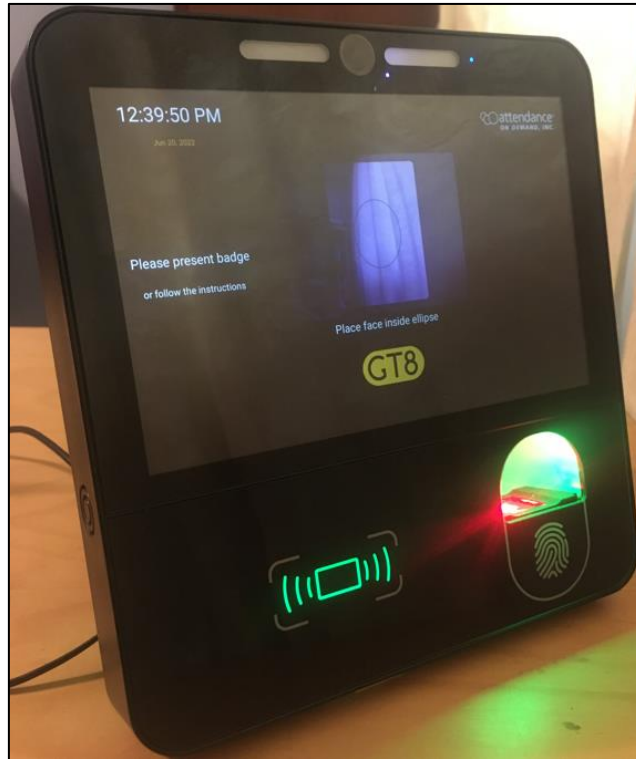


Getting Started with Your GT8




attendance[®]
ON DEMAND

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Meet the GT8

GT8 is more than a time and attendance clock. It integrates with Human Resources Management Systems (HRMS) and potential applications beyond workforce management. Employees punch In and Out and perform many comprehensive functions using a badge, PIN entry, finger, or face. The GT8 clock face looks as follows:



- Subject Illumination. Visible and IR lighting.
- Finger Reader Module. SF Slim Bio module. Depending on the option chosen the GT8 lower glass front plate may be with or without finger reader aperture.
- Swipe Reader Module. Magnetic or Barcode card reader.

Maintenance of the GT8

Cleaning of the outside of the terminal can be undertaken at intervals with any proprietary computer screen cleaning material. In all cases it is recommended that the surface of the clock is wiped with a lint free cloth that has been dampened with up to 70% isopropyl alcohol. We do not recommend spraying liquids directly onto the surface of the clock as this could potentially cause damage to the electronics. Particular care should be taken when cleaning the display and biometric devices to prevent damage. Do NOT use any other janitorial products, acids, solvents, polishes or abrasives. As long as the care instructions for the GT8 are followed, there is no need for regular maintenance of the device.

GT8 Biometric Enrollment

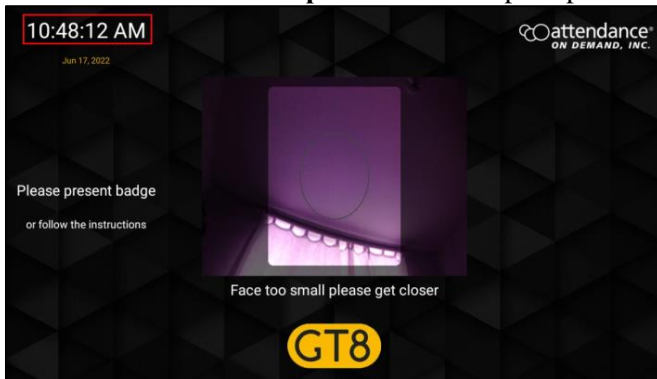
Before using GT-400, employees are required to enroll their faces and/or fingers. This section covers how to enroll employee faces and fingers.

Enroll Employee Faces

Supervisors can enroll employee faces by accessing the Supervisor Options. Employees can also enroll their faces themselves by accessing the Employee Self-Service Options.

To enroll an employee's face by accessing the supervisor menu:

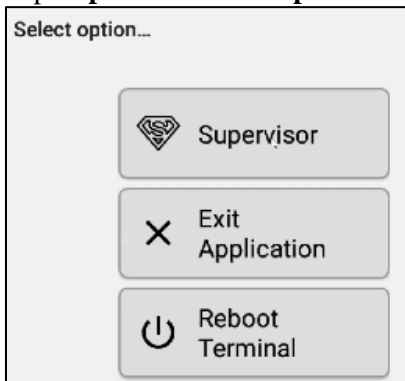
1. Touch and hold the current time on the clock screen for more than 7 seconds. Lift your finger when the **Enter Local Supervisor PIN...** prompt is displayed.



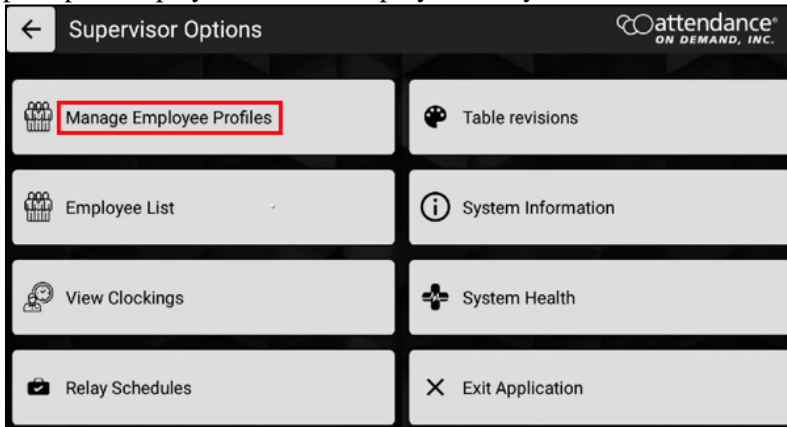
2. Enter the supervisor PIN. The default PIN is 19051905. Then tap the check mark icon (✓). The **Select option...** prompt is displayed.



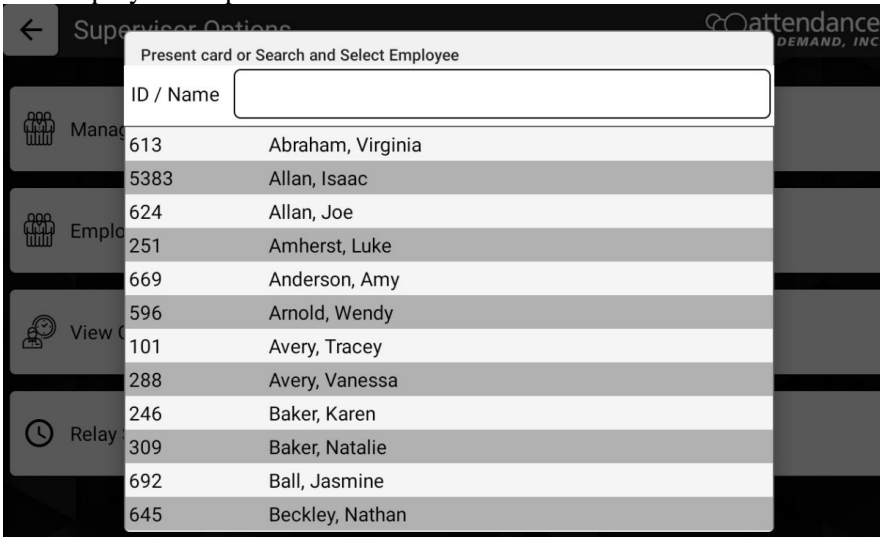
3. Tap **Supervisor**. The **Supervisor Options** screen is displayed.



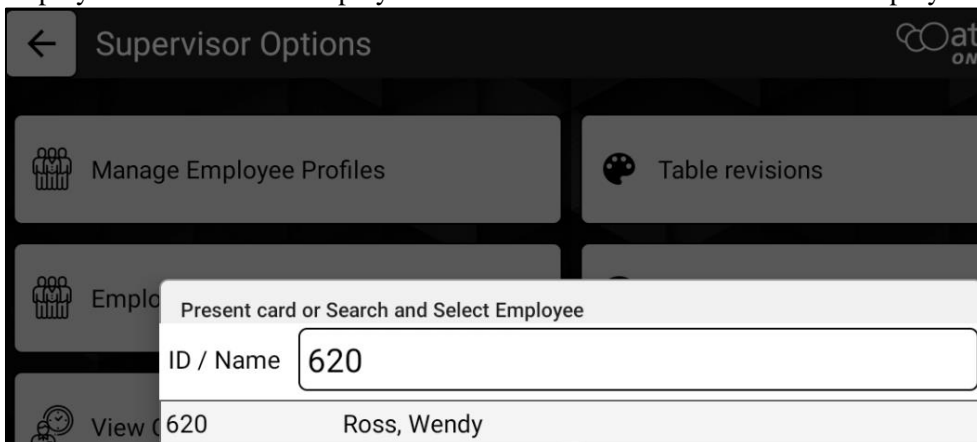
- Tap the **Manage Employee Profiles** tile. The **Present card or Search and Select Employee** prompt is displayed with the employee list by their last name.



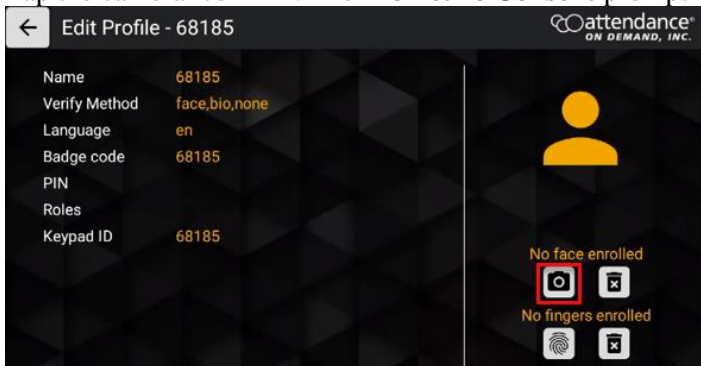
- The employee can present their card.



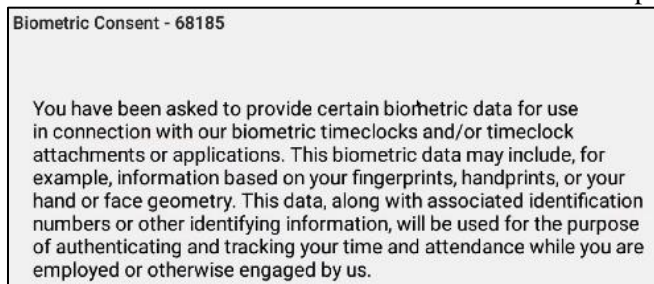
The supervisor can also search an employee by entering their badge number or name. Tap an employee in the returned employee list. The **Edit Profile** screen for this employee is displayed.



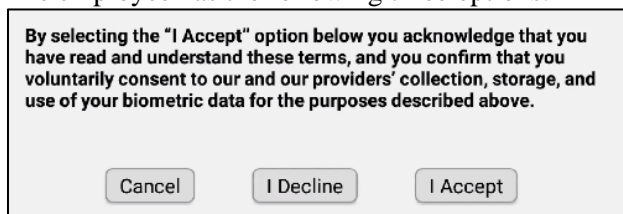
- Tap the camera icon . The **Biometric Consent** prompt is displayed.



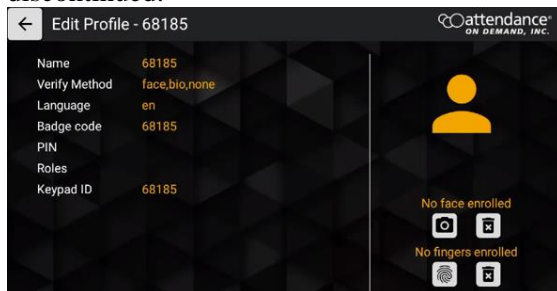
- Scroll down to the bottom of the **Biometric Consent** prompt.



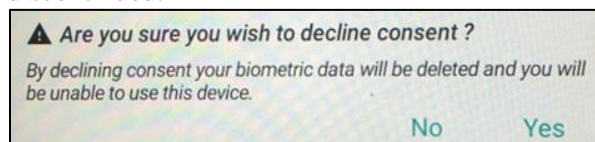
- The employee has the following three options.



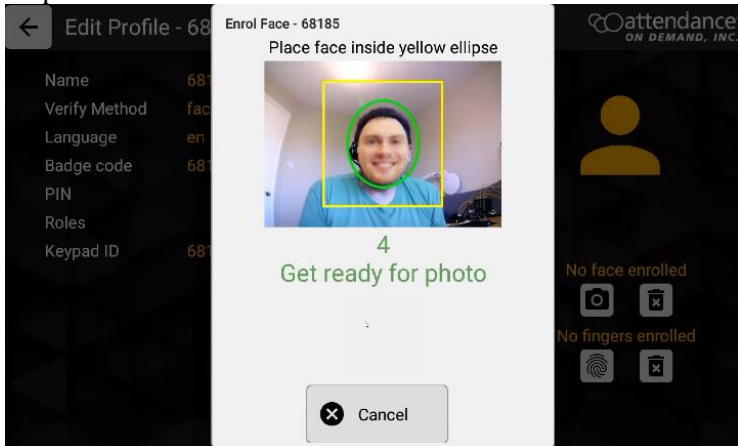
- If the employee agrees to the biometric consent to enroll their faces, they tap **I Accept**. The **Enroll Face** prompt is displayed to continue the face enrollment.
- If the employee taps **Cancel**, the finger enrollment is canceled. The **Biometric Consent** prompt is closed, leaving the **Edit Profiles** screen displayed. The face enrollment is discontinued.



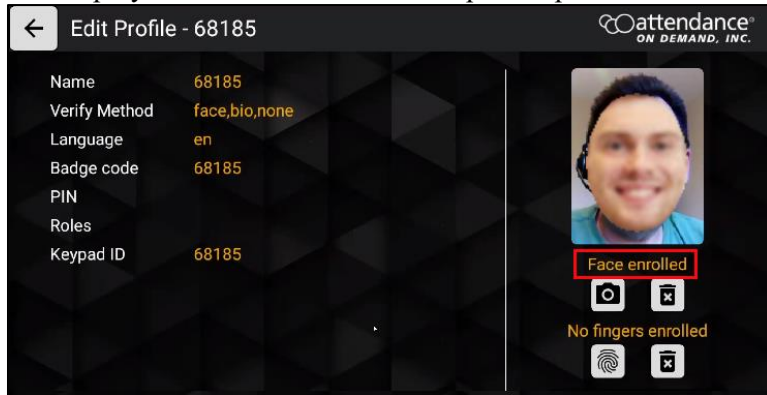
- If the employee taps **I Decline**, the **Are you sure you wish to decline consent?** prompt is displayed. If the employee taps **Yes** to decline the biometric consent, the face enrollment is discontinued.



- After the employee agrees to the biometric consent, the employee places their face inside the ellipse.



- The employee's face is enrolled with a photo uploaded. The **Face enrolled** is displayed.

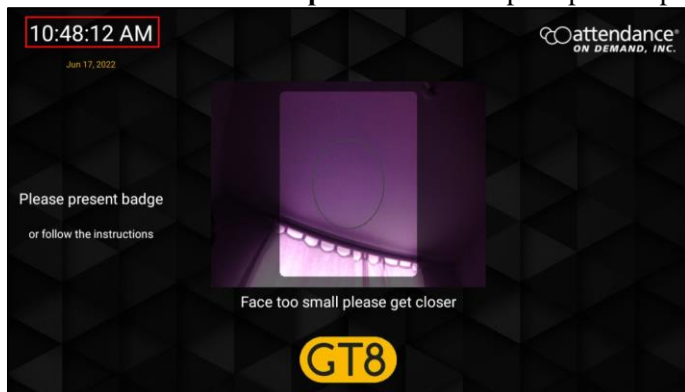


Enroll Employee Fingers

Supervisors can enroll employee fingers by accessing the Supervisor Options. Employees can also enroll their fingers themselves by accessing the Employee Self-Service Options.

To enroll an employee's finger by accessing the supervisor menu:

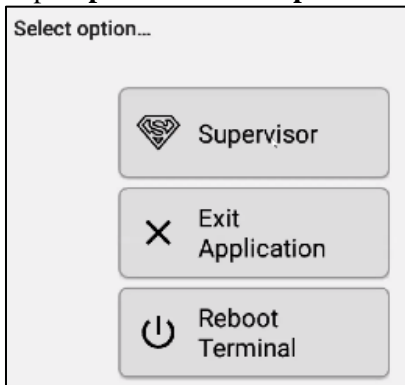
- Touch and hold the current time on the clock screen for more than 7 seconds. Lift your finger when the **Enter Local Supervisor PIN...** prompt is displayed.



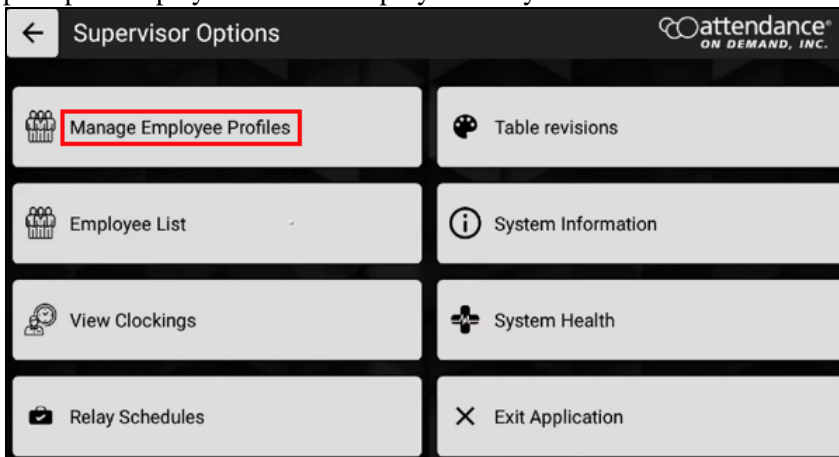
2. Enter the supervisor PIN. The default PIN is 19051905. Then tap the check mark icon (✓). The **Select option...** prompt is displayed.



3. Tap **Supervisor**. The **Supervisor Options** screen is displayed.



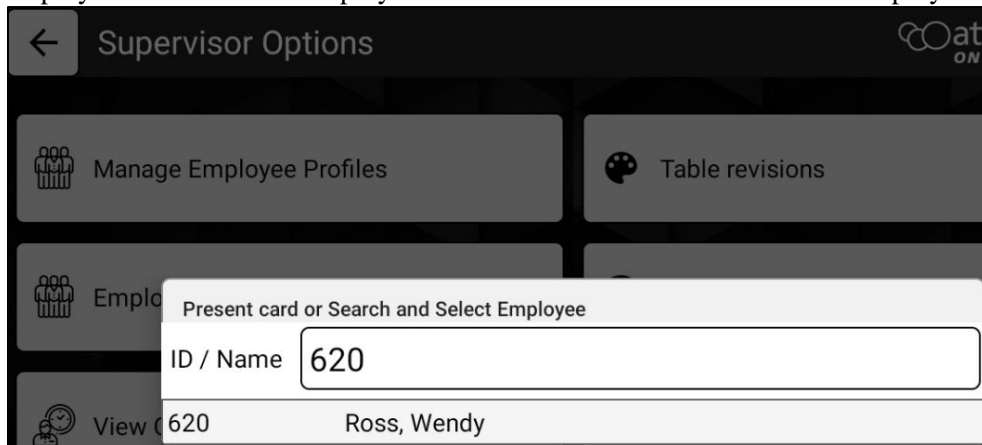
4. Tap the **Manage Employee Profiles** tile. The **Present card or Search and Select Employee** prompt is displayed with the employee list by their last name.



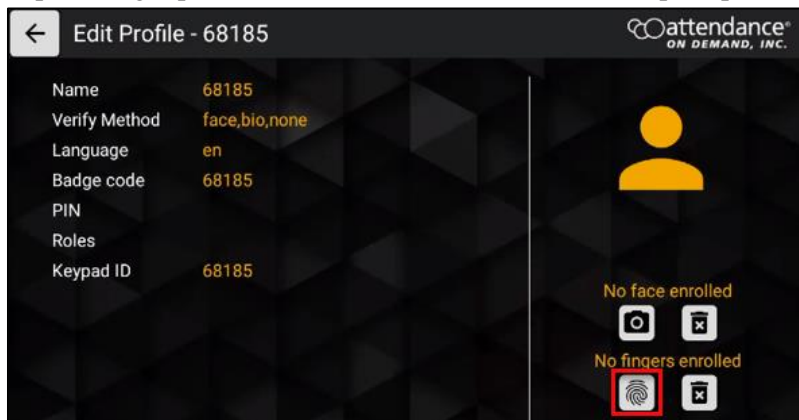
- The employee can present their card.



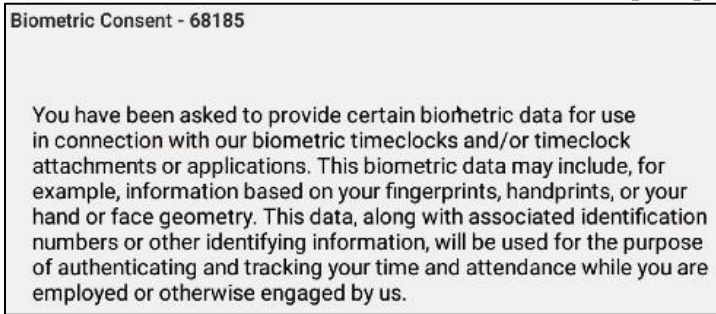
The supervisor can also search an employee by entering their badge number or name. Tap an employee in the returned employee list. The **Edit Profile** screen for this employee is displayed.



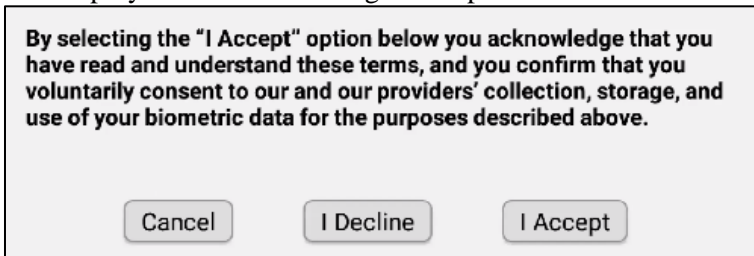
- Tap the finger print icon . The **Biometric Consent** prompt is displayed.



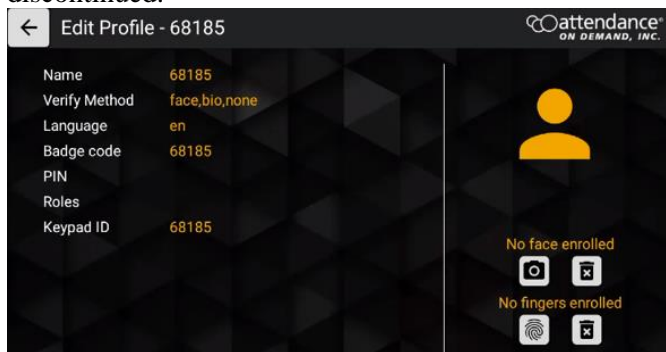
7. Scroll down to the bottom of the **Biometric Consent** prompt.



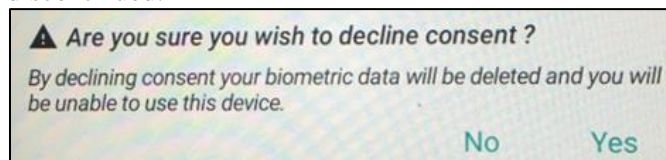
8. The employee has the following three options.



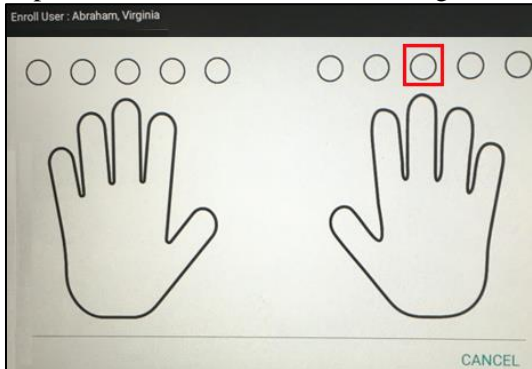
- If the employee agrees to the biometric consent to enroll their fingers, they tap **I Accept**. The **Enroll User** prompt is displayed to continue the finger enrollment.
- If the employee taps **Cancel**, the finger enrollment is canceled. The **Biometric Consent** prompt is closed, leaving the **Edit Profiles** screen displayed. The finger enrollment is discontinued.



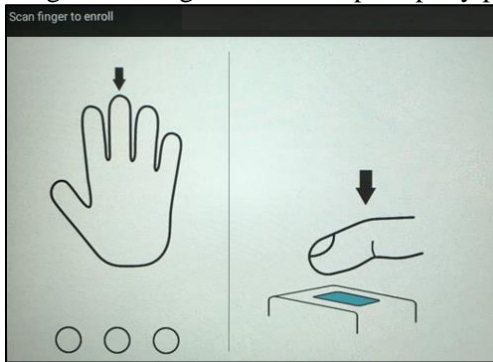
- If the employee taps **I Decline**, the **Are you sure you wish to decline consent?** prompt is displayed. If the employee taps **Yes** to decline the biometric consent, the finger enrollment is discontinued.



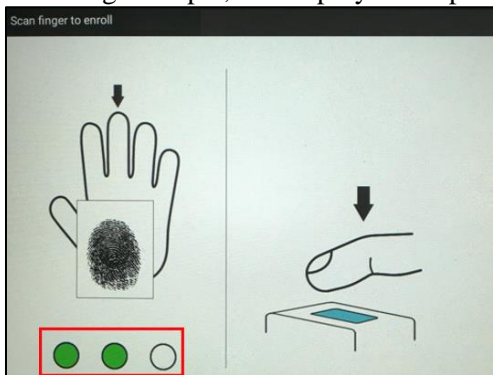
9. After the employee agrees to the biometric consent, the employee taps the corresponding the dot for the finger to enroll in the **Enroll User** prompt. For example, the middle finger of right hand. Tap **CANCEL** to discontinue the finger enrollment.



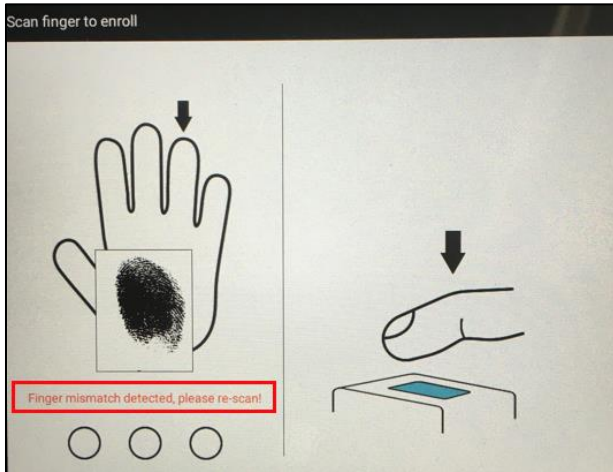
10. In the **Scan finger to enroll** prompt, the selected finger (In the following example, the middle finger of the right hand) is highlighted on the left side of the prompt. The employee follows the image on the right side of the prompt by placing the selected finger on the platen.



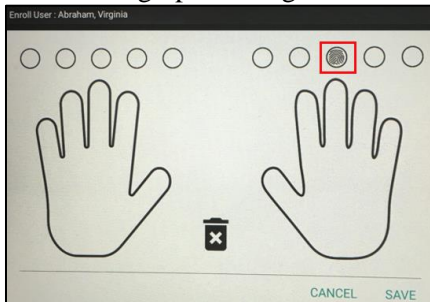
11. The employee needs place the selected finger three times on the platen. The green dot on the left side of the prompt indicates how many times the employee has enrolled the selected finger. In the following example, the employee has placed the middle finger of right hand twice.



Note: It is important that the finger is placed on the platen in the same manner every time. Otherwise, the **Finger mismatch detected, please re-scan!** message is displayed. The employee has to re-enroll his finger.

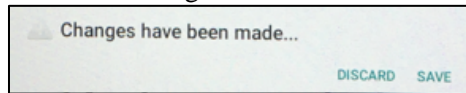


12. After the finger enrollment is completed, the corresponding dot of the selected finger is filled with the fingerprint image.



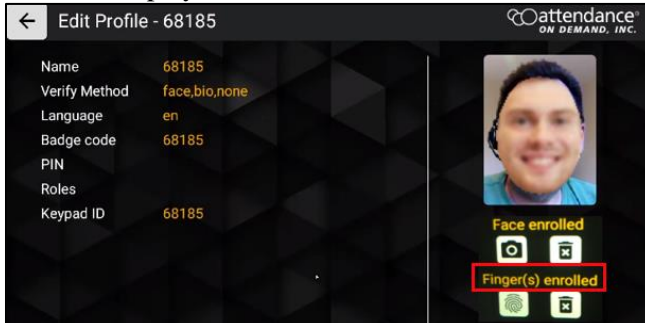
The employee can perform the following operations:

- The employee can delete the enrolled finger by tapping **CANCEL**. The **Changes have been made...** prompt is displayed. Tap **DISCARD** to delete the enrolled finger or **SAVE** to keep the enrolled finger.



- The employee can save the enrolled finger by tapping **SAVE**.

13. Once the employee saves the enrolled finger, the employee's finger is enrolled with **Finger(s) enrolled** displayed.



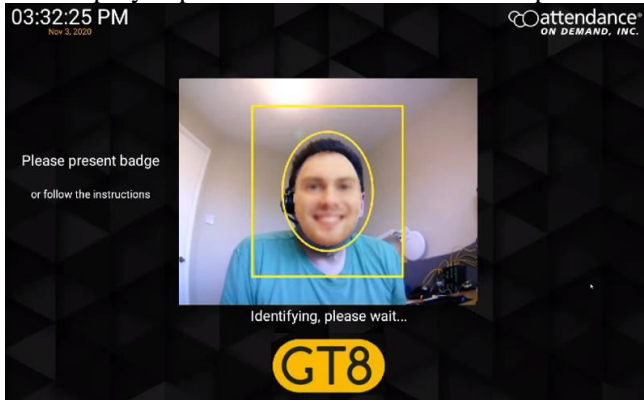
Employee Operations

This section list Employee Options available for employees so that they can enroll their fingers and/or faces. In addition, employees can punch, transfer, enter tips, approve time card, and manage biometric consent. Your time clock may be set up to perform different operations. Contact your time and attendance partner for information about your time clock setup.

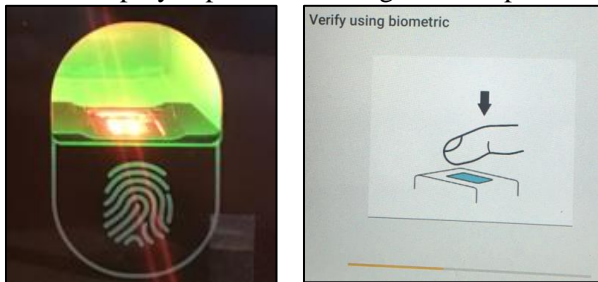
Punch In or Out

After employees are enrolled in the system, they can punch In or Out using their fingers or faces:

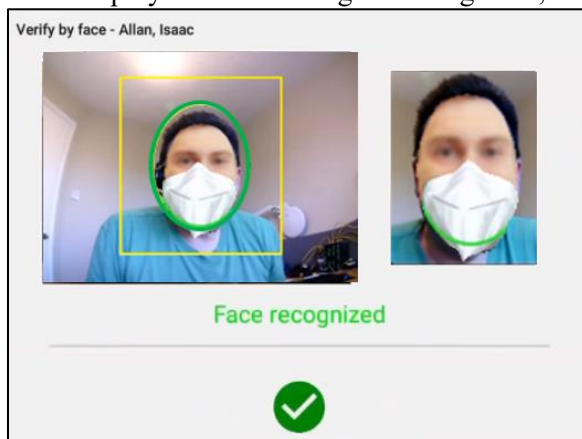
1. The employee places their face inside the ellipse.



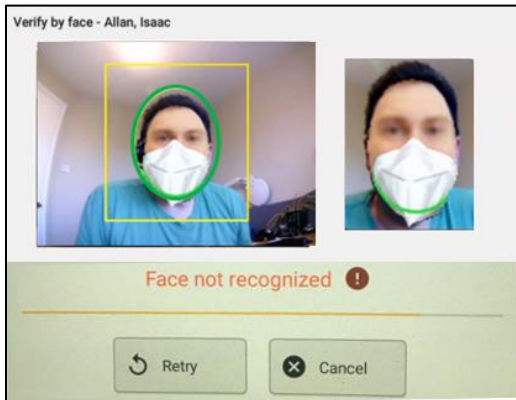
Or the employee places their finger on the platen.



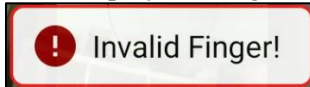
2. If the employee's face or finger is recognized, the **Employee Options** screen is displayed.



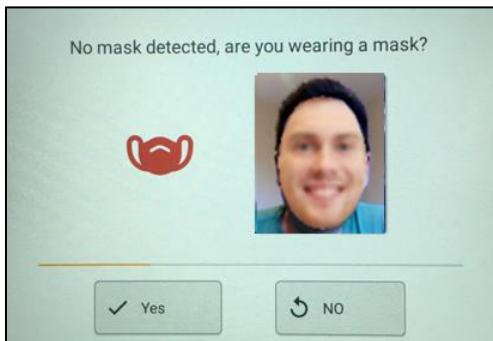
If the employee's face is not recognized, the **Face not recognized** message is displayed. Tap **Retry** to place the employee's face inside the green ellipse again.



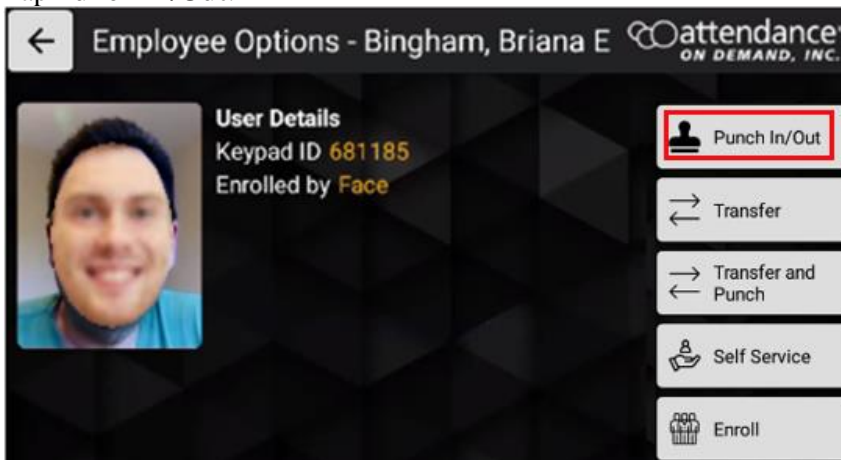
If the employee's finger is not recognized, the **Invalid Finger!** prompt is displayed.



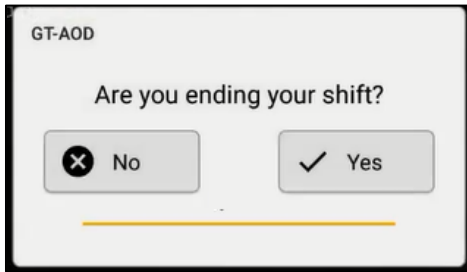
- (Optional) If no mask is detected, the **No mask detected, are you wearing a mask?** Message is displayed. The employee needs wear their mask and taps **Yes** to proceed. The **Employee Options** screen is displayed.



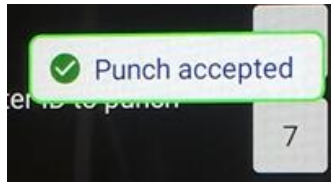
- Tap **Punch In/Out**.



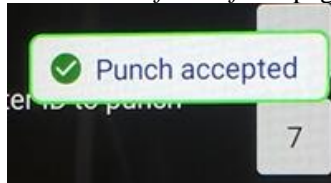
- The message “**Are you ending your shift?**” is displayed. Tap **No** if the shift is not the End of Shift. Tap **Yes** if the shift is the End of Shift.



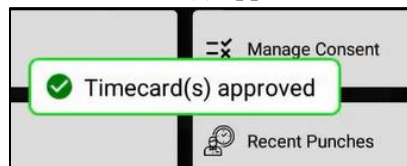
- If you identify your punch as not the End of Shift, this punch is accepted with no need for attestation.



- If you identify your punch as the end of shift, you can attest your work condition and approve your shift. See *Approve Work Conditions of a Shift* on page 16 and *Disapprove Work Conditions of a Shift* on page 17 on how to attest your work condition.



The “Timecard(s) approved” message is displayed.



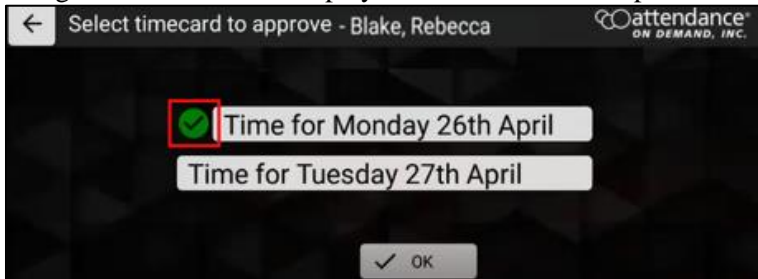
Approve Work Conditions of a Shift

If an employee agree the attestation statement regarding the selected shift:

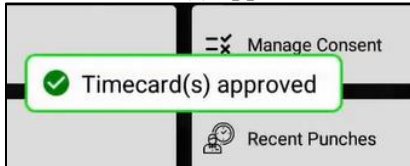
- Tap **I agree**.



2. The green checkmark is displayed before the shift. Tap **OK**.



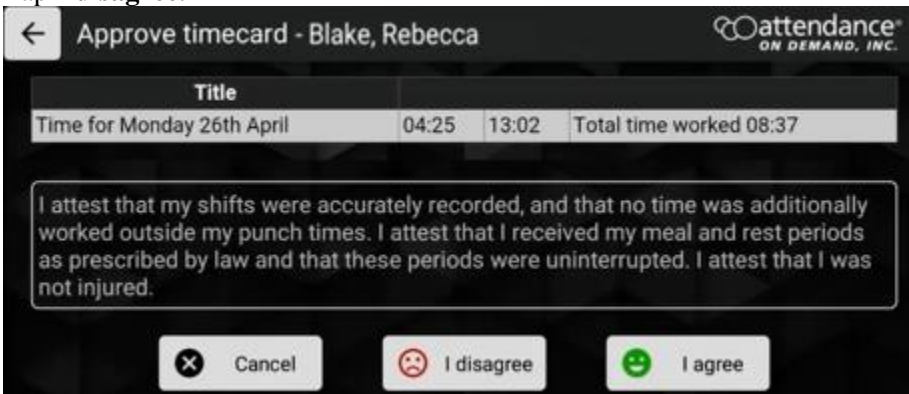
3. The “Timecard(s) approved” message is displayed.



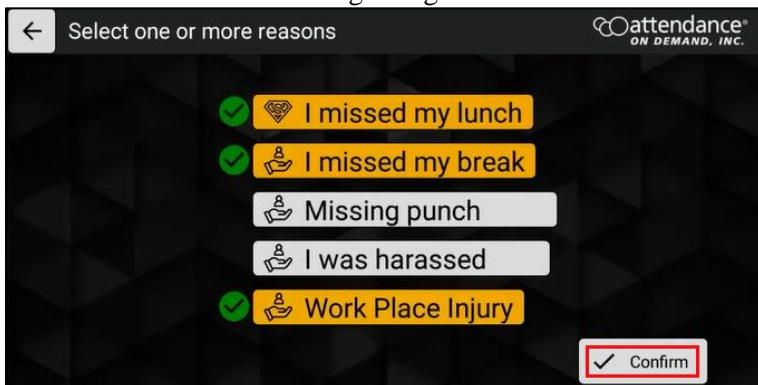
Disapprove Work Conditions of a Shift

If you disagree with the attestation statement regarding the selected shift:

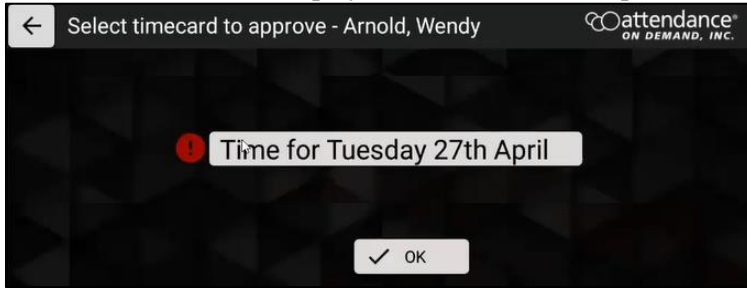
1. Tap **I disagree**.



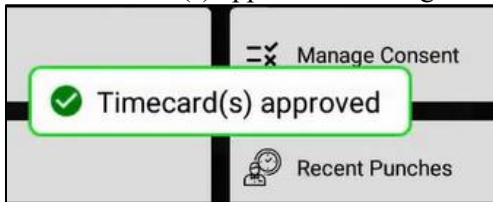
2. Select one or more reasons regarding the work conditions of selected shift. Tap **Confirm**.



- The red exclamation is displayed before the shift. Tap **OK**.



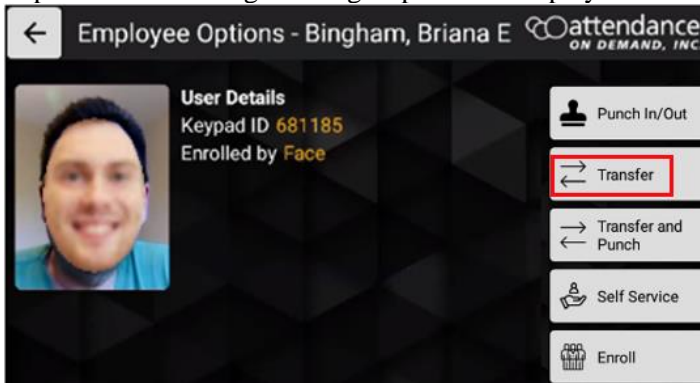
- The "Timecard(s) approved" message is displayed.



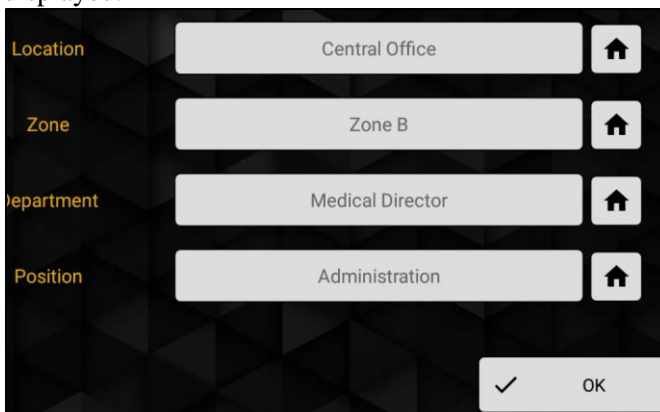
Perform Simple Workgroup Transfer

Employee can perform workgroup transfer.

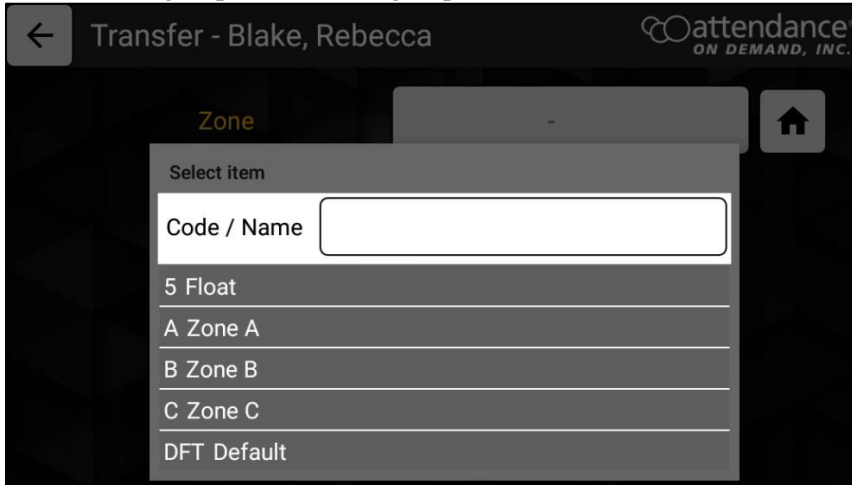
- Tap **Transfer**. A single workgroup level is displayed.



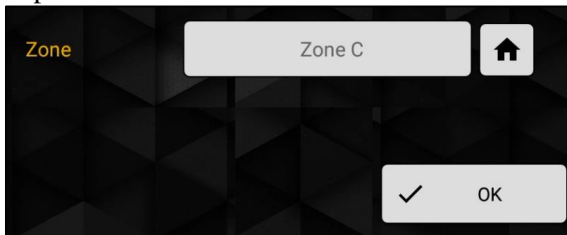
- Tap the empty field for this workgroup level. All available workgroups in this workgroup level is displayed.



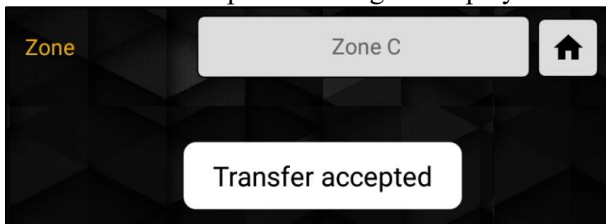
3. Select a workgroup for this workgroup level.



4. Tap OK.



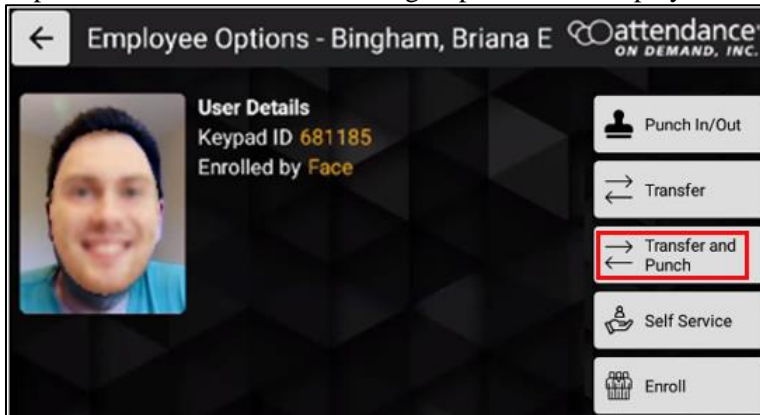
5. The "Transfer accepted" message is displayed.



Perform Punch and Workgroup Transfer without Attestation

Employees can punch and workgroup transfer as follows if attestation is not configured.

1. Tap Transfer and Punch. All workgroup levels are displayed.



2. Tap the empty field for the workgroup level. All available workgroups in this workgroup level is displayed.

Location: Central Office

Zone: Zone B

Department: Medical Director

Position: Administration

OK

3. Select a workgroup for each workgroup level.


Transfer and Punch - Blake, Rebecca

Location: [Home icon]

Select item

Code / Name [input field]

- CO Central Office [Home icon]
- CS Cedar Springs [Home icon]
- EA Evergreen Acres [Home icon]
- GG Glenwood Gardens [Home icon]

Note: if the Home icon  is tapped, the home workgroup is selected for the specific workgroup level.

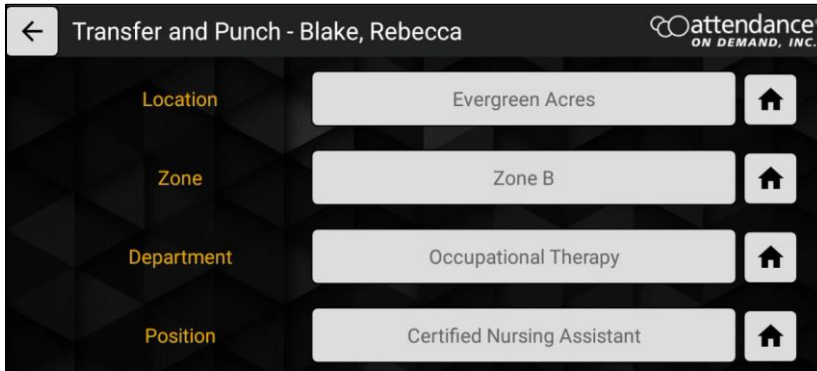
Location: Cedar Springs

Zone: Default

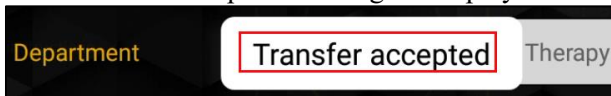
Department: Physical Therapy

Position: Physical Therapy Assistant

Once all workgroups are selected for each workgroup level, tap **OK**.



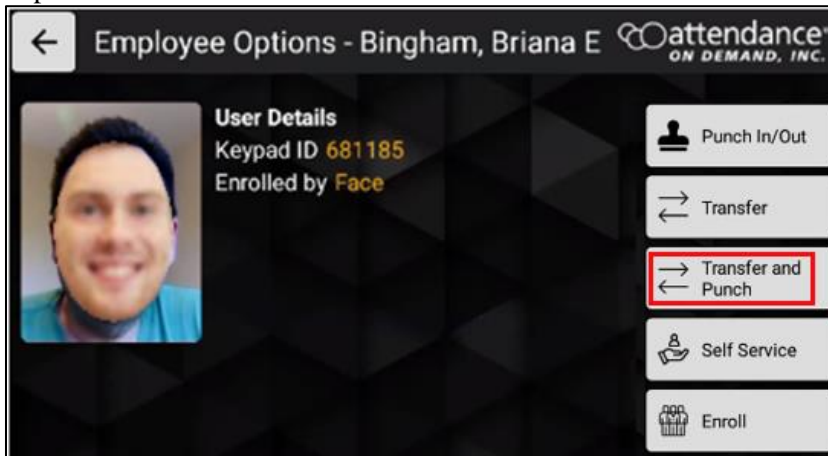
4. The “Transfer accepted” message is displayed.



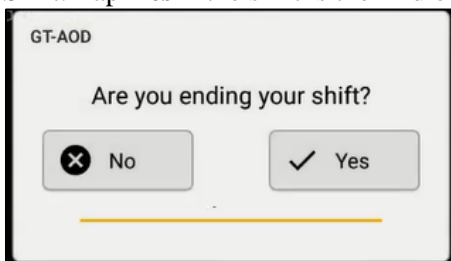
Perform Punch and Workgroup Transfer with Attestation

Employees can attest their work condition of shifts if Attestation is supported when employees perform punch and workgroup transfer.

1. Tap **Transfer and Punch**.



2. The message “**Are you ending your shift?**” is displayed. Tap **No** if the shift is not the End of Shift. Tap **Yes** if the shift is the End of Shift.



- If employees identify their shift are not an end of shift, all workgroup levels are displayed so that they can specify workgroups to transfer.

← Transfer and Punch - Blake, Rebecca

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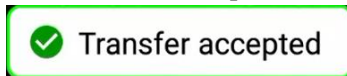
Location Evergreen Acres

Zone Zone B

Department Occupational Therapy

Position Certified Nursing Assistant

The “Transfer accepted” message is displayed.



- If employees identify their shifts as the end of shift, they can transfer to another workgroups first.

← Transfer and Punch - Blake, Rebecca

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Location Evergreen Acres

Zone Zone B

Department Occupational Therapy

Position Certified Nursing Assistant

Then, attest their work condition of the shift. See *Approve Work Conditions of a Shift* on page 16 or *Disapprove Work Conditions of a Shift* on page 17 on how to attest the shift.

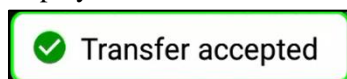
← Transfer and Punch - Blake, Rebecca

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ON DEMAND, INC.

Time for Tuesday 27th April

✓ OK

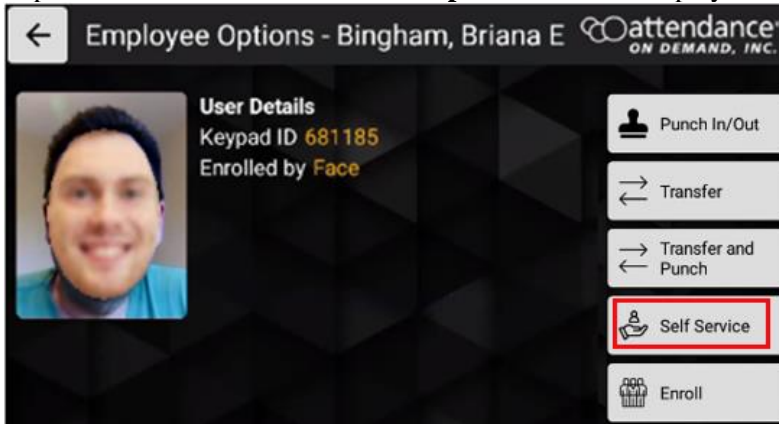
When workgroup transfer and attestation are completed, the “Transfer accepted” message is displayed.



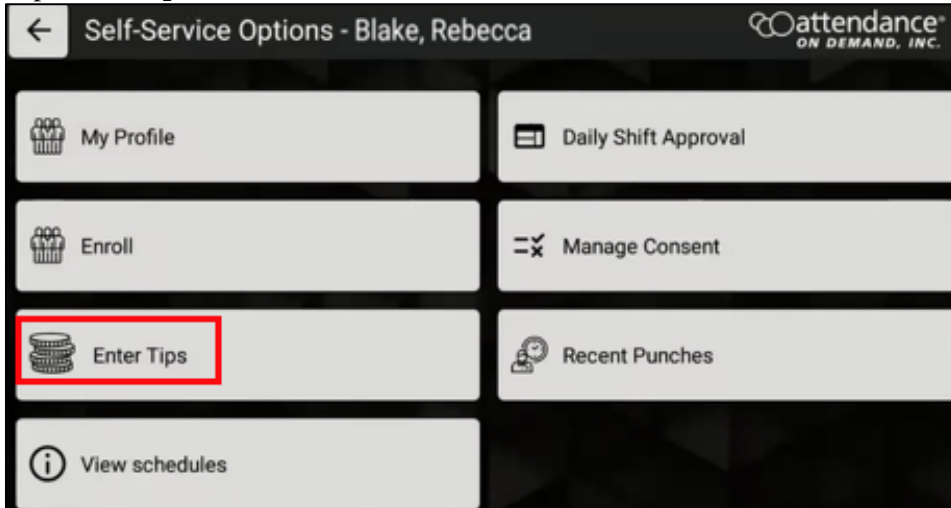
Enter Tips

Employees can enter tips for themselves.

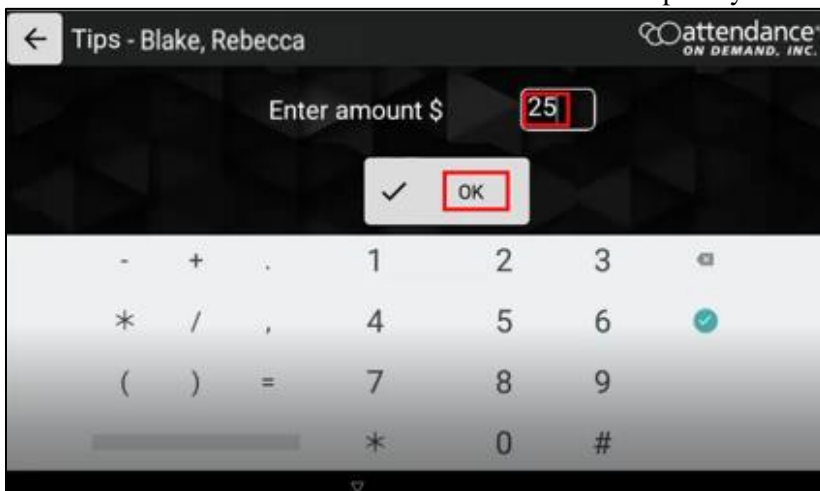
1. Tap **Self Service**. The **Self-Service Options** screen is displayed.



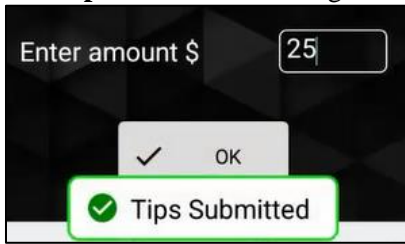
2. Tap **Enter Tips**.



3. Enter the dollar amount in the **Enter amount** field for tip entry. Click **OK**.



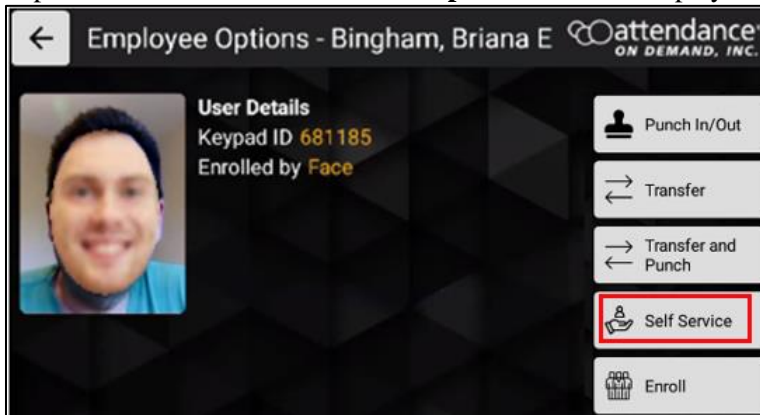
- The **Tips Submitted** message is displayed.



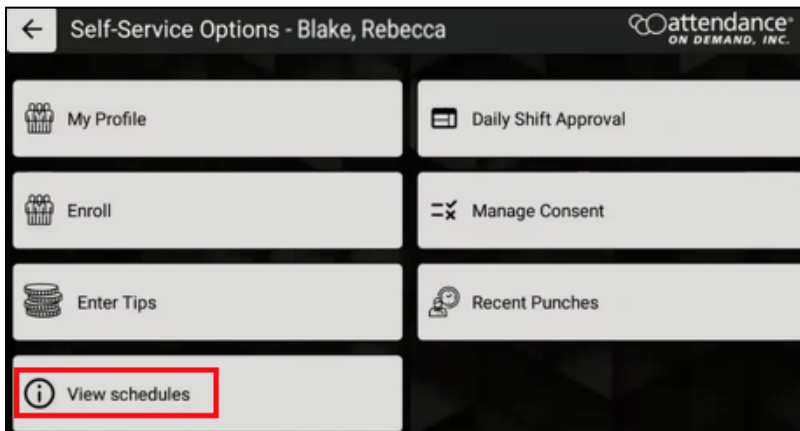
View Schedules

Employees can view their following four days' working schedules.

- Tap **Self Service**. The **Self-Service Options** screen is displayed.



- Tap **View schedules**.



- The employee working schedules with their dates, start times, and end times are displayed.

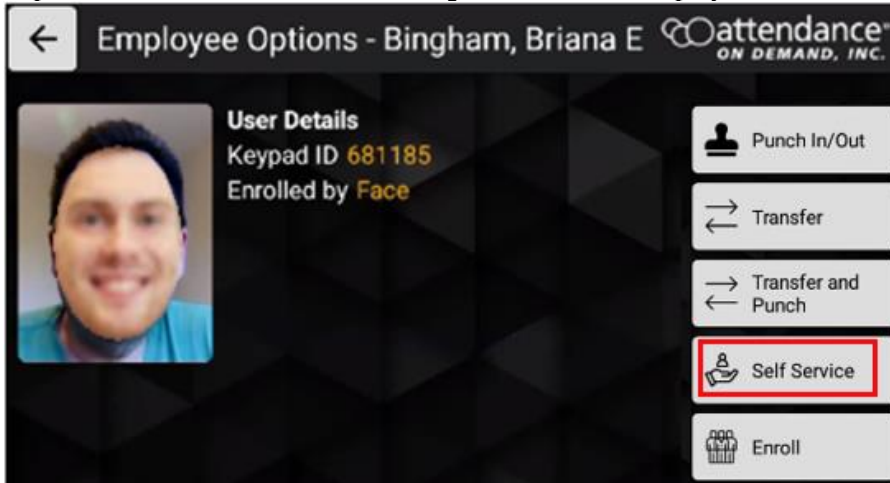
A screenshot of the "View Schedules - Blake, Rebecca" screen. It displays a table with the following data:

Date	Start End
Tue 27	04:30 - 13:00
Wed 28	04:30 - 13:00
Thu 29	04:30 - 13:00
Fri 30	04:30 - 13:00

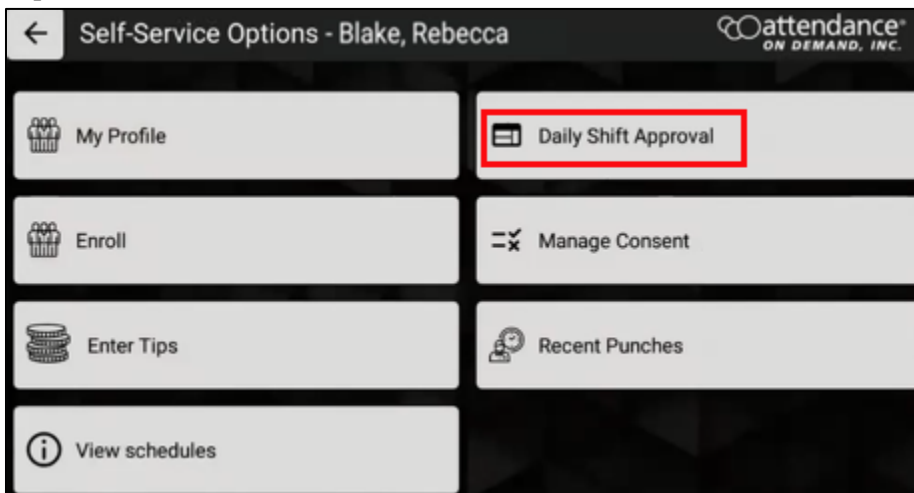
Perform Daily Shift Approval

Employees can review the attestation statement to approve a shift.

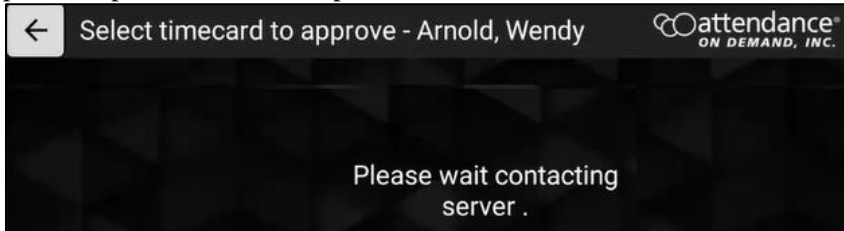
1. Tap **Self Service**. The **Self-Service Options** screen is displayed.



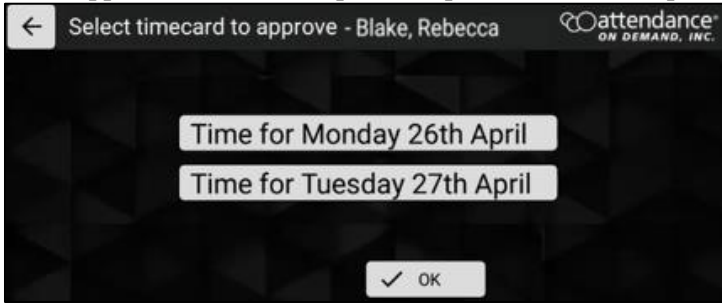
2. Tap **Daily Shift Approval**.



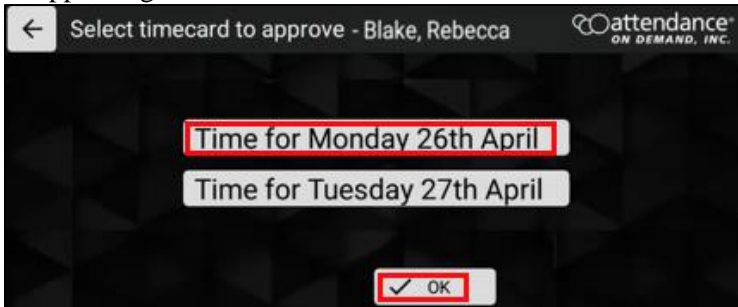
3. The “**Please wait contacting server**” message is displayed to request shifts available in the previous period and current period.



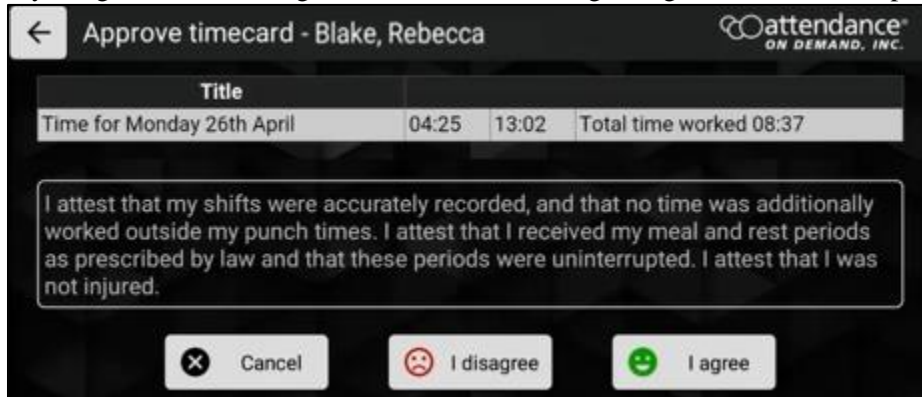
4. All unapproved shifts in the previous period and current period are displayed.



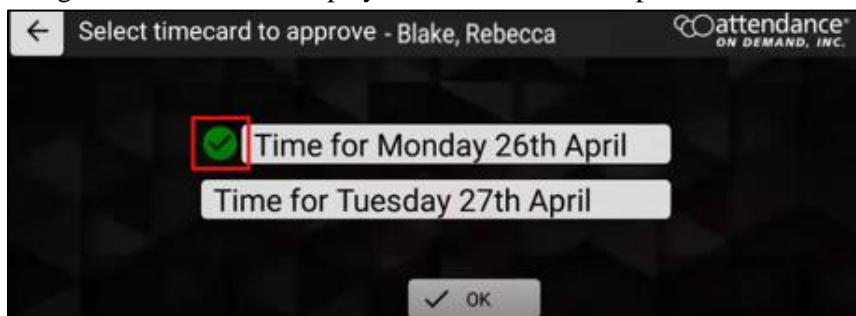
5. Select a shift, then tap **OK**. The **Approve timecard** screen is displayed for approving or disapproving work conditions of the selected shift.



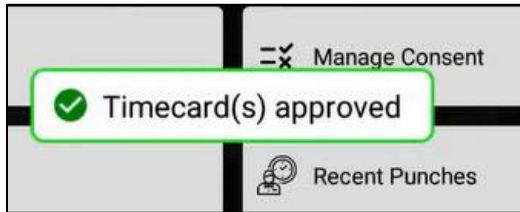
- If you agree the following attestation statement regarding the select shift, tap **I agree**.



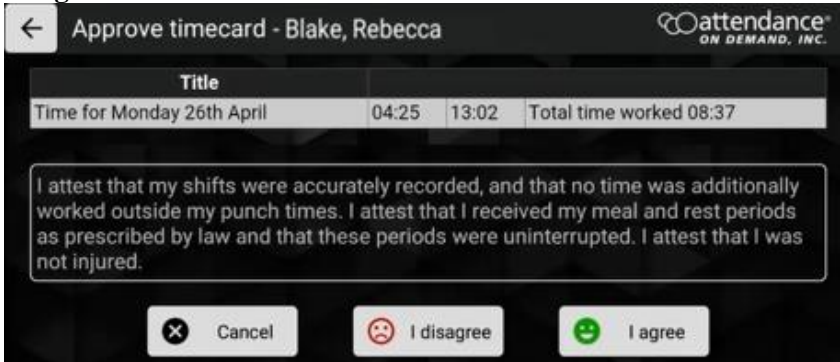
The green checkmark is displayed before the shift. Tap **OK**.



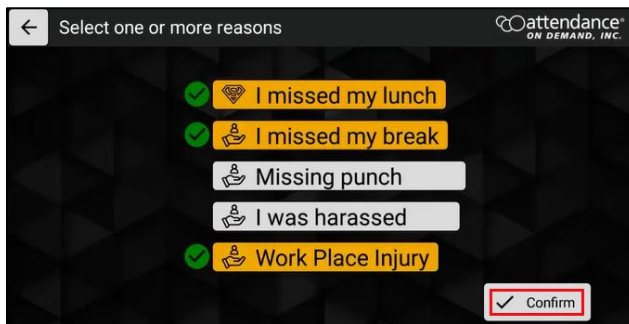
The “Timecard(s) approved” message is displayed.



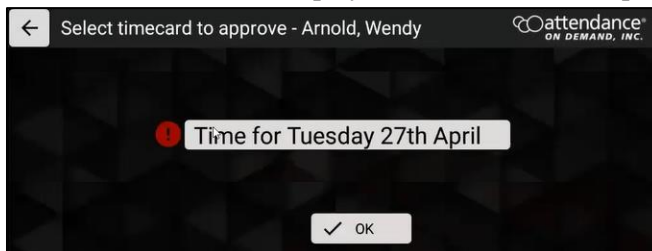
- If you disagree with the following attestation statement regarding the select shift, tap **I disagree**.



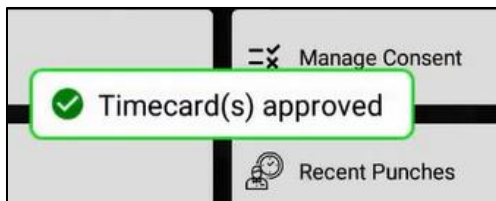
Select one or more reasons regarding the work conditions of selected shift. **Tap Confirm.**



The red exclamation is displayed before the shift. Tap **OK**.



The “Timecard(s) approved” message is displayed.

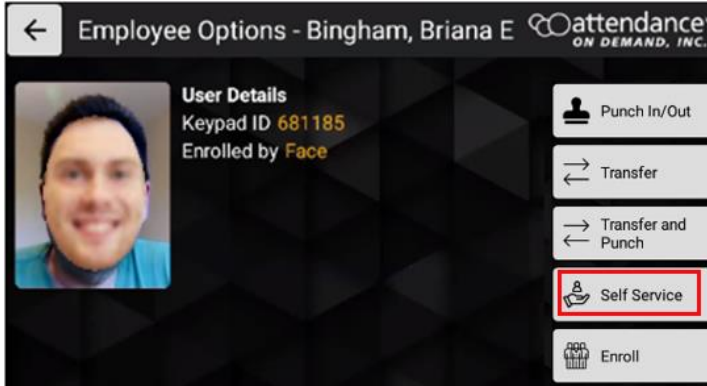


Manage Consent

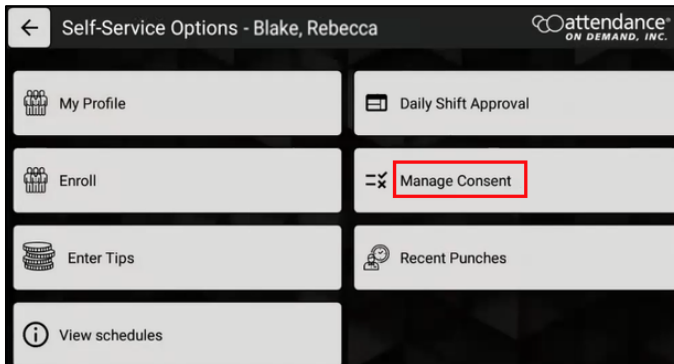
The employee can accept or decline the Terms and Conditions of Use and Privacy Policy for collecting biometric information, including finger and face.

To manage biometric consent:

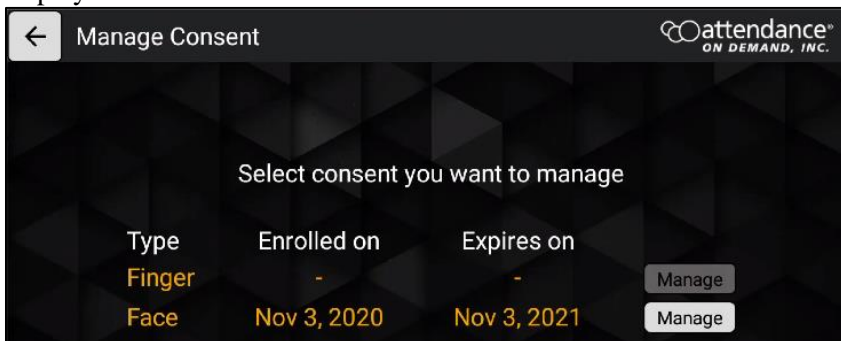
1. Tap **Self Service**. The **Self-Service Options** screen is displayed.



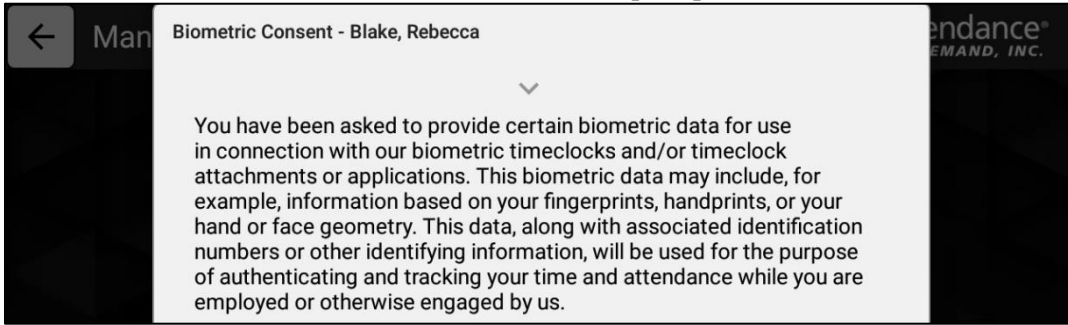
2. Tap **Manage Consent** on the **Self-Service Options** screen. The **Manage Consent** screen is displayed.



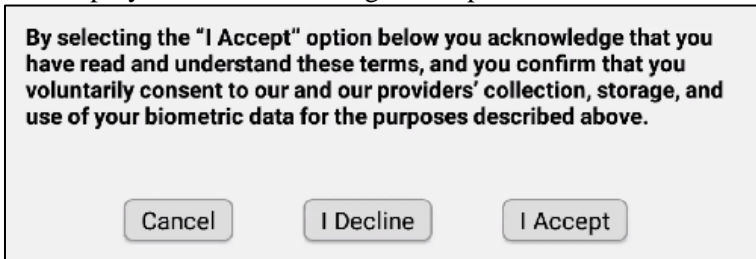
3. If the face recognition system is used, the **Manage** button is available for the **Face** type. If the finger recognition system is used, the **Manage** button is available for the **Finger** type. Tap the **Manage** button for the **Face** type or the **Finger** type. The **Biometric Consent** prompt is displayed.



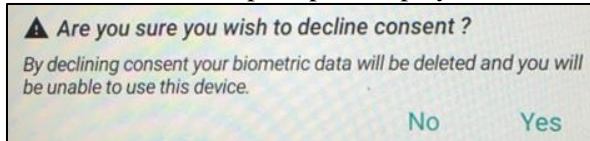
4. Scroll down to the bottom of the **Biometric Consent** prompt.



5. The employee has the following three options.



- If the employee agrees to the biometric consent to enroll their faces or fingers, tap **I Accept**.
- If the employee disagrees to the biometric consent, tap **I Decline**, the **Are you sure you wish to decline consent?** prompt is displayed.



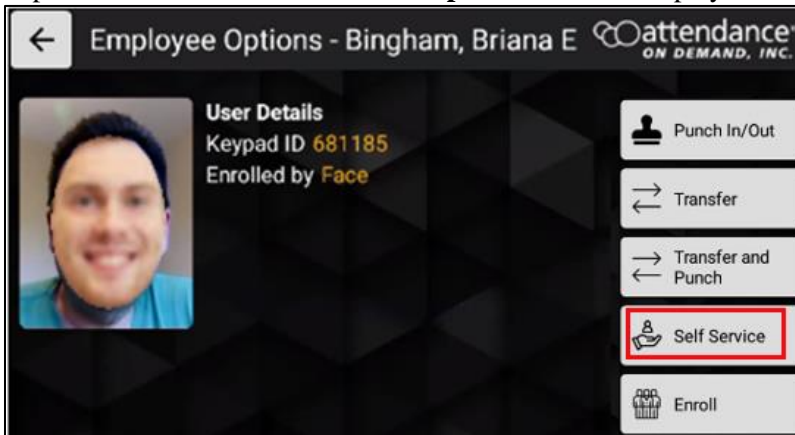
Tap **Yes** to decline the biometric consent.

- To cancel the biometric consent management, the employee taps **Cancel**.

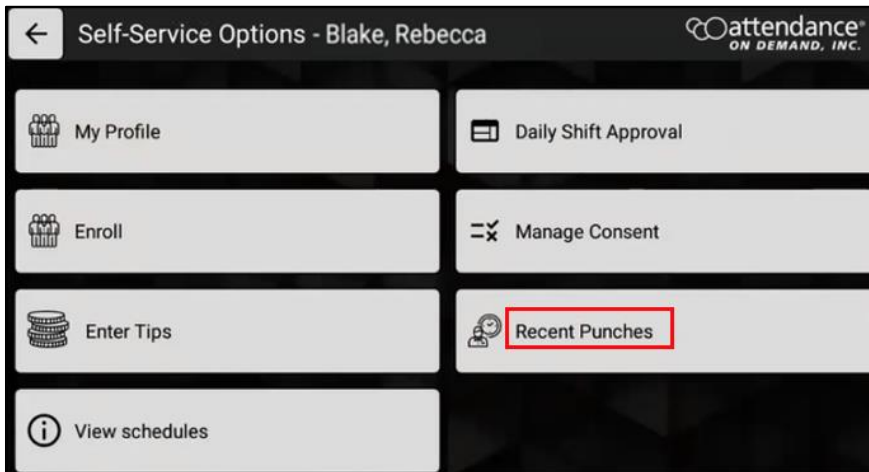
View Recent Punches

Employees can view their recent punches.

1. Tap **Self Service**. The **Self-Service Options** screen is displayed.



2. Tap **Recent Punches**. The View recent punches screen is displayed.



3. The employee punch history report lists the employee recent punches.

The screenshot shows the 'View recent punches - Blake, Rebecca' screen. It displays a table with the following data:

Name	Type	Time
Blake, Rebecca	IN	Nov 19, 2020 4:07 AM
Blake, Rebecca	IN	Nov 16, 2020 7:19 PM
Blake, Rebecca	TRANSFER	Nov 16, 2020 7:17 PM
Blake, Rebecca	TRANSFERANDPUNCH	Nov 16, 2020 7:15 PM