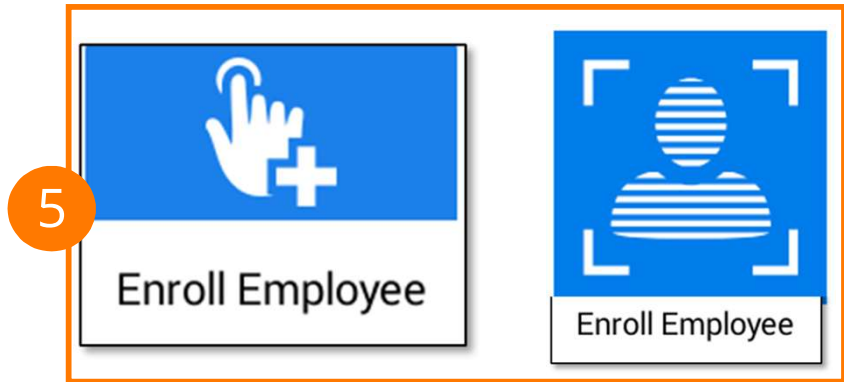
4



Enroll Team Member in Timeclock (continued)

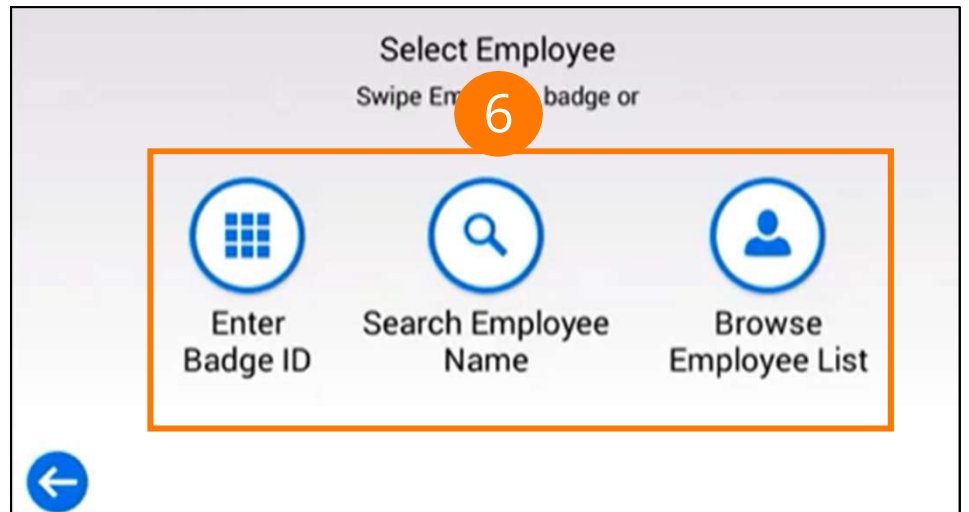
5. Tap the **Enroll Employee** icon.

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:

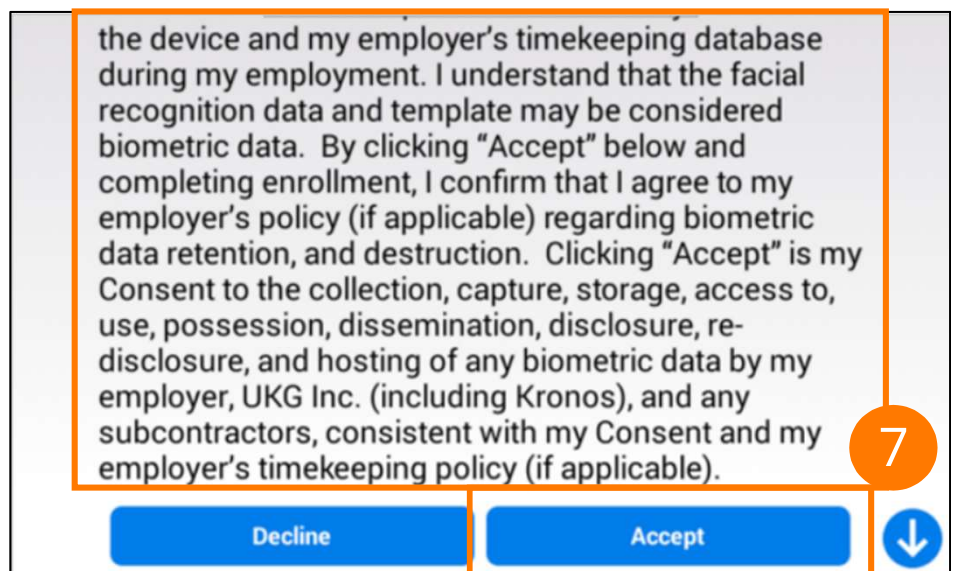
- Badge ID
- Employee Name
- Browse Employee Directory.



7. 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.



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

Enter Team Member Biometrics via Face Scan

1. 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.

