

Onboard Biometric Enrollment

Revision History
October 19th, 2023

Summary

Details the process of biometric enrollment using the on-board facial biometric, user lookup, BIPA consent, PIN entry and face capture.

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1. Overview

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Biometric enrollment is the process of capturing a user's facial image and converting to a mathematical set of minutiae points called the biometric template. The biometric template cannot be reverse engineered back into an image; it is simply a set of opaque numbers.

When a user presents their face on a subsequent identification, the process is repeated to create a new set of minutiae points (biometric template) and is compared to the stored template. While the two templates may not match exactly, an algorithm determines if they match within certain thresholds, and authentication is granted or denied.

The imagery below demonstrates the one-way process of converting a photo into a biometric template (**NOTE:** this is only a simulation of the process; the data points stored in the biometric template have no resemblance to the photo and cannot be reversed engineered or viewed in any way which represents the original photo):

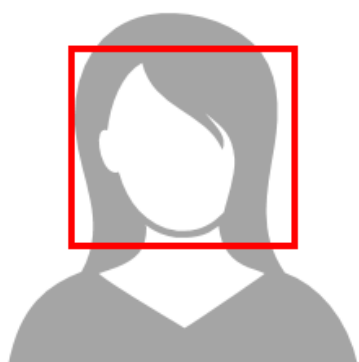
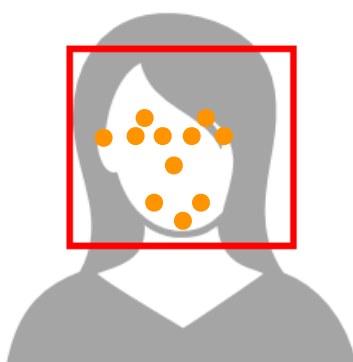


Photo taken at clock and
worker BIPA consent
captured



Key "minutiae" points
extracted



Mathematical list of points
stored as the biometric
template

During the enrollment process the user will be prompted to agree to the use of their biometric data pursuant to Biometric Information Privacy policies (and BIPA laws where applicable). The user attestation is logged and kept on-file for future reference.

Additional details about the data use and retention can be viewed at:


https://s3.amazonaws.com/simplywork/documents/policy/User_Data_Retention_Policy.pdf

2. Enrollment

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The clock must be registered to your instance before enrollment can occur. If the six digit registration code is displayed on the clock screen, log into your instance and navigate to Clock Management/Clocks on the system menu to Add the clock.

To access the Enrollment app:

- Press  the button in the upper left corner of the main/idle screen on the clock
- Tap the Enrollment app

NOTE: application security may be enabled, and could require a PIN or biometric verification before accessing the app. Initially access is disabled so—as to allow enrollment of initial super users, then can be enabled before enrolling a larger population.

- If prompted, enter the appropriate PIN, or your number, or scan a badge in order to proceed

The enrollment process entails the following steps:

Step	Description
1. Lookup user	Enroller searches for user; can enter the user's name, number or badge. When entering name, can use multiple partial fragments; for example, searching for "John Smith #1234" can be entered as "joh smi 1234" or any variation of the text; the more entered the narrower the search results. Alternately if using a barcode/prox card, can swipe the user's card to search on badge.
2. Transfer control	After selecting the user, it is important that the user (person who is getting enrolled) now take position in front of the clock and resume the enrollment process. NOTE: it is important that the user being enrolled is the one tapping the screen during the following steps.
3. Confirm identity	The user confirms their identity
4. BIPA consent	The user agrees to the Biometric Consent message presented on the screen. This message can be modified to match your specific biometric policy (BIPA attestation)
5. Create PIN	Identification at the clock can consist of a mixture of badge, PIN and biometric; we'll create a PIN so—as to have one stored with the user's enrollment even if PIN mode is not enabled.

6. Start Capture	Instruction is provided to the user regarding masks, glasses and the enrollment process. Generally, masks and hats should be removed. Glasses can be left on if always worn, but may need to be removed if enrollment is not successful.
7. Capture	The capture process consists of three unique pictures. During capture, the user will tap the screen (their picture) three times in short succession, with a unique picture being captured on each tap. You will receive instruction if standing too close or too far back. The progress of the three captures is displayed on the screen.
8. Success	When complete, a success or error message is displayed. In the event the enrollment was not successful, the user can retry immediately (e.g. removing glasses, getting closer).

Step 1: Find the user. Enter parts of the users name or number in the search box on the top of the enrollment screen. Alternately, if using a barcode or prox card, scan the card to search by badge number.

Multiple results can appear when searching by name or number, so you may need to refine the search. You can enter one or more characters of the first name, last name, employee number or badge number separated by spaces. Tap on “Search tips” for additional examples. When the desired user is located, tap on their row in the grid to continue to the next step.

Settings Menu -> Enrollments

4077

[Search tips](#)

Van Nuland, Mike 99999	Server Neenah Office	Tap to Enroll
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Back

Step 2: Transfer control. It is important that the user being enrolled now takes position in front of the clock and continues the enrollment process, including tapping the buttons on the screen.

Settings Menu -> Enrollments -> Enroll

Please have **Mike** stand in front of the clock.

Mike please tap **Continue to enrollment** when you are ready to proceed.

NOTE: It is important that the person being enrolled is the only one touching the screen during the next steps. This is for authentication of the Privacy Consent and to insure proper distance and positioning in front of the clock.

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Continue to enrollment

Step 3: Confirm identity. The user should confirm that the information displayed is correct (the Number, name, position and location). If the selected identity is correct, the user presses “Yes, That’s me”.

Settings Menu -> Enrollments -> Enroll

Confirm Identity

Please confirm this is you:

NUMBER

99999

NAME

Mike Van Nuland

POSITION

Server

LOCATION

Neenah Office

ENROLLMENT

Ready

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Yes, That's Me

Step 4: BIPA Consent. The user attests that they accept the Biometric Privacy policies as agreed upon at the time of hire.

Settings Menu -> Enrollments -> Enroll

Biometric Consent

I, **Mike Van Nuland**, consent to the capture and storage of my biometric data for the purpose of accessing timeclocks, and understand that such biometric information conforms to the companies policy for data retention and use.

☒ By checking this box and pressing **I Agree** below, I consent to the above statement

Back I Agree

Step 5: Create PIN. The user creates a 4 digit PIN for optional use along with the biometric. Even if not choosing to use the PIN, its helpful to capture now for possible future use.

Settings Menu -> Enrollments -> Enroll

Create PIN

Now we'll create a 4 digit personal identification number (PIN). This PIN may be used for additional verification of your identity. Your PIN is like a password, so don't share it with others.

Create a PIN

1234 ×

Re-enter PIN

1234 ×

Back Next

Step 6: Start capture. Instruction is presented before starting the capture process. It is best to remove any hats and masks, and insure hair is not blocking the user's face. Glasses can present a problem for some users, so you may need to remove, but if always present, may want to try initially with glasses on; removing if capture is not successful.

Settings Menu -> Enrollments -> Enroll

Ready To Capture

Please remove **eye glasses** and any **face coverings** before proceeding to enrollment.

You will be prompted to **tap the screen three times** during the capture process.

When ready, press **Start Capture**.

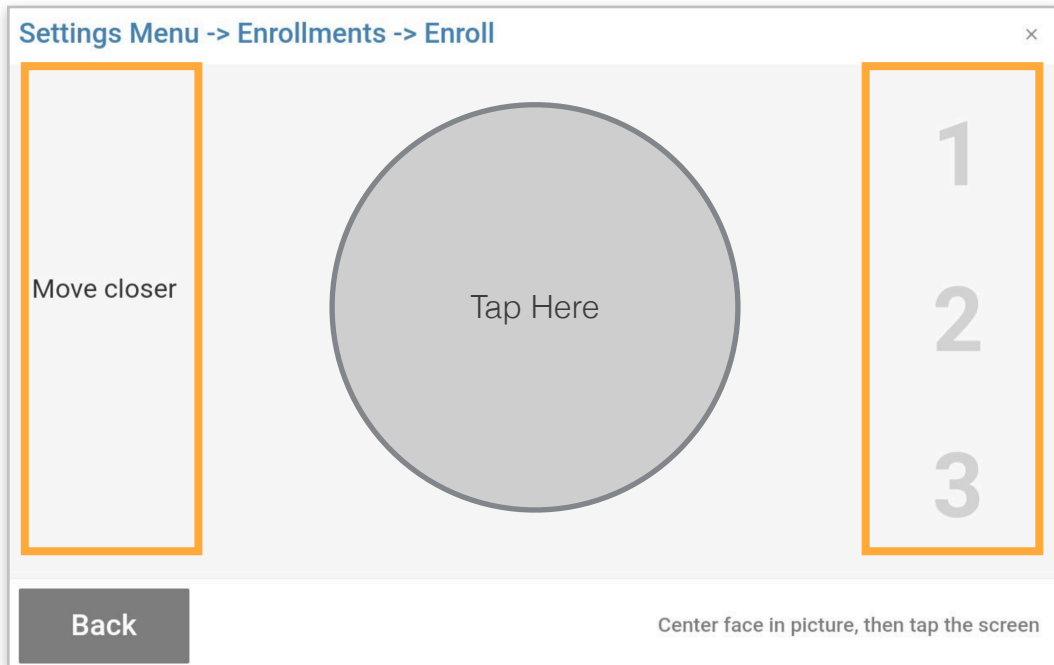
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Start Capture

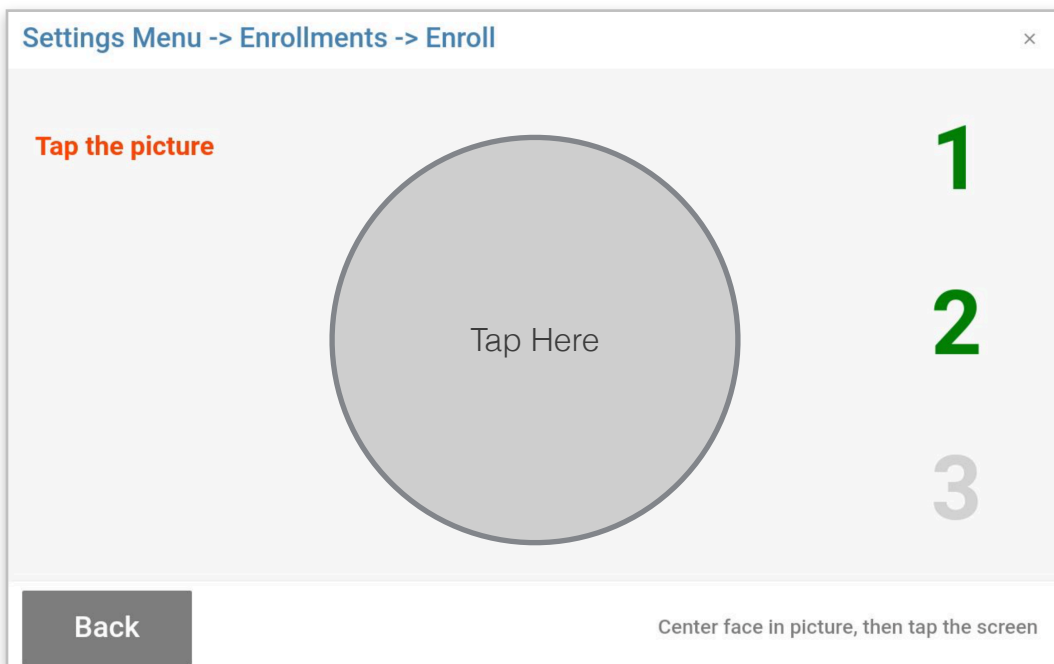
Step 7: Capture image. The user will capture three images by tapping the screen/image three times. A green rectangle indicates the user is in range and ready to capture. A blue rectangle indicates the user is too far away, while a red rectangle indicates too close.

The number of successful captures is displayed on the right side.

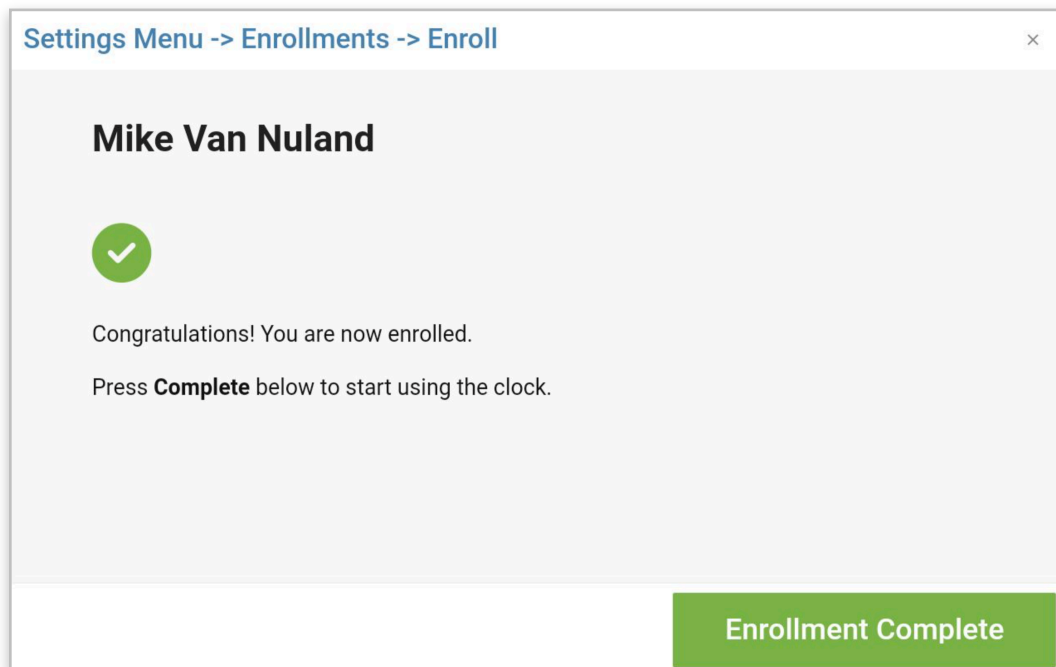
Tips



Progress



Step 8: Enrollment success. A successful enrollment, or if an error occurred, a dialog is displayed and the capture process can be reattempted. You can retry capture multiple times as a user experiments with glasses, hair and other potential anomalies.



3. Considerations

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Successful enrollment is a bit of a trial and error process. The following tips should be considered before starting an enrollment:

Height	Insure all clocks are mounted at the same height. The recommended height is 57" from the floor to the top of the clock, however, you can alter the height based on your population. Whatever the final height that is chosen, try to keep all clocks at the same mounting height.
Lighting	Ambient lighting such as from a window or large light source can cause washout of the images. Try to position clocks where the field of view does not contain any external windows or other sources of excess light.
Masks	Masks or other objects covering the face must be removed
Hair/hats	Hair and hats are generally not a problem so long as they are not covering the face
Glasses	Glasses may work, but the results will depend on a number of factors. You might try enrollment with glasses on, however, the safe alternative is to simply remove the glasses during enrollment and all subsequent verifications. Its possible that you could enroll with the glasses off and successfully verify with them on, or the other way around. If a person is successfully enrolled but struggles verifying when using the clock, try re-enrolling.

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