

ADP Time Kiosk -Enrolling an Employee for Biometric Scan

Biometric Enrollment

- 1. Tap on the **menu button** in the bottom right of the ADP Time Kiosk [\bigcirc]
- 2. This opens the navigation menu. Tap on the **supervisor icon** [
- 3. Login with your ADP credentials when prompted
- 4. Choose Employee Management from the menu options



5. Tap on Enroll Biometrics inside the employee's tile

	Employee Management □□NE →		
	Q Search		
	Select All	0/15 Employees Selected	
·	Badge# 3011 Franklin, Bruce • Email: Unavailable ENROLL BIOMETRICS	Badge# 3005 Sherman, Grover • Email: Unavailable ENROLL BIOMETRICS	0
	Badge# 3010 Payne, Karl • Email: Unavailable ENROLL BIOMETRICS	Badge# 3012 Sanford, Beverly • Email: Unavailable ENROLL BIOMETRICS	
	SEND B	ADGE EMAIL LIST	



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6. Tap on the **Enroll Face** button



7. Have your employee **stand in front of the camera** and follow the instructions to move their face

when directed by an arrow. Make the oval go green 3 times to enroll:



8. The enrollment is now complete