

Ministry of Public Service, Administrative and Institutional Reforms

Using Enrolment Number and a password to register attendance

A. Enrolment

- I. The process to enroll an employee is same as that for finger print. Instead of requesting the employee to provide for finger print, the enroller should move cursor to PWD field. A window will pop up to prompt the employee to input a password and affirm the password.
- II. The password should be in numbers and only up to 8 characters. Under any circumstance, the password should not be communicated to another person.
- III. Enroller should then communicate the biometric number to the officer for attendance recording.

B. Recording attendance

- I. The employee should type the Enrolment Number (as allocated by HRMIS) on the number pad (no need to press any other key). The clocker will automatically display a window where employee can view the Enrolment Number being typed.
- II. Click on ok.
- III. Employee should then type the password and
- IV. Click on ok again.