

WORKFORCE TIMEKEEPER 8

Enroll Employee in Kronos Biometrics

Task Guide

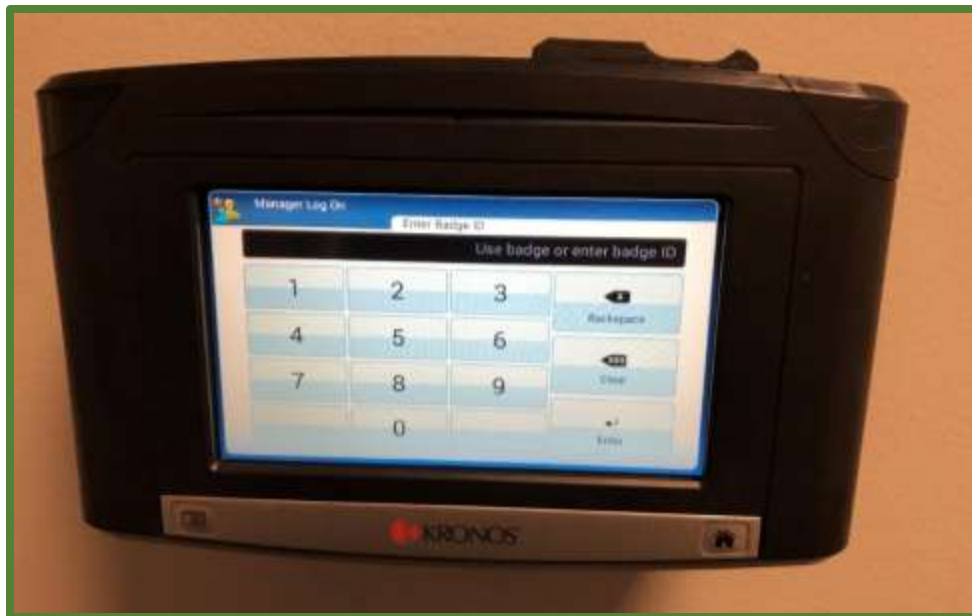


This guide will provide you with step-by-step instructions on enrolling your employees into Biometrics for fingerprint use with the Kronos time clock.

1. Select **Manager Log on**.



2. Swipe your badge or enter your badge number.



3. Enter password: **222621**.



4. Click enroll employee.



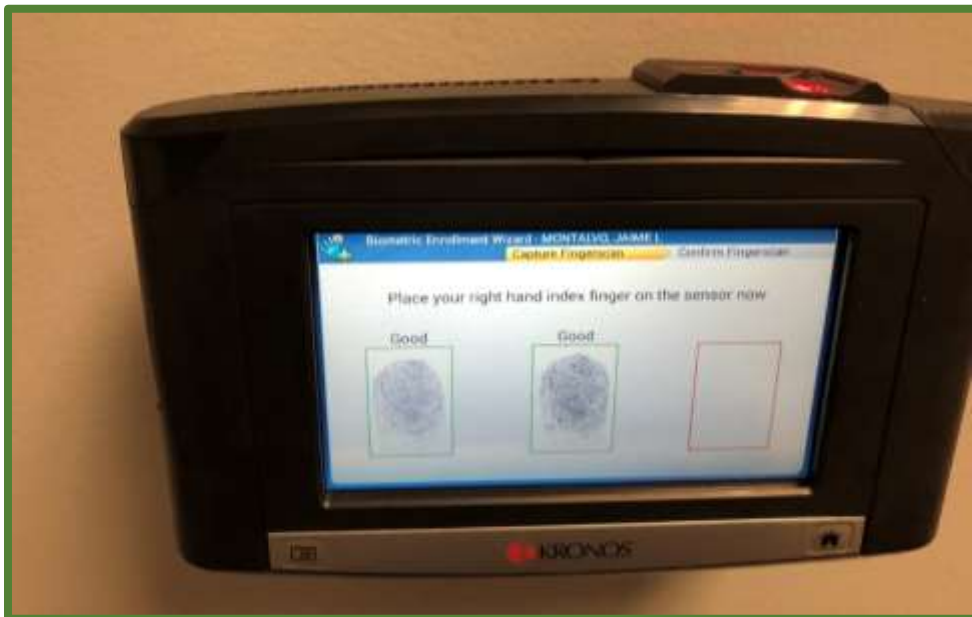
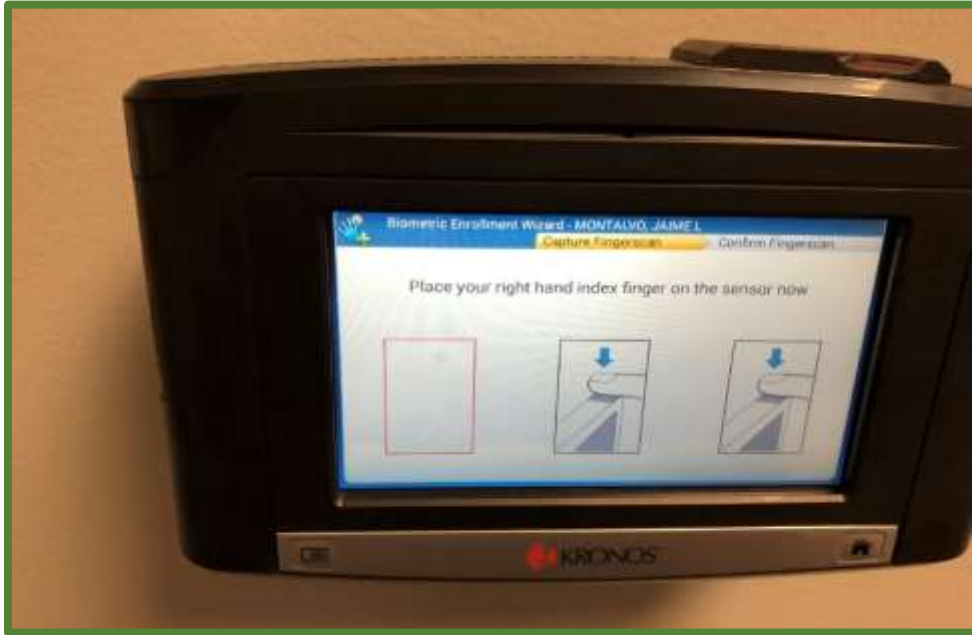
5. Have the employee to swipe their badge or enter their badge number.



6. Have the employee to tap the blue square of the finger they'd like to use to enroll.



7. Have the employee to capture their finger scan 3 times.



- Once the finger scans are captured, the device will ask if the employee wants to enroll another finger. If so repeat steps 6 and 7. If not, select **No**.



- The device will ask if the enrollment process is complete. If you do not need to enroll another employee, press **No**. Once complete, press the **Home** button on the bottom right hand corner of the clock.

