COOK COUNTY TIME

Enrolling an Employee in an EmpCenter Terminal

The enrollment process consists of adding an employee as a user in the EmpCenter terminal. During enrollment, scan the employee's finger once to create a biometric template. Whenever the employee interacts with the terminal, whether punching in or out, the terminal uses the biometric template to verify the employee's scan.

Terminal users are assigned one of three authority levels with respect to enrollment:

- **User:** Users perform basic functions, such as using the punching in and out of work.
- **Enroller:** The enroller can perform the same functions as a user; additionally, the enroller may enroll users into biometrics at the terminal.
- **Administrator:** The administrator can perform the same functions as a user and an enroller; additionally, the administrator may access restricted terminal settings functions such as Host, Network and Reboot.

Enrolling an Employee into Biometrics

When completing the enrollment process, several factors can increase the accuracy of the scan. Make sure that the employee:

- places a finger on the scanner without bending the finger.
- places the finger flat onto the scanner.

1. On the EmpCenter Terminal main menu, select the **Enroll** button.
2. Enter your administrator or Enrollment log in, press **Enter**, and then if/when prompted, place your finger on the scanner.
3. Enter the badge number of the employee being enrolled and press **Enter**.
4. The enrollee places his/her finger on the terminal scanner to create the biometric template.

WorkForce Software recommends using the index finger for finger biometrics.

The Enrollment Menu

After enrolling a new employee into biometrics or attempting to enroll a user that is already enrolled, the terminal proceeds to the enrollment menu.

- **Reenroll/Redo:** Remove the current enrollment and re-create the user enrollment.
- **Add:** Enroll an additional finger.
- **Next:** Enroll another employee or login ID.
- **Practice:** Practice biometric verification.

Enrolling additional fingers in the Enrollment Menu

1. Press the **Add** button.
2. When prompted, the employee places his/her finger on the scanner.
   The enrollment is complete when you are satisfied with the employee's biometric score and the employee feels comfortable with the scan process.

Enrolling additional employees in the Enrollment Menu

1. Press the **Next** button.
2. Enter the badge number of the employee being enrolled and press **Enter**.
3. The enrollee places his/her finger on the Terminal scanner to create the biometric template. WorkForce Software recommends using the index finger for finger biometrics.
4. Press the **Back** button to exit the enrollment screen.

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Practicing Biometric Verification

An employee may practice the biometric verification process at any time with the assistance of an enroller or administrator. This process will not adjust the current enrollment or create an in/out transaction to be posted to the timesheet.

1. On the EmpCenter Terminal, enter your Administrator or Enrollment log in, then press **Enter**, and then place your finger on the scanner when prompted.
2. Enter the badge number of the employee being re-enrolled and press **Enter**. The screen informs you that the employee is currently enrolled.
3. Press the **Practice** button to let the enrollee complete practice scans. Make sure that the terminal recognizes the employee's biometric template, as this process lets the employee punch in and out of work. The terminal screen displays the employee's biometric score. Fingerprint scanners will report a score of **1** if verification is successful.

    Note: If the enrollment process fails, perform the following the steps below to re-enroll an employee into biometrics.

Re-Enrolling Employees in Biometrics

Occasionally, an employee requires re-enrollment into the terminal. Factors which can affect a scan's accuracy include the following:

- Covering a portion of the finger with a bandage
- Moving the hand during the initial captures
- Weight gain or loss

The re-enrollment procedure closely resembles initial enrollment.

1. On the EmpCenter Terminal, enter your administrator or enrollment log in, then press **Enter**, and then place your finger on the scanner when prompted.
2. Enter the badge number of the employee being re-enrolled and press **Enter**. The screen informs you that the employee is currently enrolled.
3. Press the **Reenroll** button.
4. The employee places his/her finger on the terminal scanner to capture an accurate scan and create the biometric template.
5. Press the **Practice** button to let the employee complete practice scans.