

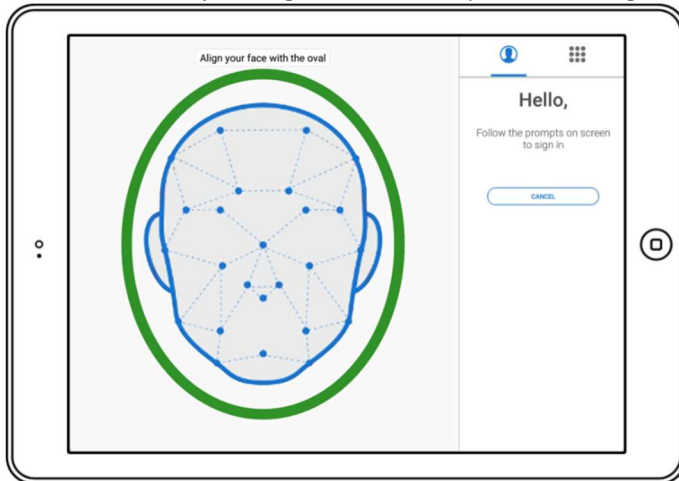
# ADP Time Kiosk - Employee Clocking Options with the ADP Time Kiosk App

## Employee Clocking Options

An employee can perform an action by going up to ADP Time Kiosk. It will immediately request a **Biometric Scan** or **Badge Entry** depending on your settings.

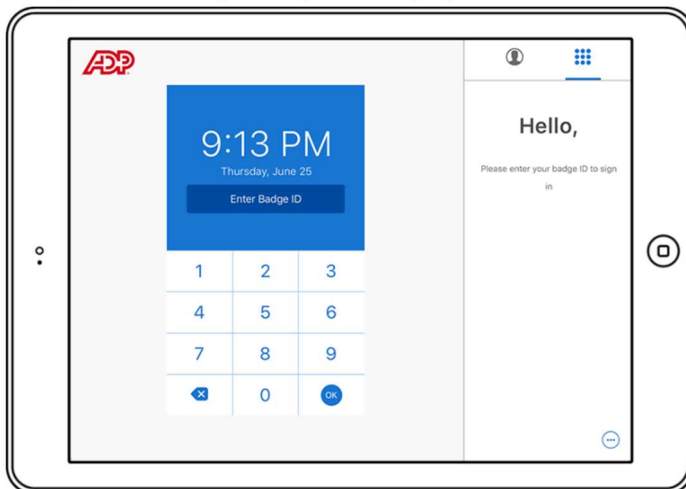
### Using Biometric Scan:

1. To log in with Biometrics, the employee must place their face inside the oval until it turns green and tilt their head depending on the security level setting:



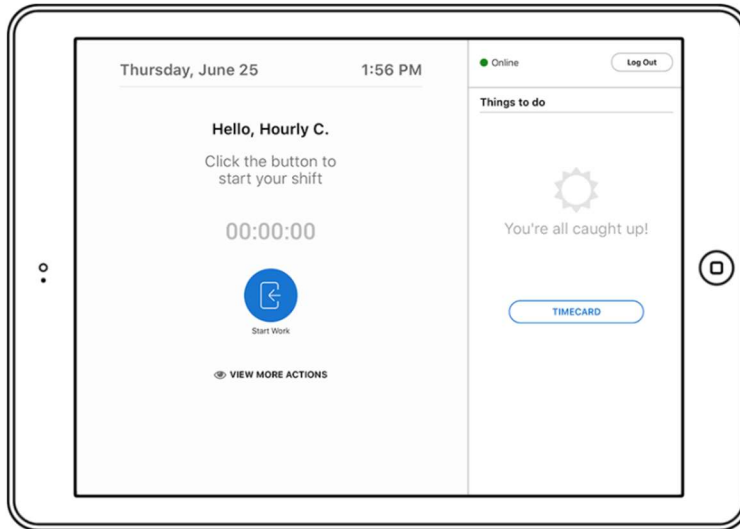
### Using Badge Entry:

2. To log in with Badge Entry, the employee must enter their **Badge ID** on the keypad



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3. Once completed, the menu will display allowing the employee to perform an action by clicking the button



4. Employees will be automatically logged out after performing an action or after 30 seconds of inactivity

**Note:** If speech recognition is turned on, this is where a voice command can be used instead of making a selection on the screen

