Enrolling an employee

Purpose:

This job aid will help you register an employee's biometrics in Kronos.

Steps	Screenshots
1. Log into the InTouch Timekeeper using the Manager persona by tapping the icon shown on the right	
2. Enter the manager log on ID, then the same screen will pop up prompting you for the password, which will be defaulted to 123456 and can later be changed Note: You will need to drop the leading zero for Employee IDs beginning in 0. Ex: 012345 -> 12345	
3. Tap the Enroll Employee icon on the far left of the screen	
4. Enter the employee ID number on the touch screen Note: You will need to drop the leading zero for Employee IDs beginning in 0. Ex: 012345 -> 12345	
5. Tap the button related to the finger the employee plans to use as their primary finger Note: avoid using the thumb and pinky finger	
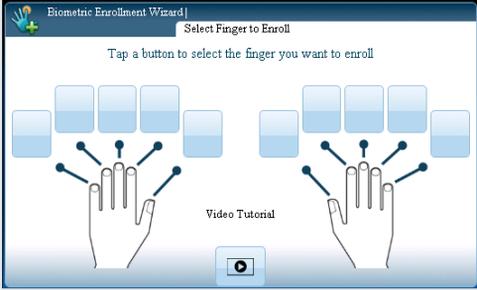
Steps	Screenshots
6. An instruction screen will come up prompting the employee to begin the finger scanning process	
7. Place your finger on the sensor using the lock drop and hold method Lock : Position the first joint of your finger along the ridge. Slide your finger along the ridge lock without touching the sensor, this eliminates electrostatic discharge. Drop and Hold: Drop the finger onto the sensor with a small amount of pressure, hold the finger on the sensor until you hear a tone and the result pops up on the device	
8. Review the enrollment notification. Green = Good enrollment Yellow = Fair enrollment Red = Poor enrollment *Aim for a Quality and Content score of 60 or above	
9. Once you have a good enrollment, confirm the scan by placing the same finger on the sensor using the method on Step 6	
10. Have the employee choose a secondary finger for scanning, tap yes if applicable	
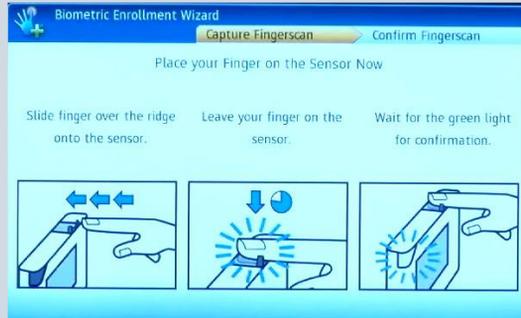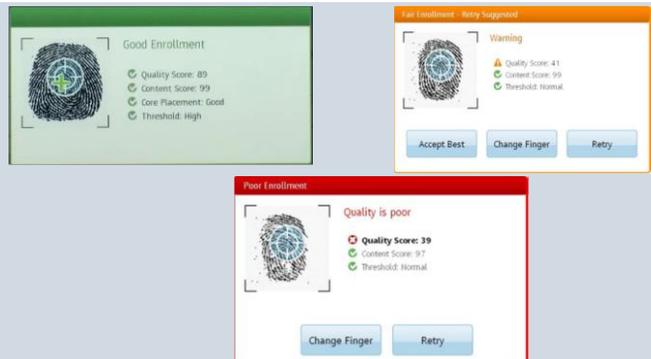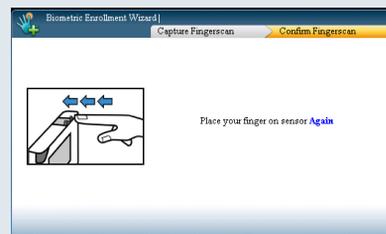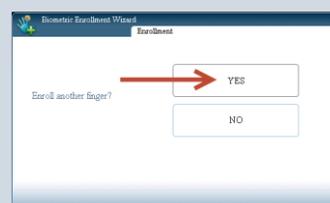
Steps	Screenshots
11. Tap the button next to the secondary finger desired for registration, repeat Steps 5 and 6 to scan their finger in. At the end you will be prompted to tap Yes to enroll another employee or select No to return to the homescreen ***Once your finger is registered, it will update in the Kronos system overnight, so your finger will work on the clock you registered on during that day and then every clock at your agency the next morning**	