

Understanding IDpunch 7 Finger Reader Biometric Consent

IDpunch 7 Finger Reader
Job Aid

May 9, 2022



Biometric Consent Background

For an IDpunch 7 Finger Reader, a finger is a form of biometric characteristic personal information that can be used to identify employees. Biometric consent requires employees to acknowledge the use and storage of their biometric data with the Attendance on Demand service and our time clocks. Attendance on Demand has always secured and protected this data, and will continue to do so. The only change is that now, for legal reasons, we ask for employee consent and will not store biometric templates without it.

Privacy rights have become important legislative initiatives in states and cities across the U.S. and abroad. To help ensure compliance among ever-changing regulations, Attendance on Demand is proactively requiring employee consent for all biometric time clocks, regardless of the specific laws or regulations in your area. Our policy for the storage and maintenance of this information can be found on our [Biometric Information Policy website](#).

In the consent process, employees are consenting to their employer and Attendance on Demand, Inc. using and storing their biometric templates for time and attendance purposes. You may be governed by additional regulations. Consult your legal counsel to craft your own policies related to employee privacy and biometric information.

Biometric Consent Language

The following text is presented during the biometric consent process. It is written from the perspective of the employer. Employees are consenting to their employer and Attendance on Demand, Inc. using and storing their biometric templates for time and attendance purposes. This standard legal language is used with all of our time clock models and cannot be changed.

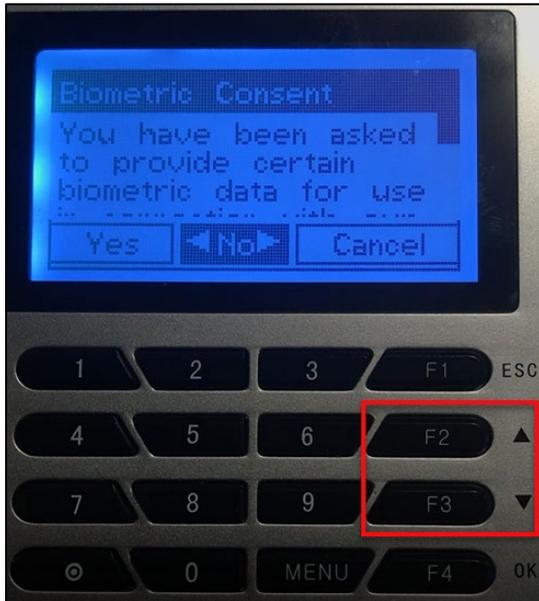
You have been asked to provide certain biometric data for use in connection with our biometric timeclocks and/or timeclock attachments or applications. This biometric data may include, for example, information based on your fingerprints, handprints, or your hand or face geometry. This data, along with associated identification numbers or other identifying information, will be used for the purpose of authenticating and tracking your time and attendance while you are employed or otherwise engaged by us.

We utilize certain third-party vendors to provide our biometric timeclocks and related functionality, including Attendance on Demand, Inc. and/or InfoTronics, Inc., and these parties may utilize additional providers and/or licensors to provide various aspects of their time and attendance solutions. Your biometric data will may be shared with these providers to enable the biometric timeclocks to function properly.

Our biometric timeclocks will retain your biometric data for the duration of your employment or engagement with us. Attendance on Demand, Inc. and InfoTronics, Inc. (as applicable), will remove your biometric data from their systems (including backup systems) within one year of the date we delete your records from the Attendance on Demand, Inc. system.

By selecting the "Yes" option below you acknowledge that you have read and understand these terms, and you confirm that you voluntarily consent to our and our providers' collection, storage, and use of your biometric data for the purposes described above.

The above text is displayed on the IDpunch 7 Finger Reader clock screen during the consent process. Use the F2 (Up arrow) and F3 (Down arrow) buttons to scroll up or down to read the whole content of biometric consent and use the **MENU** button to navigate among **Yes**, **No**, and **Cancel** options.



Note: If biometric consent is supported in IDpunch 7 Finger Reader, (*) **Revoke Consent** is displayed on the clock screen to instruct the employee to press the  button to revoke biometric consent. See *Activity Three: Revoking Biometric Consent* on page 15.



Biometric Consent Activities

The biometric consent is involved in several supervisor and employee activities of IDpunch 7 Finger Reader, such as obtaining biometric consent when new employees enroll their fingers or when current employees punch in or out, and when employees revoke their biometric consent.

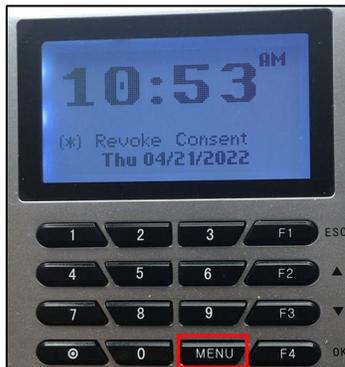
Activity One: Obtaining Biometric Consent for New Employees

New employees are employees who have no biometric templates in the system and have to follow the enrollment process with the assistance of supervisor to agree biometric consent so that they can enroll their fingers. In short, biometric consent information is collected for new employees in their finger enrollment process.

During the new employee finger enrollment process, the biometric consent prompt is displayed to ask employees for biometric consent. Only employees who agree the biometric consent can enroll their fingers. Otherwise, the enrollment process stops and the employee's biometric information is not collected, and the employee cannot punch or perform other transactions using the finger reader.

To enroll an employee finger:

1. Press the **MENU** button to access the clock menu.



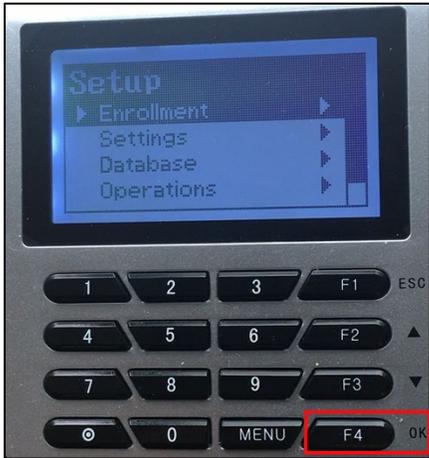
2. The message "Temporary Authority Granted" is displayed to grant temporary access to the clock menu without entering an Administration PIN.



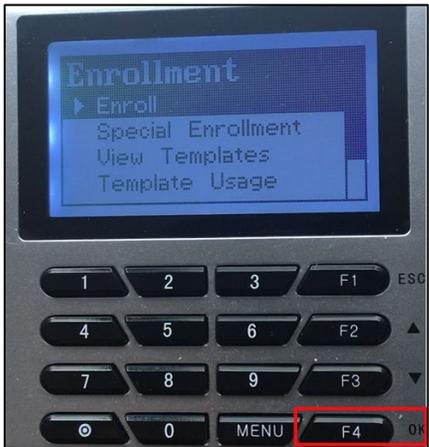
If the clock menu is protected, the **Enter PIN Number** screen is displayed. Enter the Administration PIN in the **Enter PIN** field, then press **F4** for **OK** to continue.



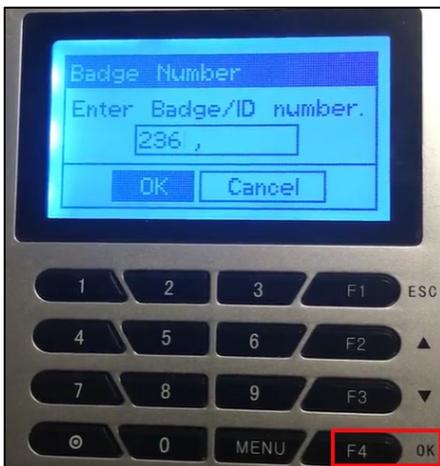
3. On the **Setup** screen, the **Enrollment** menu is highlighted. Press the **F4** button for **OK** to confirm this selection.



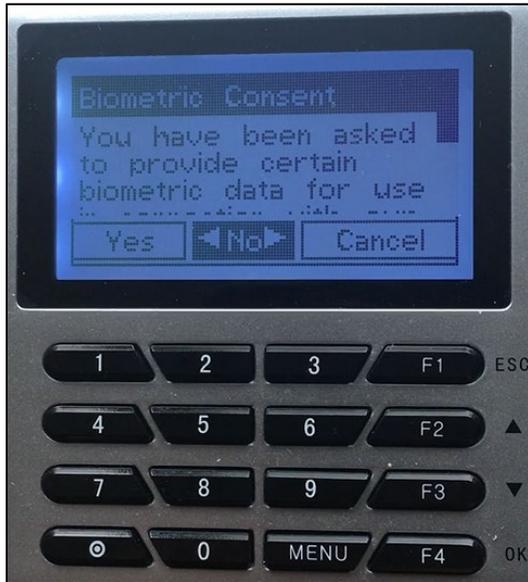
4. On the **Enrollment** screen, the **Enroll** menu is highlighted. Press the **F4** button for **OK** to confirm this selection.



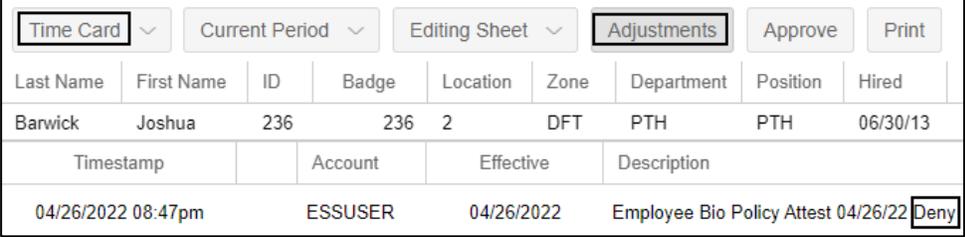
5. On the **Badge Number** screen, enter the employee badge number in the **Enter Badge/ID Number** field. Press **0** to erase the number and re-enter it if needed. Press the **MENU** button to navigate between **OK**, **Cancel**, and the edit field. Press the **F4** button for **OK** to confirm the selection.



- On the **Biometric Consent** screen, use the F2 (Up arrow) and F3 (Down arrow) keys to scroll up or down to read the whole content of the biometric consent. Press the **MENU** button to navigate between **Yes**, **No**, and **Cancel** options. Press the **F4** button for **OK** to confirm the selection.



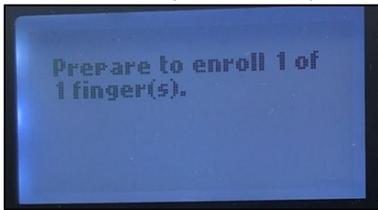
Options	Details																																										
Yes	<p>If Yes is selected, the employee agrees to the Biometric Consent. Then they can follow the instructions to enroll their finger by placing and removing their finger on or from the platen. See <i>Enroll Finger</i> on page 7 for details.</p> <p>Once the employee agrees to the biometric consent, the <i>Employee Bio Policy Attest Affirm</i> is recorded in MSS3, for example, the Adjustments section on the employee's Time Card page. See <i>Recording Biometric Consent Activities in MSS3</i> on page 21 for more information.</p> <table border="1" data-bbox="412 1209 1373 1444"> <tr> <td>Time Card</td> <td>Current Period</td> <td>Editing Sheet</td> <td>Adjustments</td> <td>Approve</td> <td>Print</td> </tr> <tr> <th>Last Name</th> <th>First Name</th> <th>ID</th> <th>Badge</th> <th>Location</th> <th>Zone</th> <th>Departm...</th> <th>Position</th> <th>Hired</th> </tr> <tr> <td>Barwick</td> <td>Joshua</td> <td>236</td> <td>236</td> <td>2</td> <td>DFT</td> <td>PTH</td> <td>PTH</td> <td>06/30/13</td> </tr> <tr> <th colspan="2">Timestamp</th> <th colspan="2">Account</th> <th>Effective</th> <th colspan="4">Description</th> </tr> <tr> <td colspan="2">04/26/2022 08:47pm</td> <td colspan="2">ESSUSER</td> <td>04/26/2022</td> <td colspan="4">Employee Bio Policy Attest 04/26/22 Affirm</td> </tr> </table>	Time Card	Current Period	Editing Sheet	Adjustments	Approve	Print	Last Name	First Name	ID	Badge	Location	Zone	Departm...	Position	Hired	Barwick	Joshua	236	236	2	DFT	PTH	PTH	06/30/13	Timestamp		Account		Effective	Description				04/26/2022 08:47pm		ESSUSER		04/26/2022	Employee Bio Policy Attest 04/26/22 Affirm			
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No	<p>If No is selected, the employee does not agree to the Biometric Consent. The finger enrollment process for this employee ends. The Enroll screen is displayed for enrolling next employee's finger.</p>  <p>For the employee who rejects the Biometric Consent, the <i>Employee Bio Policy Attest Deny</i> is recorded in MSS3, for example, the Adjustments section of this</p>																																										

Options	Details
	<p>employee's Time Card page. See <i>Recording Biometric Consent Activities in MSS3</i> on page 21 for more information.</p> 
Cancel	<p>If Cancel is selected, the finger enrollment process for this employee is canceled and the Enroll screen is displayed to enroll next employee's finger. The Cancel operation is not recorded in the system.</p> 

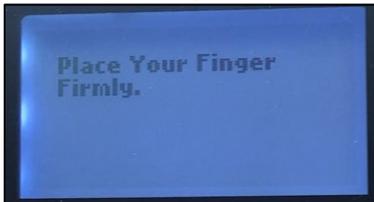
Enroll Finger

When an employee agrees to the Biometric Consent, they can enroll their finger by following the instructions displayed on the screen to place or remove the finger on or from the platen for the finger enrollment. It is important that the finger is placed on the platen in the same manner every time.

1. A notification message is displayed to indicate how many fingers you can enroll and which finger you are currently enrolling. For example, the message "Preparing to enroll 1 of 1 finger(s)" indicates that you can only enroll one finger and you are currently enrolling this finger.



2. After the message "Place Your Finger Firmly" is displayed, place the finger on the platen.



- Remove the finger from the platen after the message “Remove your Finger” is displayed.



- Place the finger on the platen again when the message “Place Your Finger” is displayed.



- Once the enrollment is successful, the message “Completed. Thank You!” is displayed.



If the enrollment fails, an error message “About to try again” is displayed and allows enrollment attempt to be repeated.



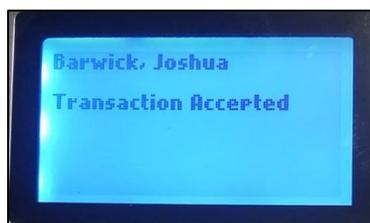
During the enrollment process, you can press F1 for ESC to cancel the operation. The message “Operation was Cancelled.” is displayed.



- Once the full synchronization operation is performed to upload finger templates to the system, the enrolled finger template is available in the **Templates** section of the employee’s **Personal Information** page.



The employee who is enrolled with their finger and agrees to the biometric consent can punch using their enrolled finger.



The employee's punches are displayed on their time card.

Time Card		Current Period		Editing Sheet		Adjustments		Approve		Print		<	
Last Name	First Name	ID	Badge	Location	Zone	Department	Position	Hired					
Barwick	Joshua	236	236	2	DFT	PTH	PTH	06/3...					
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	Start	End	IN	OUT									
 TUE APR 26 			20:49 			Rgt	0:00						

Activity Two: Obtaining Biometric Consent for Current Employees

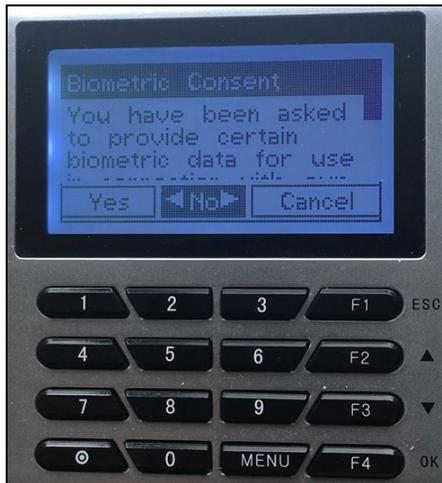
Current employees are employees who already have biometric templates in the system before biometric consent is supported. When current employees punch using their fingers, their punches are accepted first, then the biometric consent prompt is displayed to collect employees' consent responses. In short, biometric consent information is collected for current employees when they punch in or out using their fingers.

There are biometric consent rules for current employees:

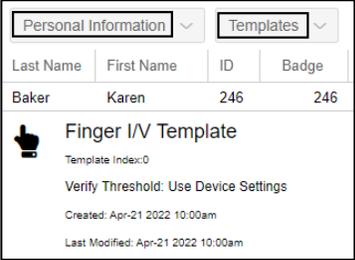
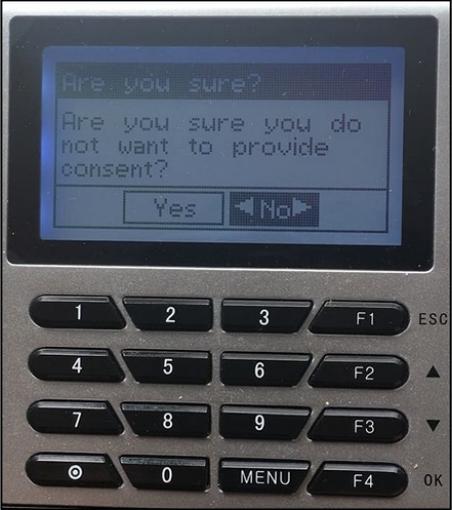
- If employee agrees to biometric consent, their punches are collected this time and they can continue to use the time clock using their fingers as usual.
- If employee denies biometric consent, their punches are collected this time and their finger templates are immediately deleted. The next time they attempt a transaction at the time clock, they will not be able to successfully use their finger. In order to continue using their finger, a supervisor has to re-enroll the employee's finger with biometric consent agreed by employee. See *Activity One: Obtaining Biometric Consent for New Employees* on page 4 for details.
- If employee still actively uses the finger reader, but they cancel or ignore biometric consent each time, their punches are still collected for 10 days. At each punch, the biometric consent prompt is displayed for the following 10 days. If the employee continues to cancel or ignore the biometric consent prompt, their biometric template is deleted after 10 days. In order to continue using their finger, a supervisor has to re-enroll the employee's finger with biometric consent agreed by employee. See *Activity One: Obtaining Biometric Consent for New Employees* on page 4 for details.
- For employees who have not used the finger reader for a period of time, such as seasonal employees, their biometric template is deleted after 90 days. Attendance on Demand does not maintain biometric templates for more than 90 days without consent. In order to continue using their finger, a supervisor has to re-enroll the employee's finger with biometric consent agreed by employee upon their return to work. See *Activity One: Obtaining Biometric Consent for New Employees* on page 4 for details.

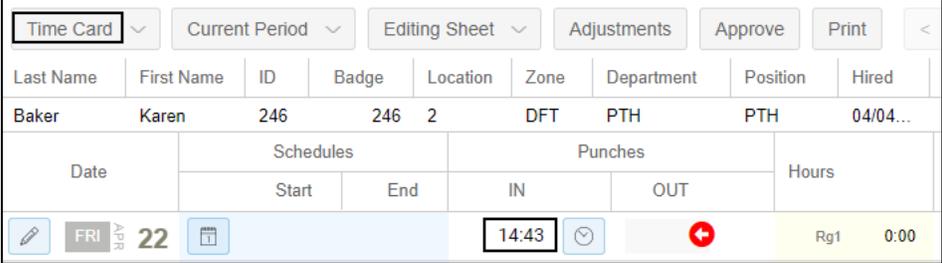
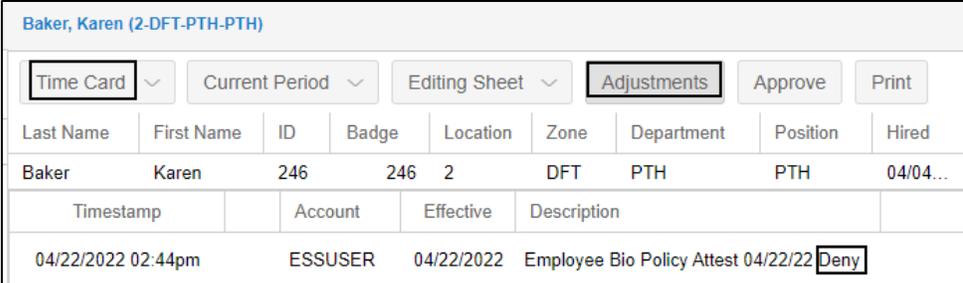
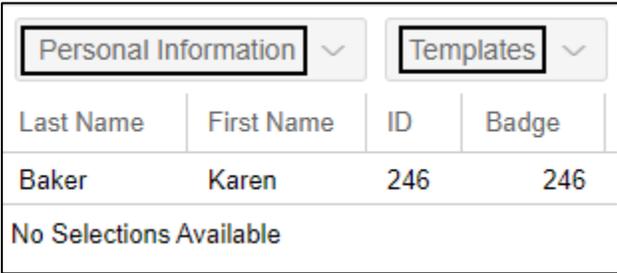
To punch using their finger:

1. The employee places their enrolled finger on the platen.
2. If the employee's finger is identified and the employee has not provided biometric consent, the **Biometric Consent** screen displayed. On the **Biometric Consent** screen, use the F2 (Up arrow) and F3 (Down arrow) buttons to scroll up or down to read the whole content of biometric consent. Press the **MENU** button to navigate between **Yes**, **No**, and **Cancel** options. Press **F4** for **OK** to confirm the selection.



Options	Details																																																						
Yes	<p>If Yes is selected, the employee agrees to the Biometric Consent. The employee's punch is accepted on the time card.</p> <div data-bbox="418 1100 1382 1392" style="border: 1px solid black; padding: 5px;"> <p>Time Card Current Period Editing Sheet Adjustments Approve Print <</p> <table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>ID</th> <th>Badge</th> <th>Location</th> <th>Zone</th> </tr> </thead> <tbody> <tr> <td>Baker</td> <td>Karen</td> <td>246</td> <td>246</td> <td>2</td> <td>DFT</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th rowspan="2">Date</th> <th colspan="2">Schedules</th> <th colspan="2">Punches</th> <th rowspan="2">Hours</th> </tr> <tr> <th>Start</th> <th>End</th> <th>IN</th> <th>OUT</th> </tr> </thead> <tbody> <tr> <td>FRI 04/22</td> <td></td> <td></td> <td>13:06</td> <td></td> <td>Rg1 0:00</td> </tr> </tbody> </table> </div> <p>Once the employee agrees to the biometric consent, the <i>Employee Bio Policy Attest Affirm</i> is recorded in MSS3, for example, the Adjustments section on the employee's Time Card page. See <i>Recording Biometric Consent Activities in MSS3</i> on page 21 for more information.</p> <div data-bbox="418 1541 1373 1755" style="border: 1px solid black; padding: 5px;"> <p>Time Card Current Period Editing Sheet Adjustments Approve Print</p> <table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>ID</th> <th>Badge</th> <th>Location</th> <th>Zone</th> <th>Departm...</th> <th>Position</th> <th>Hired</th> </tr> </thead> <tbody> <tr> <td>Baker</td> <td>Karen</td> <td>246</td> <td>246</td> <td>2</td> <td>DFT</td> <td>PTH</td> <td>PTH</td> <td>04/04/09</td> </tr> </tbody> </table> <table border="1"> <thead> <tr> <th>Timestamp</th> <th>Account</th> <th>Effective</th> <th>Description</th> </tr> </thead> <tbody> <tr> <td>04/22/2022 01:09pm</td> <td>ESSUSER</td> <td>04/22/2022</td> <td>Employee Bio Policy Attest 04/22/22 Affirm</td> </tr> </tbody> </table> </div>	Last Name	First Name	ID	Badge	Location	Zone	Baker	Karen	246	246	2	DFT	Date	Schedules		Punches		Hours	Start	End	IN	OUT	FRI 04/22			13:06		Rg1 0:00	Last Name	First Name	ID	Badge	Location	Zone	Departm...	Position	Hired	Baker	Karen	246	246	2	DFT	PTH	PTH	04/04/09	Timestamp	Account	Effective	Description	04/22/2022 01:09pm	ESSUSER	04/22/2022	Employee Bio Policy Attest 04/22/22 Affirm
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Options	Details
	<p>In the Templates section of the employee's Personal Information page, the employee's enrolled finger template before the supported biometric consent is saved.</p>  <p>When the employee tries to punch use their finger next time, their punches are accepted.</p> 
No	<p>If No is selected, the employee does not agree the Biometric Consent. The message "Are you sure you do not want to provide consent?" is displayed. Press the MENU button to navigate between Yes and No.</p> 

Options	Details
	<ul style="list-style-type: none"> If Yes is selected, the employee is revoking biometric consent. The message “Thank you, we have recorded your election not to provide consent.”  <p>The employee’s punch is still accepted and displayed on the time card this time.</p>  <p>For the employee who rejects the Biometric Consent, the <i>Employee Bio Policy Attest Deny</i> is recorded in MSS3, for example, the Adjustments section of this employee’s Time Card page. See <i>Recording Biometric Consent Activities in MSS3</i> on page 21 for more information.</p>  <p>The employee’s finger template is removed immediately. In the Templates section of the employee’s Personal Information page, no finger template is available.</p>  <p>When the employee tries to punch using their finger next time, the message “Unable to Identify” is displayed with the score. The punch is not accepted on the employee time card any more.</p>

Options	Details																																																																								
	<div data-bbox="451 222 886 470" data-label="Image"> </div> <ul style="list-style-type: none"> If No is selected, the prompt returns to the previous Biometric Consent screen so that the employee can make a decision again. <div data-bbox="456 548 764 884" data-label="Image"> </div>																																																																								
Cancel	<p>If Cancel is selected, the employee ignores the biometric consent agreement. The employee's punch is still accepted on the time card.</p> <div data-bbox="418 995 1373 1266" data-label="Table"> <table border="1"> <tr> <td>Time Card</td> <td>Current Period</td> <td>Editing Sheet</td> <td>Adjustments</td> <td>Approve</td> <td>Print</td> </tr> <tr> <td>Last Name</td> <td>First Name</td> <td>ID</td> <td>Badge</td> <td>Location</td> <td>Zone</td> <td>Department</td> <td>Position</td> <td>Hired</td> </tr> <tr> <td>Barwick</td> <td>Joshua</td> <td>236</td> <td>236</td> <td>2</td> <td>DFT</td> <td>PTH</td> <td>PTH</td> <td>06/3...</td> </tr> <tr> <td>Date</td> <td colspan="2">Schedules</td> <td colspan="2">Punches</td> <td>Hours</td> </tr> <tr> <td></td> <td>Start</td> <td>End</td> <td>IN</td> <td>OUT</td> <td></td> </tr> <tr> <td>THU APR 21</td> <td>9:00</td> <td>17:00</td> <td>12:59</td> <td></td> <td>Rg1 0:00</td> </tr> </table> </div> <p>For the employee who ignores the Biometric Consent, the <i>Employee Skipped Bio Policy Attest</i> is recorded in MSS3, for example, the Adjustments section of this employee's Time Card page. See <i>Recording Biometric Consent Activities in MSS3</i> on page 21 for more information.</p> <div data-bbox="418 1415 1385 1631" data-label="Table"> <table border="1"> <tr> <td>Time Card</td> <td>Current Period</td> <td>Editing Sheet</td> <td>Adjustments</td> <td>Approve</td> <td>Print</td> </tr> <tr> <td>Last Name</td> <td>First Name</td> <td>ID</td> <td>Badge</td> <td>Location</td> <td>Zone</td> </tr> <tr> <td>Barwick</td> <td>Joshua</td> <td>236</td> <td>236</td> <td>2</td> <td>DFT</td> </tr> <tr> <td>Timestamp</td> <td>Account</td> <td>Effective</td> <td colspan="3">Description</td> </tr> <tr> <td>04/21/2022 01:00pm</td> <td>ESSUSER</td> <td>04/21/2022</td> <td colspan="3">04/21/22 12:59 Employee Skipped Bio Policy Attest</td> </tr> </table> </div> <p>The employee's finger template is still saved in the system. In the Templates section of the employee's Personal Information page, the employee's finger template is available.</p>	Time Card	Current Period	Editing Sheet	Adjustments	Approve	Print	Last Name	First Name	ID	Badge	Location	Zone	Department	Position	Hired	Barwick	Joshua	236	236	2	DFT	PTH	PTH	06/3...	Date	Schedules		Punches		Hours		Start	End	IN	OUT		THU APR 21	9:00	17:00	12:59		Rg1 0:00	Time Card	Current Period	Editing Sheet	Adjustments	Approve	Print	Last Name	First Name	ID	Badge	Location	Zone	Barwick	Joshua	236	236	2	DFT	Timestamp	Account	Effective	Description			04/21/2022 01:00pm	ESSUSER	04/21/2022	04/21/22 12:59 Employee Skipped Bio Policy Attest		
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	<div data-bbox="418 220 812 567" style="border: 1px solid black; padding: 5px;"> <p>Barwick, Joshua (2-DFT-PTH-PTH)</p> <p>Personal Information ▾ Templates ▾</p> <table border="1"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>ID</th> </tr> </thead> <tbody> <tr> <td>Barwick</td> <td>Joshua</td> <td>236</td> </tr> </tbody> </table> <p> Finger I/V Template</p> <p>Template Index:0</p> <p>Verify Threshold: Use Device Settings</p> <p>Created: Apr-21 2022 10:00am</p> <p>Last Modified: Apr-21 2022 10:00am</p> </div> <p data-bbox="418 640 1364 745">When the employee tries to punch use their finger next time, the Biometric Consent screen is displayed so that the employee can accept or reject biometric consent.</p> <div data-bbox="418 766 743 1123" style="border: 1px solid black; padding: 5px;">  </div> <p data-bbox="418 1144 1364 1207">If the employee does not provide biometric consent after 10 days, templates will be removed from the system.</p>	Last Name	First Name	ID	Barwick	Joshua	236
Last Name	First Name	ID					
Barwick	Joshua	236					

Activity Three: Revoking Biometric Consent

If the employee already enrolled their fingers and/or agreed the biometric consent, they can revoke biometric consent.

Note:

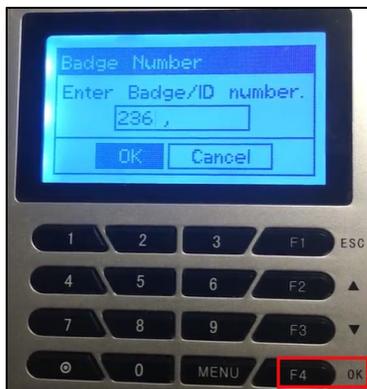
- Both new employees and current employees can revoke their biometric consent.
- This operation is only supported for employees who have enrolled their fingers. During this activity, the employee's badge number and their finger must be verified first before revoking biometric consent.
- After the employee revokes their biometric consent, their finger template is removed from the system immediately. In order to continue using finger, a supervisor has to re-enroll the employee finger with biometric consent agreed by employee.

To revoke biometric consent:

1. Press the  button for Revoke Consent.



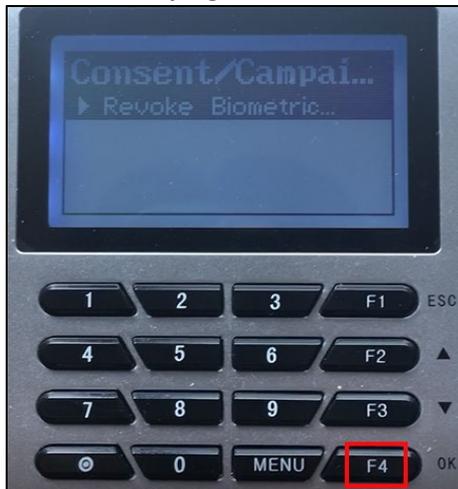
2. On the **Badge Number** screen, enter the employee badge number in the **Enter Badge/ID Number** field. Press  to erase the number and re-enter it if needed. Press the **MENU** button to navigate between **OK**, **Cancel**, and the edit field. Press the **F4** button for **OK** to confirm the selection.



3. After the message “Place Your Finger Firmly” is displayed, place the finger on the platen.

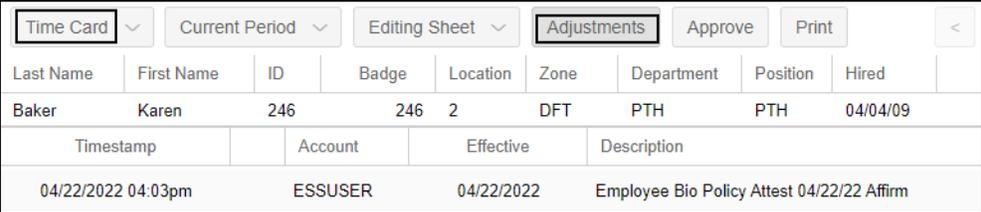
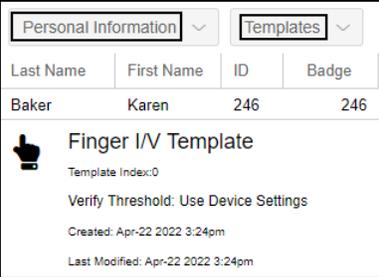
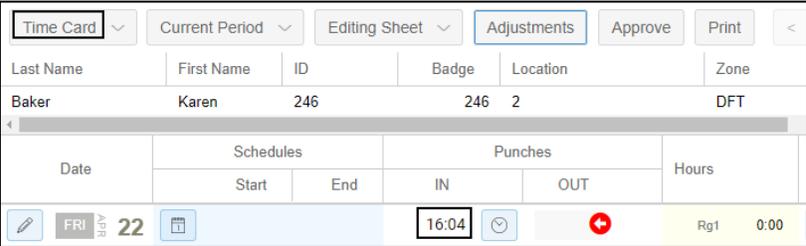


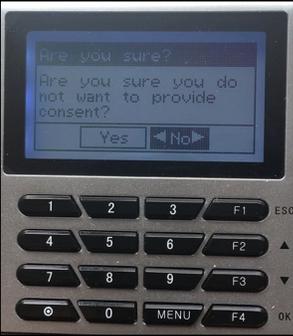
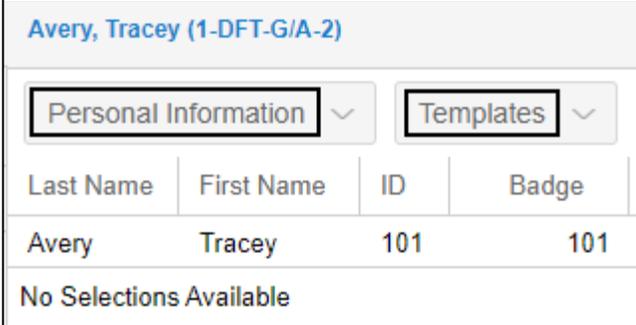
4. When the employee is verified, the **Revoke Biometric Consent** menu is highlighted on the **Consent/Campaigns** screen. Press the **F4** button for **OK** to confirm the selection.

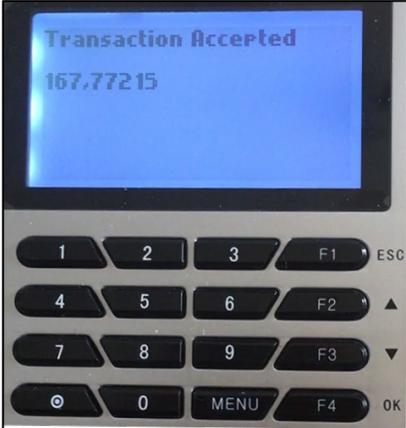
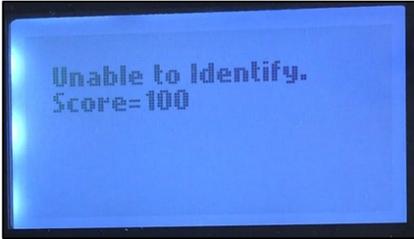
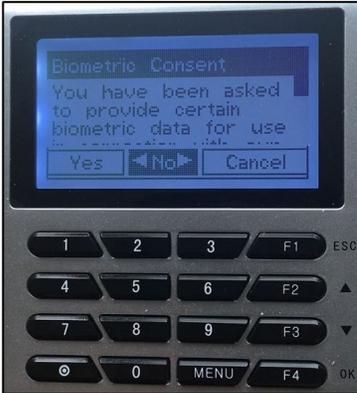
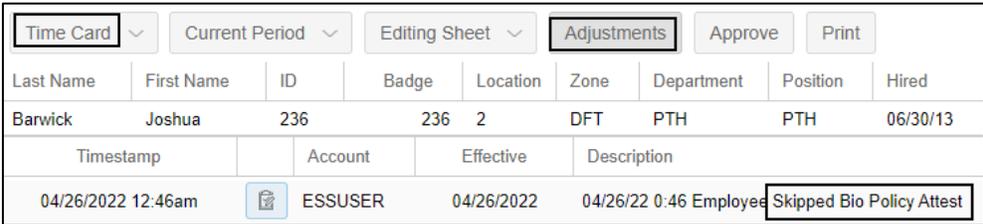


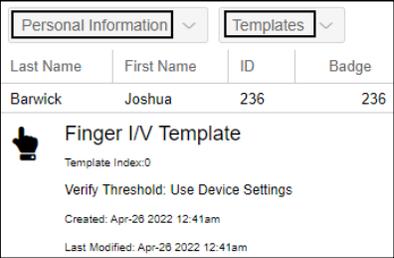
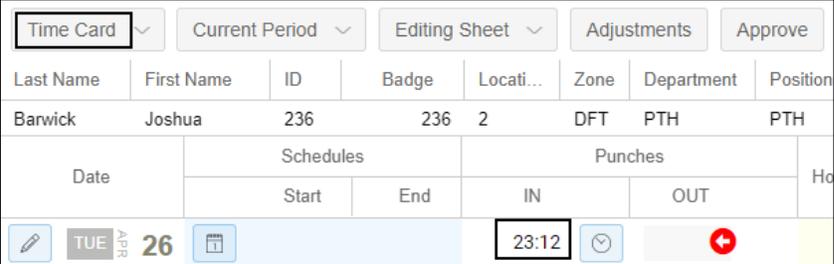
5. On the **Biometric Consent** screen, use the F2 (Upper Arrow) and F3 (Down Arrow) buttons to read the whole content of biometric consent. Press the **MENU** button to navigate between **Yes**, **No**, and **Cancel** options. Press the **F4** button for **OK** to confirm the selection.



Options	Details
Yes	<p>If Yes is selected, the employee agrees to the biometric consent.</p> <p>Once the employee agrees to the biometric consent, the <i>Employee Bio Policy Attest Affirm</i> is recorded in MSS3, for example, the Adjustments section on the employee's Time Card page. See <i>Recording Biometric Consent Activities in MSS3</i> on page 21 for more information.</p>  <p>In the Templates section of the employee's Personal Information page, the employee's finger template is saved.</p>  <p>When an employee who accepted their biometric consent tries to punch using their finger, the message "Transaction Accepted" with the employee name is displayed. The punch time is displayed on the employee's time card.</p>  

Options	Details																																				
No	<p>If No is selected, the employee does not agree to the Biometric Consent. The message “Are you sure you do not want to provide consent?” is displayed. Press the MENU button to navigate between Yes and No.</p>  <ul style="list-style-type: none"> If Yes is selected, the employee is revoking biometric consent. The message “Thank you, we have recorded your election not to provide consent.”  <p>For the employee who rejects the Biometric Consent, the <i>Employee Bio Policy Attest Deny</i> is recorded in MSS3, for example, the Adjustments section of this employee’s Time Card page. See <i>Recording Biometric Consent Activities in MSS3</i> on page 21 for more information.</p> <table border="1" data-bbox="461 1115 1393 1331"> <thead> <tr> <th>Last Name</th> <th>First Name</th> <th>ID</th> <th>Badge</th> <th>Location</th> <th>Zone</th> <th>Department</th> <th>Position</th> <th>Hired</th> </tr> </thead> <tbody> <tr> <td>Avery</td> <td>Tracey</td> <td>101</td> <td>101</td> <td>1</td> <td>DFT</td> <td>G/A</td> <td>2</td> <td>08/29/98</td> </tr> <tr> <th colspan="2">Timestamp</th> <th colspan="2">Account</th> <th colspan="2">Effective</th> <th colspan="3">Description</th> </tr> <tr> <td colspan="2">04/21/2022 10:58am</td> <td colspan="2">ESSUSER</td> <td colspan="2">04/21/2022</td> <td colspan="3">Employee Bio Policy Attest 04/21/22 Deny</td> </tr> </tbody> </table> <p>The employee’s finger template is removed immediately. In the Templates section of the employee’s Personal Information page, no finger template is available.</p>  <p>When an employee who revoked their biometric consent tries to punch using their finger, the message “Transaction Accepted 167,77215” is displayed. This</p>	Last Name	First Name	ID	Badge	Location	Zone	Department	Position	Hired	Avery	Tracey	101	101	1	DFT	G/A	2	08/29/98	Timestamp		Account		Effective		Description			04/21/2022 10:58am		ESSUSER		04/21/2022		Employee Bio Policy Attest 04/21/22 Deny		
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04/21/2022 10:58am		ESSUSER		04/21/2022		Employee Bio Policy Attest 04/21/22 Deny																															

Options	Details
	<p>number is a temporary badge and actually the employee’s punch is not accepted and not displayed on the employee’s time card.</p>  <p>The message “Unable to Identify” is not displayed with the score until the next new employee is enrolled with their finger.</p>  <ul style="list-style-type: none"> • If No is selected, the prompt returns to the previous Biometric Consent prompt so that the employee can make a decision. 
Cancel	<p>For the employee who ignores the Biometric Consent, the <i>Employee Skipped Bio Policy Attest</i> is recorded in MSS3, for example, the Adjustments section of this employee’s Time Card page. See <i>Recording Biometric Consent Activities in MSS3</i> on page 21 for more information.</p> 

Options	Details
	<p>The employee's finger template is still saved in the system. In the Templates section of the employee's Personal Information page, the employee's finger template is available.</p>  <p>When an employee who skipped their biometric consent tries to punch using their finger, the message "Transaction Accepted 167,77215" is displayed. This number is a temporary badge and actually the employee's punch is not accepted and not recorded on the employee's time card.</p>  <p>The message "Transaction Accepted" is not displayed with the employee name until the next new employee is enrolled with their finger.</p>  <p>The punch is recorded on the employee time card.</p> 

Summarizing Biometric Consent Activities

The following table summarizes the biometric consent related activities, whether supervisor and/or employee are involved in the activity, as well as whether new employees and/or current employees are involved in the activity.

Activities	Roles Involved	Employee Types
Enroll Fingers	Supervisor and Employee	New Employee
Punch In or Out	Employee	Current Employee
Revoke Biometric Consent	Employee	New Employee and Current Employee

Recording Biometric Consent Activities in MSS3

When employees accept, reject or ignore biometric consent in their biometric consent activities, their biometric consent is recorded in the following areas in MSS3:

- The **Adjustments** section of the employee's **Time Card** page.

Time Card		Current Period	Editing Sheet	Adjustments	Approve	Print		
Last Name	First Name	ID	Badge	Location	Zone	Department	Position	Hired
Williams	Shawn	238	238	2	DFT	PTH	PTH	11/02/14
Timestamp		Account		Effective	Description			
05/06/2022 10:36am		ESSUSER		05/06/2022	Employee Bio Policy Attest 05/06/22 Affirm			
05/06/2022 10:37am		ESSUSER		05/06/2022	Employee Bio Policy Attest 05/06/22 Deny			
05/06/2022 10:34am			ESSUSER	05/06/2022	05/06/22 10:33 Employee Skipped Bio Policy Attest			

- The **Adjustments** tab on the **Details** panel of the employee's **Time Card** page.

Time Card		Current Period	Editing Sheet	Adjustments	Approve	Print	<	Williams, Shawn	>	Prefer
Last Name	First Name	ID	Badge	Location	Zone	Department	Position	Hired		
Williams	Shawn	238	238	2	DFT	PTH	PTH	11/02/14		
Date	Schedules		Punches		Hours	Workgroups	Description			
	Start	End	IN	OUT						
THU AM 5	9:00	17:00	9:45 9:56	9:53 10:23	Rg1 1:29 OC 0:08	DFT				
			17:07 18:56	17:58 19:34		DFT				
Details										
Period Summary		Time Off		Adjustments						
Operator	Adjustments									
ESSUSER	05/06/22 10:34 EMP SKIP BIO 05/06/22 10:33 Skip Bio Attest									
ESSUSER	05/06/22 10:36 EMP ATTST BIO 05/06/22 Affirm									
ESSUSER	05/06/22 10:37 EMP ATTST BIO 05/06/22 Deny									

- The **Activity** section of the employee's **Personal Information** page.

Personal Information		Activity							
Last Name	First Name	ID	Badge	Location	Zone	Department	Position	Hired	
Williams	Shawn	238	238	2	DFT	PTH	PTH	11/02/14	
From:	04/30/2022	To:	05/06/2022					Refresh	
Timestamp	Operation	Description					Category		
05/06/2022 10:37am	Attest	Attest to Biometric Policy: No							
05/06/2022 10:36am	Attest	Attest to Biometric Policy: Yes							
05/06/2022 10:34am	Attest	Skipped Attesting to Biometric Policy							

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