

# Biometric Consent with the I.T. 3100

Job Aid for Employees

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May 20, 2022

## A Change at the Time Clock

Our time clocks are being updated and you will notice a change the first time you punch at an updated time clock. You will be asked for consent to use and store templates based on your biometric data.

Time clock operation has not changed. The way your data is collected and stored remains the same. Our workforce management system, Attendance on Demand, is requiring this change.

You will need to provide consent in order to use the time clock. We rely on the time clock to record your time for payroll.

## What Is a Biometric Template?

The time clock uses a finger template to verify your identity. It was created when you first enrolled at the time clock. The finger template consists of a series of measurements, turned into a digital value. Each time you place your finger on the reader, the time clock performs the measurements and then compares the result to your stored template. When they match, your identity is verified.

Since the template is based on your finger measurements, it may or may not be considered biometric data under some laws or regulations. It is important to note that the template is not an image of your fingerprint. It cannot identify you outside of the time clock.

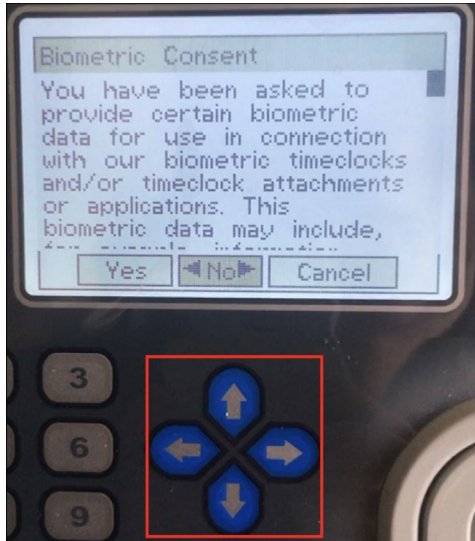
## What Do We Do with Your Biometric Template?

The Attendance on Demand service collects, stores, and uses your biometric templates only for timekeeping and attendance purposes according to its [Biometric Information Policy](#). Templates are encrypted in the system, cannot be exported from the system, and have no functional use outside of the time clock.

We keep your biometric template in the time clock and the online system for the duration of your employment. It is deleted when your employment record is terminated in the system or when you revoke biometric consent. Your template may remain in an encrypted, offline backup for up to one year.

## Providing Consent on the Time Clock

After the time clocks are updated, you will be asked for your biometric consent the next time you punch in or out. The following screen is displayed on the time clock:



- Use the Up and Down arrows to scroll through the consent text.
- Use Left arrow to highlight the Yes option. (No is selected by default.)
- Press the Accept key (✓).



If you select No, and confirm your refusal, your template will be deleted immediately and you won't be able to punch in or out. See a supervisor to re-enroll.

If you Cancel this screen and do not provide consent within 10 days, your template will be deleted. You won't be able to punch in or out. See a supervisor to re-enroll.