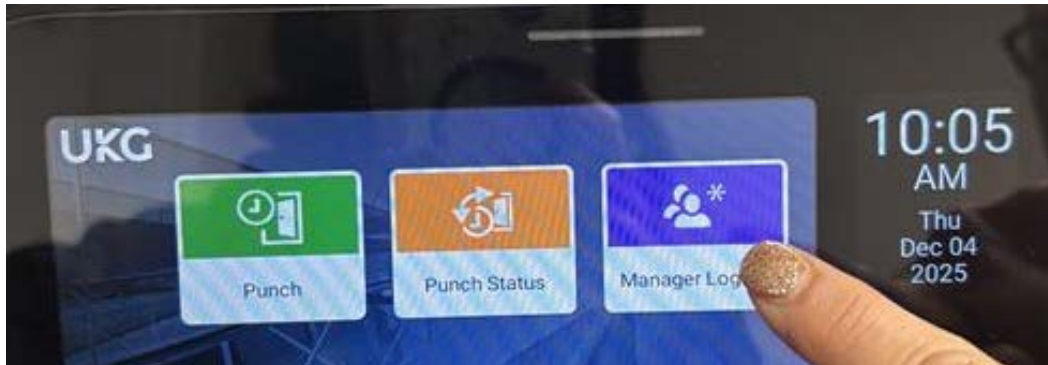
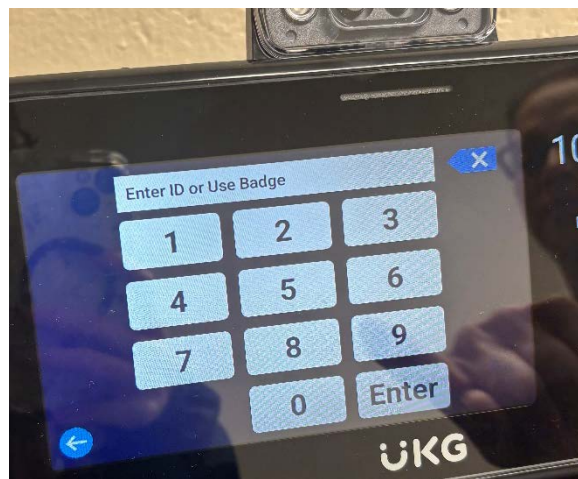
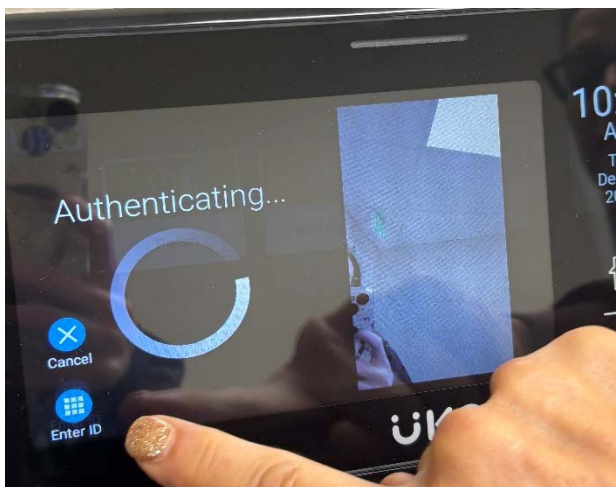


## How to Enroll an Employee in the Time Clock- UKG

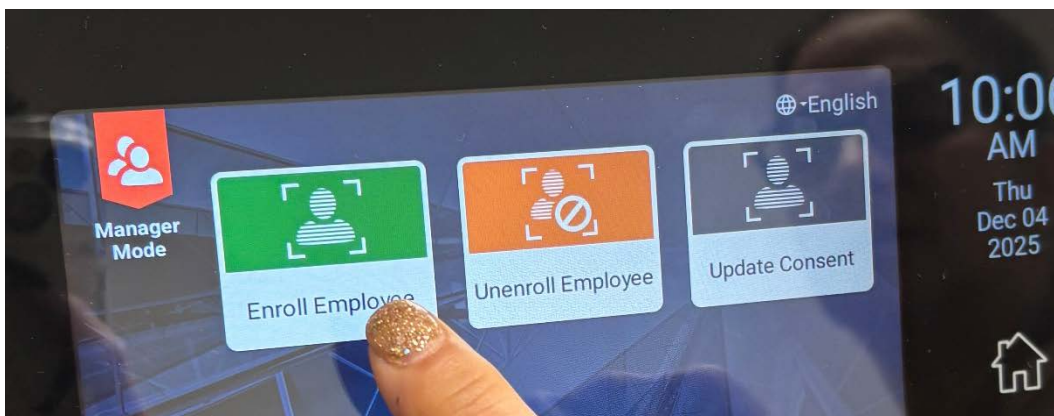


1. Tap **Manager Login** on the time clock screen

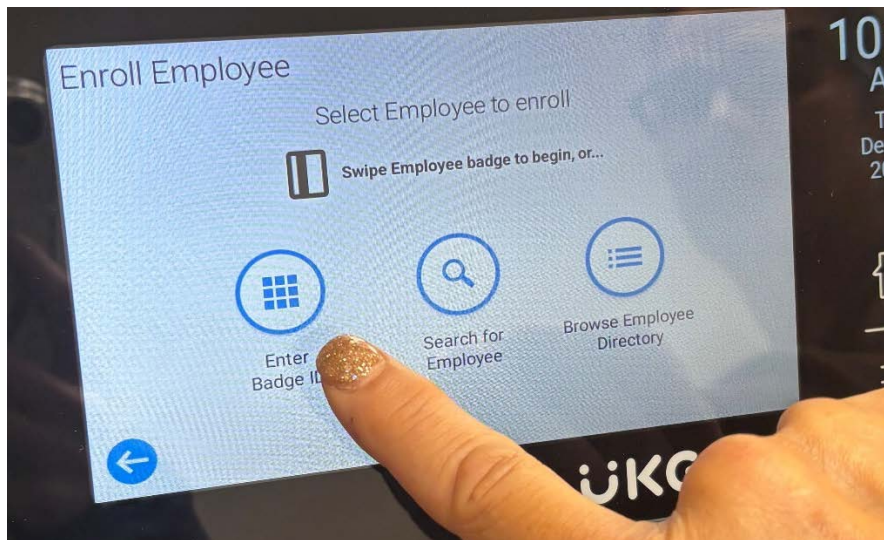


2. Log in using your **Employee ID/badge number**. (See attached list of your employees. All employee IDs start with 1217)

- The system may prompt for a facial scan, but you can skip that by using the number pad in the top-left corner.
- Enter the **Manager Login Password: 123456**.



3. Select **Enroll Employee** and then **Enter ID**.



4. Enter the **Employee ID** of the team member you are enrolling.
  - The employee will be asked to **consent to the scan**.
  - No photos or personal images are saved in the system.
5. The employee will then complete their **facial scan**.
  - The clock may ask them to move closer, step left, or step right for the capture.
6. Once the scan is successful, you'll see a **confirmation message**.
7. You can select **Enroll Another Employee** if you need to continue enrolling your team.