Enrolling Time Clock Users

Steps for Enrolling Time Clock Users:

1. Push the F7 button on the time clock
2. Enroller enters his/her UST ID
3. Push “Enter”
4. Manually enter the UST ID of the employee to be enrolled
5. Push “Enter”
6. Scan finger
7. Press “F7” to add an alternate finger
8. Push “F8” to enroll another employee/user
9. Start at Step 4 and continue until all employees are enrolled

Note: Student Employment forms and Employment Web Pages must be processed in Banner and interfaced to WorkForce the following day before an employee can be enrolled at the time clock.