

# Human Capital Management

## *Time Clock Plus Operations: Employee Enrollment*

<b>Course Summary</b>	This Time Clock Plus training guide provides Time Clock Plus Operations used for Employee Enrollment at MDC.
<b>Audience:</b>	Time Keepers and Time Approvers
<b>Training Material</b>	Employee Enrollment to Time Clock Plus
<b>Trainer/Contact:</b>	Center for Institutional & Organizational Learning
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BIOMETRIC CAPTURING FOR TIMEKEEPERS  
Employee Enrollment to TCDs

# BIOMETRIC CAPTURING FOR TIMEKEEPERS

## Timekeeper Enrollment to TCDs

### **Enrolling a Manager (TCP+ TERM NON-TIME REPORTER)**

On the **RDTg MODEL DEVICE**, access the Company Selection screen by:

1. Click **HIDE** on the clock/scanner screen.
2. Press **Settings Gear Icon** on the bottom left corner of the screen.
3. Select the **Configure** button to access the User Authorization screen.
4. Enter your **MDC User ID** and **Temporary Password\*** to enroll yourself (Timekeeper).
5. In the Configuration window, select the **Biometrics** button.
6. On the Users tab, **choose** the **Select** button and choose the ID of the user you wish to enroll. Select **Ok** to begin enrolling that user as a manager.
7. Select **Enroll** and **choose the finger** you wish to enroll.
8. **Scan** a fingerprint, and select **Ok**.
9. **Watch the display on the terminal for instructions.** To enroll, you will be required to **place your finger on the finger reader several times** to obtain a valid fingerprint.
10. **To enroll Time Reporters**, select **Individual tab** (follow instructions for enrolling individuals – next slide).

# BIOMETRIC CAPTURING FOR TIMEKEEPERS

## Employee Enrollment to TCDs

### Enrolling an Individual\*

On the **RDTg MODEL DEVICE**, access the **Company Selection** screen by:

1. Click **HIDE** on the clock/scanner screen.
2. Press **Settings Gear Icon** on the bottom left corner of the screen.
3. Press the **Configure** button to access the User Authorization screen.
4. Select a user (**Timekeeper**) from the list, enter the password\*\*, and press **Ok**. If your user doesn't have a password enabled, they will not show up in the list.
5. In the Configuration window, select the **Biometrics** button.
6. On the **Individuals** tab, enter the **Empl\_ID** of the individual you wish to enroll and select **Ok**.
7. Select **Enroll** and choose the fingers (*@LEAST two fingers /opposite hands are suggested on opposite hands*) you wish to enroll.
8. **Follow the display** on the terminal for instructions. To enroll, you will **be required to place your finger on the finger reader several times** to obtain a valid fingerprint.
9. Once the enrollment procedure is complete, the employee can begin performing clock operations. Press **Test** to confirm the scan. Select **Enroll to scan additional fingerprints**, or **Close to leave**.

*\*Assumes process start separate from Timekeeper's self-enrollment*

*\*\*A temporary/random password will be provided for this one-time use.*

Thank  
You!

