



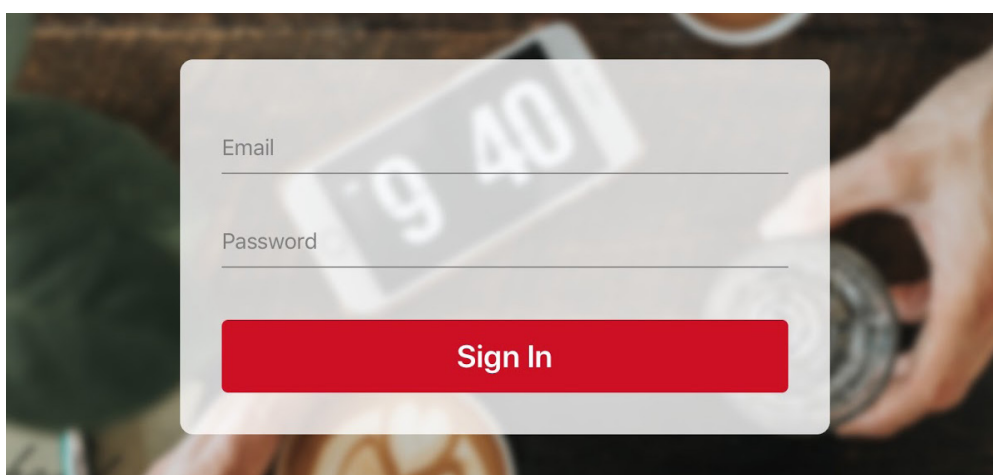
Deluxe HCM Setup iPad Based Time Clock

Prerequisite:

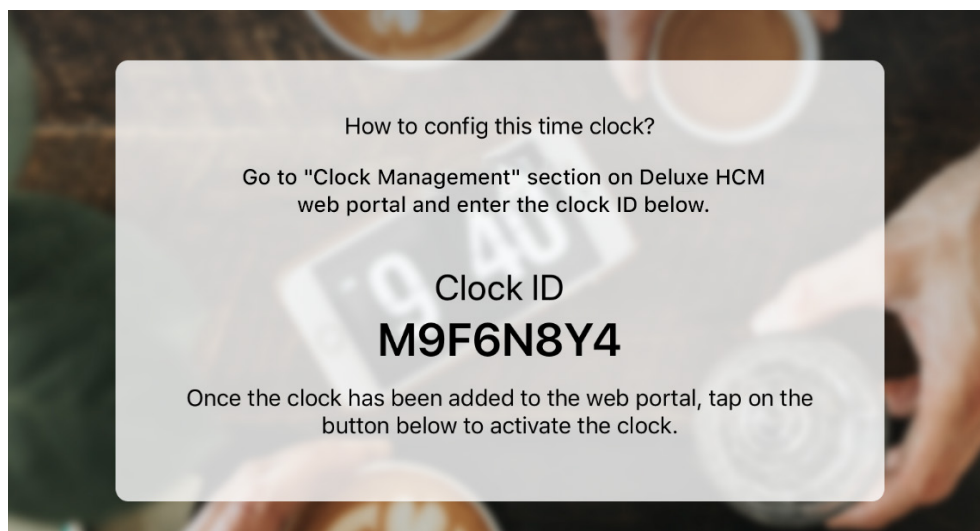
Please ensure you have purchased your iPads and wall mounts. If you need any help with selecting devices and wall mounts, please refer to the iPad Devices Hardware Requirements document.

Steps:

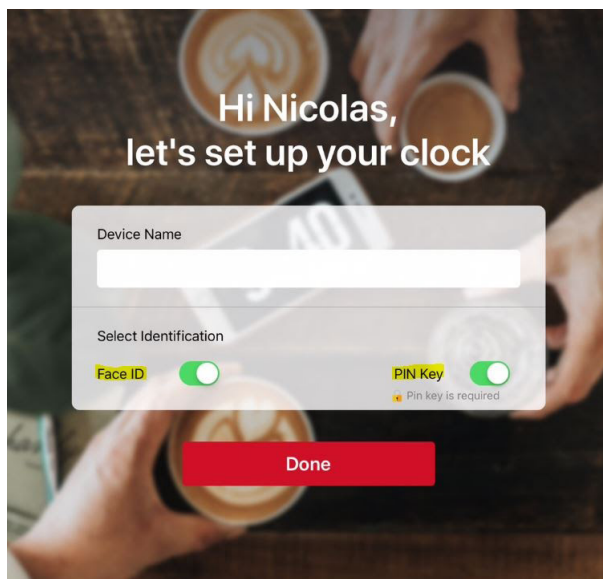
1. Download the "**Deluxe TimeClock**" App from the App Store:
<https://apple.co/39CsYP9>
2. Once the app has downloaded, there are two ways to configure the Time Clock:
 - A. Login with your admin account's credentials to configure the clock.



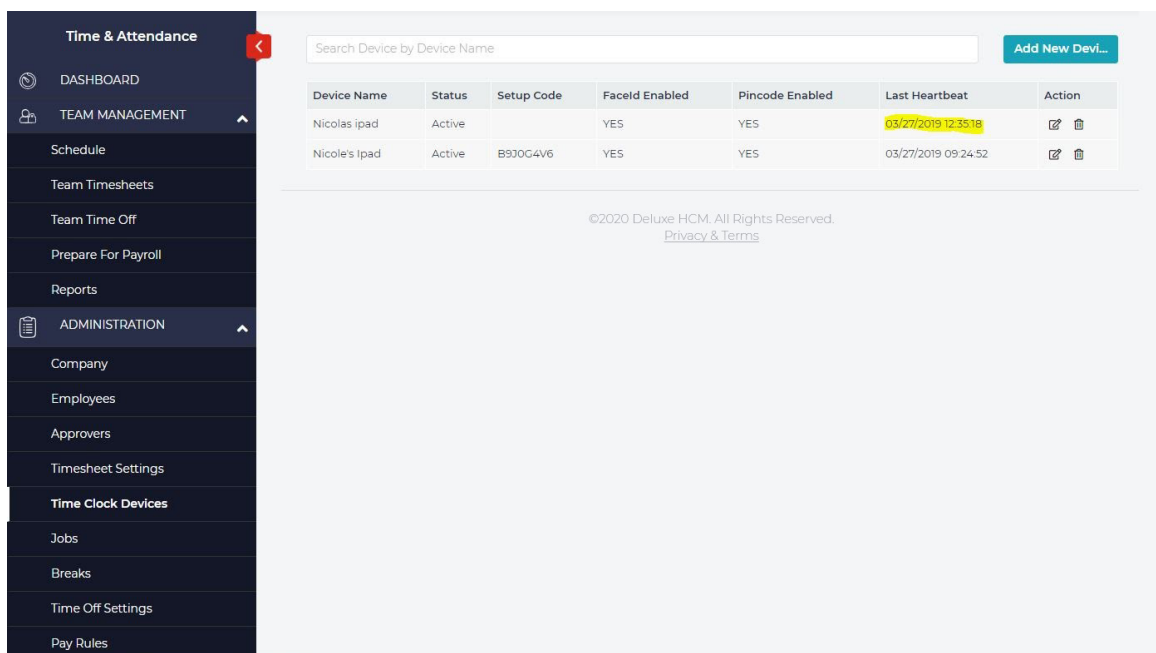
- B. Use the "**Clock ID**" method by entering the ID of the clock (you can get this from your web portal's "**Administration**" Tab -> "**Time Clock Devices**" section by clicking on the "**Add New Device**" icon).







3. On your iPad, select which method employees will be used for employees to identify themselves at the clock (ex: PIN-based entry or Face ID).



- A. You can then give a name to the clock and save it.
- B. The clock you just setup should now show up on the admin account on Web in the following section: **"Administration -> Time Clock Devices"**.
- C. You will be able to see the **"heartbeat"** signal coming from the clock, indicating that it is active and online.



The screenshot shows the web application interface. On the left is a sidebar with the following menu items: Time & Attendance, DASHBOARD, TEAM MANAGEMENT, Schedule, Team Timesheets, Team Time Off, Prepare For Payroll, Reports, ADMINISTRATION, Company, Employees, Approvers, Timesheet Settings, Time Clock Devices, Jobs, Breaks, Time Off Settings, and Pay Rules. The main content area displays a table of Time Clock Devices.

Device Name	Status	Setup Code	Faceld Enabled	Pincode Enabled	Last Heartbeat	Action
Nicolas ipad	Active		YES	YES	03/27/2019 12:35:18	 
Nicole's Ipad	Active	B930G4V6	YES	YES	03/27/2019 09:24:52	 

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Setup Employee PIN

1. On the web, log in to the admin account.
2. Go to any employee profile record where you want to enable the ability to clock in/out from the iPad

Time & Attendance						
Search employees by name and email			Add Employee			
Name	Employment Type	Primary Work Location	Status	Job Title	Supervisor	
Pamela Anderson	Full Time	2540 Galvin Drive, Elgin, IL 60124	Active			
Jennifer Aniston	Full Time	2540 Galvin Drive, Elgin, IL 60124	Active			
Tom Cruise	Full Time	540 University Avenue, Palo Alto, CA 94301	Active			
Johnny Depp	Full Time	540 University Avenue, Palo Alto, CA 94301	Active			
Megan Fox	Full Time		Active			
Ryan Gosling	Full Time	2540 Galvin Drive, Elgin, IL 60124	Active			
Wayne Gretzky	Full Time	2540 Galvin Drive, Elgin, IL 60124	Active			
Kevin Hart	Full Time		Active			
Lisa Kudrow	Full Time	797a Valencia Street, San Francisco, CA 94110	Active			
Jaime Lannister	Full Time	540 University Avenue, Palo Alto, CA 94301	Active			
Shia LeBeouf	Full Time	2540 Galvin Drive, Elgin, IL 60124	Active			
Matt LeBlanc	Full Time		Active			
Lindsay Lohan	Full Time	540 University Avenue, Palo Alto, CA 94301	Active			
Michael Myers	Full Time	2540 Galvin Drive, Elgin, IL 60124	Active			
Ryan Reynolds	Full Time		Active			
Julia Roberts	Full Time	540 University Avenue, Palo Alto, CA 94301	Active			
Will Smith	Full Time	540 University Avenue, Palo Alto, CA 94301	Active			
Jon Snow	Full Time	2540 Galvin Drive, Elgin, IL 60124	Active		Walter White	
Steven Tyler	Full Time	2540 Galvin Drive, Elgin, IL 60124	Active			
Walter White	Full Time	540 University Avenue, Palo Alto, CA 94301	Active			

3. On the employee profile go to following section: "Time & Attendance -> Timesheets"

[Back to Employees](#)
View as Employee

Tom Cruise
Full Time
Start Date: 09/01/2018

Profile **Time & Attendance**

Overview
Timesheets
Pay Rules and Rates
Time Off
Shift Schedules

Enable Time & Attendance

Select which time and attendance features are applicable to this user

Timesheets

This user will be tracking time

Summary :
Timesheet Template: Punch Based Timesheet with everything enabled
Timesheet Approval Path: Supervisor

See More

Time Off

This user will tracking time off

Toggle the switch to yes if you like to set up the employee's time off, policies such as Paid Time Off(PTO), vacation, sick leave and other time off types.

Payroll and Statutory Rules

Include this user in payroll

Toggle the switch to yes if you like to set up the employee's payroll, related data such as pay rates, overtime rules, meal & rest break rules etc.

Shift Schedules

View Other's Shift Schedule

Summary :
Shift Schedule Based User:

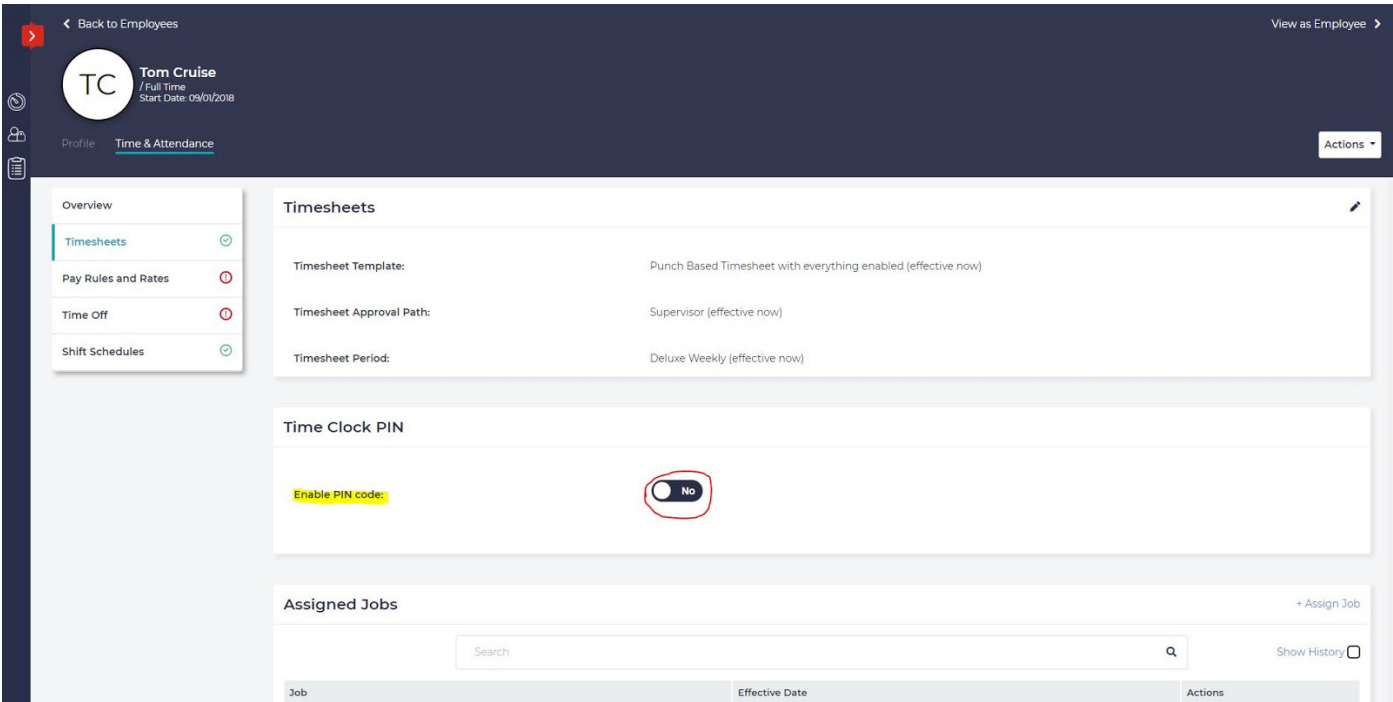
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4. On the web, log in to the admin account.

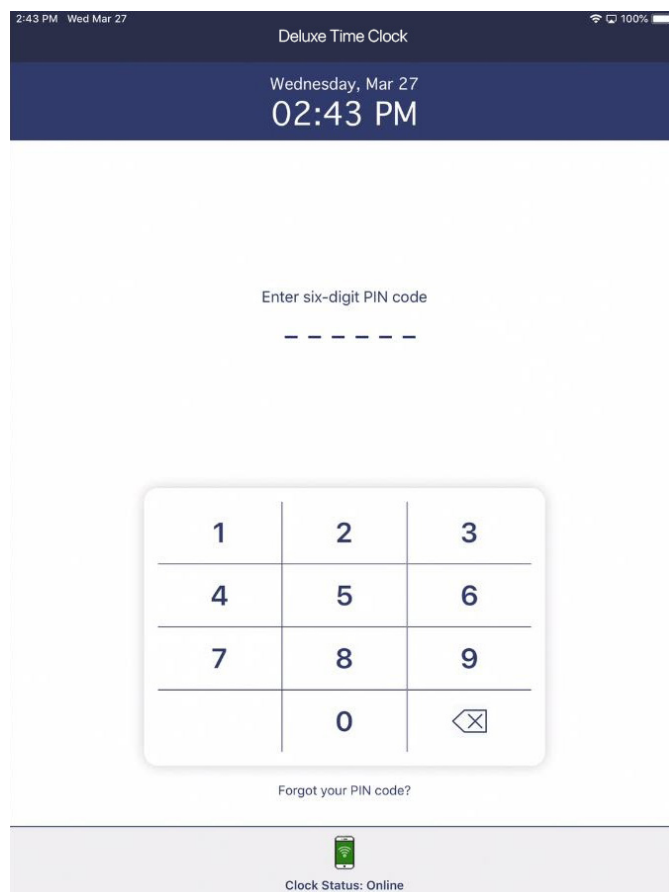


Authenticate Employees on the iPad Time Clock

There are 2 ways to set up employee authentication on a time clock app: PIN-based or Facial recognition based.

PIN-Based:

1. Type the employee time clock PIN on the iPad to authenticate employee.
2. Once the app has downloaded, there are two ways to configure the Time Clock:



- A. Each employee will have their own PIN to login to the clock.
- B. The PIN is located in the employee record on the web (see **"Setup Employee PIN"** section above).

Facial Recognition:

1. Launch the iPad app that has already been configured with Facial Recognition, then bring your face close to the camera to authenticate your login.
2. If facial recognition has not been set up, it will ask you to use the PIN to authenticate and set up the face ID. Use the PIN from the employee's profile (see steps in the above section on how to set up employee PIN).

3. Follow the instructions on the screen to set up facial recognition.

A. You can also go to "**Menu -> Set up Face ID**" option to set up facial recognition.

Lock Down iPad Using Kiosk Mode

There are 2 ways to set up employee authentication on a time clock app: PIN-based or Facial recognition based.

- Go to "**Settings**" app and then select "**General > Accessibility > Guided Access**".
- Enable the "**Guided Access**" slider.
- Tap "**Passcode Settings**" and "**Set Guided Access Passcode**".
 - Note: This passcode will be needed to exit "**Kiosk Mode**" and the Administrator or the IT person typically set this passcode.
 - We recommend that you keep the "**Touch ID**" option as "**disabled**" such that in the event you need to exit the "**Kiosk Mode**" anyone who knows the passcode of the device will be able to perform this action.
- Tap "**Start**" in the top right corner of your screen when you're ready.

While in Guided Access mode, the iPad's screen won't turn off. It will remain on and unlocked for anyone to use it. Please keep the iPad plugged in.

- You could also choose to enable the Sleep/Wake button on the Guided Access screen. This will allow anyone to turn off the iPad's screen. Anyone can turn it on and they'll be taken to the app in Guided Access mode without having to enter a PIN.

Congratulations! You have setup your first clock. If you plan to mount the iPads on a wall or put them in any casing, now the device is ready.

Strong Internet Connection Check

Please try the following steps from a location where you normally keep the iPad for employees to clock in/out from. This will ensure the device signal strength indicator will be accurate, when you perform the steps below.

In the **"Settings"** app, in **"Wi-Fi"** section, the iPad will show you a list of all the Wi-Fi networks the iPad can see and how strong the Wi-Fi signal strength is. We recommend only keeping the network with the strongest Wi-Fi signal on that list. Majority of our customers only have one network on this list. Below are the steps.

Auto-Join Strongest Network:

1. On your iPad, Tap on **"Settings"** app and select **"Wi-Fi"**.
2. Tap on the **"i"** icon next to the Wi-Fi network name with the strongest signal.
3. Make sure that **"Auto-Join"** is **"On"**.
4. Tap on **"< Wi-Fi"** to go back to the previous page.

Forget Weak Networks:

If you see multiple Wi-Fi networks listed, tap on the **"i"** icon next to all weak networks and select **"Forget This Network"**. This will stop the iPad from jumping to any weak network.

Ideally, you want to keep the iPad at a location closer to your Wi-Fi router such that the device will have a strong connection.