



Financial Operations & Treasury

Hand Recognition Device Enrollment Instructions

The Hand Recognition Device is one of the methods used by NYU employees for clocking in and out for work. Employees must have their hand enrolled onto the device for use.

An “Enroller” is a user status (role) on the device software that allows an employee with that status to enroll other employee’s hands on the device to facilitate use for clocking in and out.

Step 1: Requesting a new Enroller

Authorized employees in the *Enroller* Role manage employee enrollment in Hand Recognition Devices.

Departments that use Hand Recognition Devices must identify department *Enroller(s)* and submit requests to the department Human Resources Officer (HRO). It is necessary that an existing *Enroller* be involved in activating new *Enroller* accounts throughout the process.

Step 1a:

The HRO or HRO+ requests a new Hand Recognition Device *Enroller* Role account to the Payroll Service Center. Please submit requests via email: AskPayroll@nyu.edu.

Requests require the following information:

- First Name, Last Name
- netID
- NYU ID (N#)
- Position Title
- Email
- Phone Number
- Office Location

Step 2: Enroller Role Set-Up in NYU myTime

Financial Information Systems Operations (FIS-OPS), within Financial Operations & Treasury, updates Enroller Status information on the Hand Recognition Device Software.

Step 3: New Enroller Hand Registration

The new Enroller registers their hand at a physical Hand Recognition Device with an existing authorized *Enroller*.

Step 4: Enrolling Employees

Once an employee has active *Enroller* status on the Hand Recognition Device Software and their hand is enrolled at the Hand Recognition Device, they can enroll other employees at the Hand Recognition Device.

To enroll employees at Hand Recognition Devices:

1. Press the **Enroll** button.
2. Enter the ***Enroller's* NYU ID number excluding the N**, (University ID on the back of your ID Card).
3. Press the **Enter**.
4. Place **the *Enroller's* hand** on the terminal.
5. Next, enter the **NYU ID number (excluding the N) for the *Employee*** being enrolled.
6. Scan the ***Employee's* hand (3 times)**.
7. Device will display the employees name and “**Enrolled Successfully**”.

For support with this process, contact the Payroll Service Center via email: AskPayroll@nyu.edu.