

Dayforce Touch Clock Biometric Enrollments

Enroll Employees for Biometric Verification

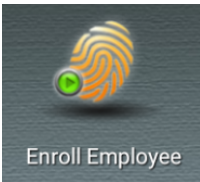
To enroll an employee for biometric verification, complete the following steps on the clock:



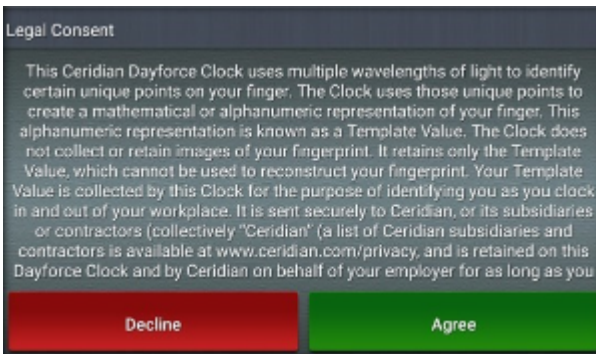
1. Navigate to the **Supervisor** icon, tap the button.
2. Tap the **Fingerprint Enrollment** button:



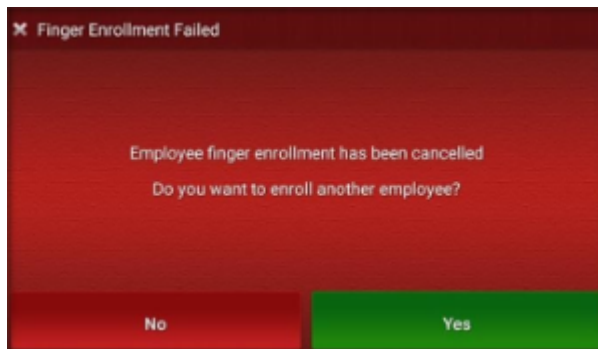
3. Tap the **Enroll Employee** icon:



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



- 4.

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

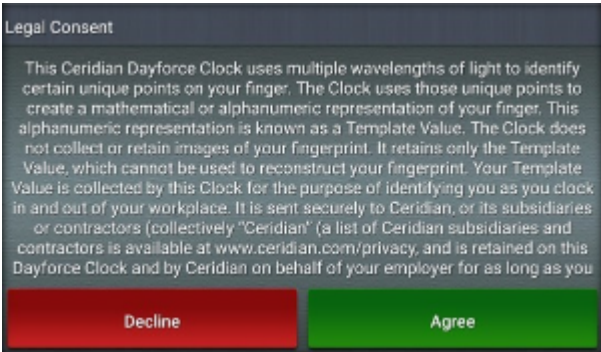
1	As a clock Supervisor, tap the Supervisor icon.	 The icon shows two white silhouettes of people, one larger than the other, with a golden key in the foreground. Below the icon, the word "Supervisor" is written in white text on a dark grey background.
2	Enter your badge id and scan finger.	 The icon shows a golden fingerprint being scanned on a device with a green light. Below the icon, the text "Enroll Employee" is written in white on a dark grey background.
3	Select Fingerprint Enrollment .	



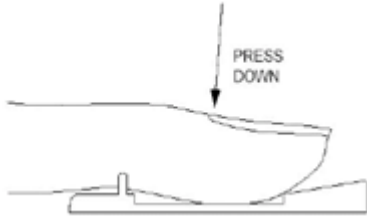
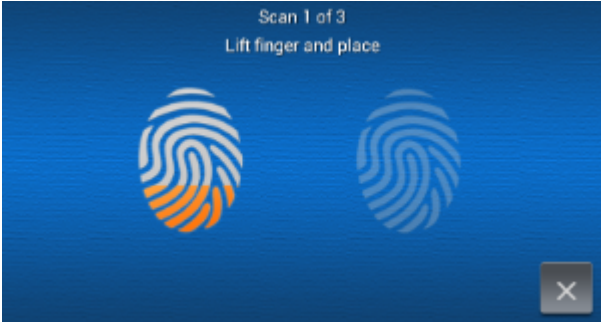
4 Select **Enroll Employee** and Enter Employee Badge.



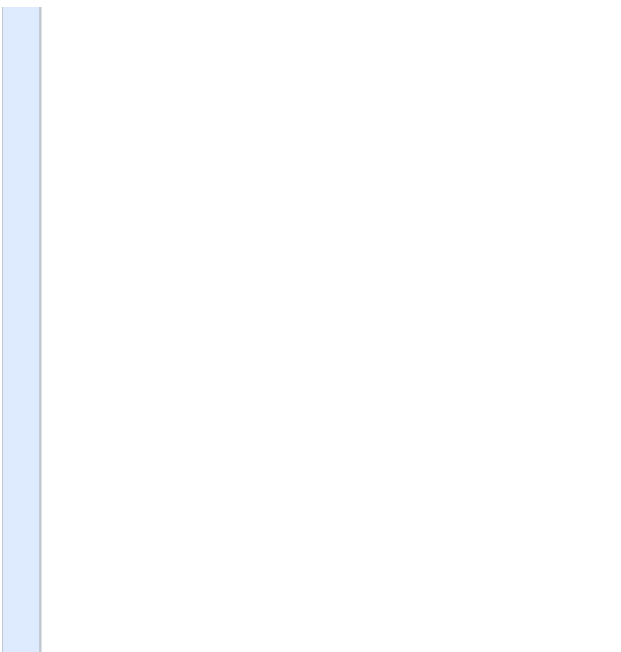
5 We are presented with the Legal Consent form



6 Employee places finger on reader. Finger is read and verified



7 Employee places 2nd finger on reader. Finger is read and verified.



8 Press Enter to enroll another employee.

