Dayforce Touch Clock Biometric Enrollments

Enroll Employees for Biometric Verification

To enroll an employee for biometric verification, complete the following steps on the clock:

- 1. Navigate to the **Supervisor** icon, tap the button.
- 2. Tap the **Fingerprint Enrollment** button:





3. Tap the Enroll Employee icon:



4. Once you enter the Supervisor menu and tap Enroll Employee as above and enter their badge id, the employee is presented with the Legal Consent form:



a. **If the employee declines, the following screen shows which tells us that, if declined, the employee will not be able to progress to be enrolled for biometrics



5. Once the employee has accepted the above consent, the clock prompts the employee to place their finger on the fingerprint sensor:



The fingerprint sensor scans the fingerprint in the following stages:



The employee will be prompted to lift their finger and replace twice during this process.

Once the scan of the first finger is complete, the touch clock produces an audible alert and the green light flashes. The following screen appears once the first finger is lifted after successful completion, prompting the employee to place their second finger on the fingerprint scanner:



The fingerprint scanner will scan the fingerprint as outlined in Step 4. If successful, the clock produces an audible alert and the green light flashes. The following screen appears:



DF Touch Clock Biometric Enrollment Tip Sheet - Employees

You will need to be set up as a supervisor in Dayforce before you can enroll team members onto the clocks.

If you employee a new manager that will be enrolling team members, please let payroll know so we can set it up on Dayforce. We will then provide you with the details of how to set up a supervisor on the clocks.

Any changes made on the clocks take 24 hours to update to be picked up on all clocks throughout the site.

If you need these updates to happen quicker please let payroll know so we run a manual update job.

If a clocks stops working please let us know as soon as it happens so we can look into it and get a replacement sent if needed.

| 1 | As a clock Supervisor, tap the Supervisor icon. | Supervisor |
|---|--|-----------------|
| 2 | Enter your badge id and scan finger. | Enroll Employee |
| 3 | Select Fingerprint Enrollment. | |

| | | Fingerprint Enrollment |
|---|---|--|
| 4 | Select Enroll Employee and Enter Employee Badge. | Enroll Employee Frier Francesee Badge 1 2 3 4 5 6 7 8 9 0 Cancel A Enter |
| 5 | We are presented with the Legal Consent form | Legal Consent This Ceridian Dayforce Clock uses multiple wavelengths of light to identify certain unique points on your finger. The Clock uses those unique points to create a mathematical or alphanumeric representation of your finger. This alphanumeric representation is known as a Template Value. The Clock does not collect or retain images of your fingerprint. It retains only the Template Value, which cannot be used to reconstruct your fingerprint. Your Template Value is collected by this Clock for the purpose of identifying you as you clock in and out of your workplace. It is sent securely to Ceridian, or its subsidiaries or contractors (collectively "Ceridian" (a list of Ceridian subsidiaries and contractors is available at www.ceridian.com/privacy, and is retained on this Dayforce Clock and by Ceridian on behalf of your employer for as long as you Decline Agree |
| 6 | Employee places finger on reader. Finger is read and verified | Scan 1 of 3 Lift finger and place |
| 7 | Employee places 2nd finger on reader. Finger is read and verified. | |

| | | Place second finger on the Bio-reader | |
|---|---|---|--|
| | | | |
| 8 | Press Enter to enroll another employee. | Employee Enrolled Do you want to enroll another employee? | |
| | | No Yes | |