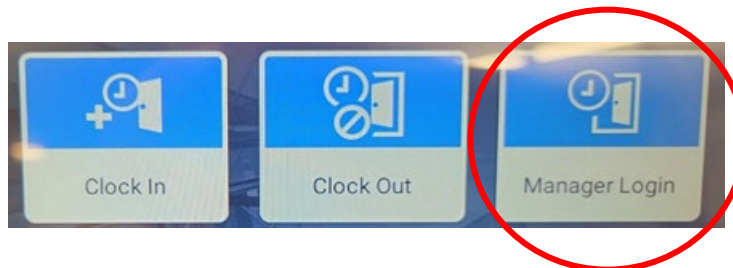**Enrolling New Employees in the UKG Timeclock**

Clocking In/Out from the Urgency Room Timeclock

1. On the clock's main screen, you should see a **manager login button**. Click that to go into manager mode.

2. Upon going into manager mode, it may attempt to scan your face to verify your identify, but since you are not yet enrolled, this will not work. Look for a button that allows you to **manually key in your badge number**.

3. It should then ask you for a manager password. Enter the established manager password.

4. Once in manager mode, you should see a button for "**Enroll Face**". Click and follow the instructions to enroll your own face on the timeclock.

5. To Once you are successfully enrolled, navigate back to the main screen of the clock, and click the "Clock In" button. If all goes well, the clock should attempt to identify you via your face, and if successful, you should receive a message that the punch was accepted.