City of Houston

Payroll Services

Electronic Timekeeping Job Aid

TIME CLOCK TASKS FOR SUPERVISORS/MANAGERS

This job aid instructs the manager on how to enroll their employees for biometric finger scans as part of the time punch. Once an employee is enrolled in biometrics, the employee will be required to scan their selected finger for all transactions at a time clock.

Gently run the finger along the ridge near the bottom of the sensor area until the first joint is locked on the ridge.
Drop the finger on the sensor and gently press.

Manager Log On

1. Press the **More** soft key.
2. Press the **Manager Log On** soft key.
3. Swipe your **badge**.
4. If prompted, place your enrolled finger on the **verification device OR** type **"00000" Enter**. ↵

Unenroll Employees

1. Press the **Unenroll Employee** soft key.
2. Swipe employee **badge**.
3. Press the **Back** ⟲ key to exit **Manager Mode**.

Enroll Employee

1. Press the **Enroll Employee** soft key.
2. Swipe employee **badge**.
3. Press the **number** on the **Numeric Keypad** that corresponds to the finger for which you want to create a template, **Enter**.↵
4. Press the **Enroll** soft key.
5. When the terminal beeps, ask the employee to place the selected finger on the sensor and hold for results.
6. If the enrollment passes, press the **Test Enrollment** soft key.

   If the enrollment fails. Press the Retry Capture soft key and return to Step 4.

   If a second attempt fails. Press the Redo Enroll soft key and return to Step 3
7. Place the selected finger on the sensor and hold for results.
8. If the enrollment passes, press the **Accepted Enroll** soft key.

   If the enrollment fails. Press the Retry Capture soft key and return to Step 4.

   If a second attempt fails. Press the Redo Enroll soft key and return to Step 3.
9. Press the **Yes** soft key to enroll another finger. Follow the on screen instructions to enroll a **Secondary** finger.
10. Press the **No** soft key to enroll another finger once the primary and secondary fingers are accepted.
11. Press the **Yes** soft key to enroll another employee or press the **No** soft key to exit enrollment.
12. Press the **Back** ⟲ key to exit **Manager Mode**.