Time Clock Enrollment Procedures

Accurate and timely enrollment is key to employees being paid correctly and on time. The Time Clock Enrollment function will be performed by designated liaisons based on agency business needs.

1. From the Time Clock terminal, select Touch ID Enrollment.

2. As the authorized designee, enter your Badge ID (this is the last 6 digits of your Employee ID Number) and press Enter.

3. Enter your Password (This is a generic 5 digit number) and press Enter.

4. Select Enroll Employee.

5. Instruct employee to enter his/her Badge ID (this is the last 6 digits of employees’ ID Number) and press Enter.

6. Have employee follow on screen instructions to enroll Right Finger.

7. Verify employee receives “Good Enrollment” message or instructions will indicate to ‘accept best’ enrollment.

8. Have employee follow steps 6 and 7 using Left Finger to complete the enrollment.

9. Once the Enrollment Process is complete, you can enroll another employee or Log Off the system.

10. If enrolling another employee, select Yes, and repeat steps 5 through 8.

Best Practice: Use the right index finger for the ‘Primary’ choice, and the left index finger for the ‘Secondary’ choice.
1. Access the Time and Attendance System via BC-Net > easyPay > Time and Attendance System

2. Enter your Active Directory Username and Password and click the blue icon to the right of the password field.

3. Select All Home in the Show field.

4. This screen displays all employees in the Supervisor Group.

5. Click the Timekeeping Genie then select Touch ID Status.

6. Time Period will default to Current Pay Period Select All Home in the Show field.

7. Report is displayed on screen.

Review the following columns:
- Will display in Touch ID Enrollment column
- Enrollment Verified
- Primary Finger Enrollment Location will be displayed

8. Click Log Off to exit.

9. Click the Close (red X) button of your browser window to completely exit the Kronos system.

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**Time Clock Enrollment Validation**

The best approach to validating a successful enrollment is through the **Touch ID Genie**.

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**Need Help? Contact ETS Service Desk**

Self Service Xpress  selfhelp@broward.org  954-357-8600

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