Time Clock Devices: Enrolling Employees for Finger Scan (Biometric Scan)

Description

NYU’s time clock devices allow employees to clock in and out through a variety of methods, including scanning their finger (biometric scan). Employees using the finger scan must first be enrolled in a clock device by an enroller.

Departments using the finger scan method each have assigned enroller(s) who are responsible for enrolling employees. If you need to request a new enroller, please contact askpeoplelink@nyu.edu.

Instructions: Enroller Set Up

Before enrolling employees, enrollers must register themselves first by following these steps:

1. Press the Manager touch screen button.
2. Press the Enroll touch screen button.
3. Tap your NYU ID card.
   You can also swipe your card or enter your 8-digit NYU N number.
4. Complete the finger scan by placing one finger on the device and following the instructions on the screen.
   This will only need to be done one time at ANY clock. You will receive an enrollment score when the scan is complete. The goal is to have an enrollment score of 85% or higher.
5. After the enroller is registered, the enroller has the options to Practice, Re-enroll the finger, Add (a second) Finger or Enroll Next User, which allows them to enroll a new employee.
Instructions: Enrolling Employees

After an enroller has completed their finger scan, they can enroll other employees by following the steps below:

1. The enroller presses the Manager touch screen button.

2. The enroller presses the Enroll touch screen button.

3. The enroller confirms their identity by taping their NYU ID Card and scanning their finger.

4. The employee taps their NYU ID card.
   You can also swipe your card or enter your 8-digit NYU N number.

5. The employee performs the finger scan by placing one finger on the device and following the instructions on the screen.
   This will only need to be done one time at ANY clock. You will receive an enrollment score when the scan is complete. The goal is to have an enrollment score of 85% or higher.

6. After the first finger is scanned, the employee must complete a second finger scan and taps their NYU ID Card.
   The employee can also swipe their card or enter their 8-digit NYU N number.

7. The employee performs a second scan by using a different finger.
   The goal is to have an enrollment score of 85% or higher.

8. The process is complete.

Employees only need to enroll once and can use any NYU clock device to enroll.
It is recommended that employees scan at least two fingers when enrolling.

Resources and Support

For questions about using and enrolling employees in NYU clock devices, please contact PeopleLink, NYU’s HR and Payroll service center, at askpeoplelink@nyu.edu or 212-992-LINK (5465).

For technical support with time clock devices, please contact the NYU IT Service Desk, open 24x7.