

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

	Thursday, June 25	1:56 PM	• Online	Log Out
			Things to do	
	Hello, Hourly C.			
	Click the button to start your shift		Ċ.	
	00:00:00)	You're all caught	up!
•	Start Work		TIMECARD	
	I VIEW MORE ACTIONS			

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

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	00:00:00		You're all ca	ught up!
·	Start Work		TIMECA	
	VIEW MORE ACTIONS	S		
	Mistening. Say a command like "Start We Meal"	ork, End Work, Take		