Kaba Clock
Time Collection Device Update
Agenda

1. Site Surveys
2. Clock Awareness
3. Installation Update
4. Device Groups
5. Kaba Clock Training
6. Questions/Concerns?
Site Surveys - Complete!

- Thank you everyone for your participation!
- If you have any concerns about the location of the future clock that was determined during the survey, let me or Amanda Ganger know ASAP so we can pass the info on to EITS before they drop the new line.
Clock Awareness

• Units will soon receive awareness flyers to post near the proposed Kaba Clock location, or wherever you feel is the most appropriate to begin educating employees about the upcoming change.

• The flyer does not include any training; flyers including detailed instructions to assist employees clocking in and out will be distributed later.
Installation Update

- EITS is currently working to drop the new line for each clock location.
- IP Address firewall exception requests are being submitted
  - If you haven’t yet sent me IP Addresses for your department’s clocks, try and send those ASAP.
  - Reminder- IP’s need to be public
- Clocks have been delivered to Sandersville and are being configured.
  - We expect to have them at UGA by early August!
Installation Process and Costs

• Reminder- In order to streamline the process and to avoid installation errors, we are requiring the Kaba Clocks to be co-located and to be installed by FMD.

• Minimum cost of installation is ~$300/Clock
  • Cost for EITS to drop a new network line ~$200
    • May vary depending on the distance and the complexity of the installation
  • Cost for FMD to mount the Clock ~$100
    • May vary depending on the material of the wall and how long it takes FMD to finish mounting

• Installation costs will be FY19 funds
  • Work is charged in the fiscal year it is performed
Device Groups

• 13 Device Groups have been identified...

- 180ATHREC
- 180DINING
- 180FMD
- 180VET
- 180PHARM
- 180MARKET
- 180GACTR
- 180HOUSING
- 180UHC
- 180PAYROLL
- 180OVPR
- 180TRANSIT
- 180REMOTE
Enrollment Training!

• We’ll go over how to enroll an employee into the clock, as well as review clocking in and out.
• Units involved in the Pilot, feel free to add any feedback/insight from your experience!
Employee Registration Process
Employee Registration Process

To begin the Registration (enrolling employee into the KABA clock), press the Option button on the front of the clock.
Next, select the Local Enrollment option from the screen
Employee Registration Process

Type the password “5679” at the Authentication screen using the on-screen keyboard and then press OK.
Employee Registration Process

The next screen is the Enrollment screen. **Before continuing**, be sure it indicates FTCS Connection Established in the lower, left corner.
Employee Registration Process

After verifying FTCS Connection Established is indicated, press the Enroll button on the screen
Employee Registration Process

On the Enrollment – Enroll screen, enter the employee’s UGA 81X # number using the on screen keys. This will be the 9 digit number without the last digit (the issue #).
Employee Registration Process

Press the OK button on the lower, right of the screen after you have keyed in the employee’s UGA 81X # number. Be sure the number is correct.
Employee Registration Process

At this point, you will be ready to have the employee’s fingers scanned and stored. Two fingers need to be scanned three times each to record the necessary data.
Have the employee place a finger on the scanner until the unit records the data. This will need to be done three times per finger. The clock will indicate the quality of the scan.
Employee Registration Process

If it can’t properly scan the finger, the screen will give direction on the proper placement of the finger on the scanner. This example show the person needs to move their finger further onto the reader.
Employee Registration Process

After the employee has scanned both fingers, select “Yes” to save the data or “Retry” to repeat the process.
Verification Process
Verification Process

It is a good idea to verify the enrollment to ensure the 81X # was entered correctly.

On the main enrollment screen, select “Identify”
Verification Process

Have the employee place their enrolled finger on the scanner until the unit retrieves the employee’s information.
Verification Process

The employee’s 81X # will show on the screen. Look over the number to verify that the information is correct. If the information is incorrect, simply unenroll the employee and reenroll them.
Verification Process

To un-enroll an employee, press the on-screen Back Button to return to the Enrollment screen if you are not already there.
Verification Process

Press the Unenroll button to begin the process to remove the incorrect UGA 81X #.
Verification Process

Select the Reader option on the screen to use the scanner to read the employee's finger.
Verification Process

Have the employee place their enrolled finger on the scanner until the unit retrieves the employee’s information. This will complete the unenroll process. Start again to enroll the employee using the correct UGA 81X #.
Punch In Process
Punch In Process

To begin, ensure the clock is on the Home screen
Next, place either of the two pre-scanned fingers onto the reader.
Punch In Process

If the reader can’t read the finger, the screen will give direction on the proper placement of the finger on the scanner.
Punch In Process

The screen will display options once the finger is scanned. Press the button on the screen to Clock In.
A message will be displayed to indicate a successful punch.
Punch Out for Lunch Process
Punch Out for Lunch Process

To begin, ensure the clock is on the Home screen.
Next, place either of the two pre-scanned fingers onto the reader.
Punch Out for Lunch Process

If the reader can’t read the finger, the screen will give direction on the proper placement of the finger on the scanner.
Punch Out for Lunch Process

The screen will display options once the finger is scanned. Press the Meal button on the screen to Clock Out.
Punch Out for Lunch Process

A message will be displayed to indicate a successful punch.
Punch In from Lunch Process
Punch In from Lunch Process

To begin, ensure the clock is on the Home screen
Next, place either of the two pre-scanned fingers onto the reader.
Punch In from Lunch Process

If the reader can’t read the finger, the screen will give direction on the proper placement of the finger on the scanner.
The screen will display options once the finger is scanned. Press the button on the screen to Clock In.
A message will be displayed to indicate a successful punch.
Punch Out Process
Punch Out Process

To begin, ensure the clock is on the Home screen
Next, place either of the two pre-scanned fingers onto the reader.
Punch Out Process

If the reader can’t read the finger, the screen will give direction on the proper placement of the finger on the scanner.
Punch Out Process

The screen will display options once the finger is scanned. Press the button on the screen to Clock Out.
Punch Out Process

A message will be displayed to indicate a successful punch.
Office Hours

• Reach out to us, and we will set up a time to meet!
• aclaire@uga.edu or onesource@uga.edu
Questions

Project Feedback
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