

PROJECT KHRONOS User Manual

MBPS Web Development Team

**Digital Information Services Division
Manulife Business Processing Services**

User Guide Biometrics Time Keeping

A. Khronos Fingerprint Enrollment

Enrolling an employee's fingerprint is the first step in using the application.

MBPS - DIS Biometrics Management

Manage Fingerprints | **Reports**

Biometrics Management
Fingerprints Enrollment Wizard F1
Deactivate Employee Account F2

Reports
End Session
Exit F12

Workday ID:

Employee Name:

Click next when employee name has been populated.

Next > Cancel

WEB
DEVELOPMENT TEAM

Monday, January 05, 2015 8:04:30 PM Aaron, Baluyot

1. Click Fingerprints Enrollment Wizard or Press F1 to display the Validate Workday ID Form.
2. Input Workday ID to validate if the employee exists inside the employee then click next.

Workday ID: 222727 Aaron, Baluyot

Enroll a Fingerprint
You may enroll your fingerprints

To enroll a fingerprint, click a finger on the hands below. It is recommended that you enroll your index finger. Enrolled fingers are highlighted. You may also delete an enrolled fingerprint by clicking a highlighted finger.

Alternate Password
< Back
Next >
Cancel

3. The user should select any fingers they want to enroll from the fingerprint template and will be stored into the database then click next.

- a. *Note: The process must register four (4) fingers for each employee. Commonly, the index and thumb finger on both hands*

Alternate Password (Fingerprint Enrollment Alternative)

Workday ID:	222727	Aaron, Baluyot
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Password:

Retype Password:

Save Password

Cancel



- b. If there are no fingers available to scan for any reasons, Click Alternate Password from Fingerprint Enrollment to input an alternate password that will be stored into the database then click Save Password.

Step 3 - Confirmation

Workday ID:	222727	<div>Confirm</div> <div>Cancel</div>
Name:	Aaron, Baluyot	

4. Click Confirm button to confirm the fingerprint enrollment otherwise Cancel to cancel the fingerprint enrollment.
- a. *Note: If cancel was clicked, any scanned fingerprints will not save into the database.*

B. Khronos Local Application



Wednesday, January 14, 2015

7:32:48 PM

Workday ID

222727

Go

Hi! Aaron, Baluyot

222727

Scan Fingerprint to Logout

Clear

Alternate Password

About: MBPS Digital Timekeeping System

(222727) Aaron - IN at 16:32:42 PM

(222727) Aaron - OUT at 16:32:31 PM


1. Input Workday ID and press **Enter key** on your keyboard or click **Go button** to validate your identity.
2. Scan any enrolled finger on Biometrics scanner and look on the screen for your logs status.

Welcome!
Aaron

222727

IN at 7:48:45 PM

3. If you are Employee that has no fingerprint scanned upon fingerprint enrollment and allotted an alternate password, just input your Workday ID and click **Alternate Password** button.
4. Input your password and press **Enter key** or click **Enter Alternate Password** button on the screen.

Workday ID	
123456	Go
Password	
<small>Note: If your password has been denied, Please contact the system admin.</small>	
	Enter Alternate Password
Clear	Alternate Password

Hi! Anonymous, Test

123456

Scan Fingerprint to Login

5. To log out, repeat the process of entering your workday and your fingerprint/alternate password. A message below should appear like this

GOOD BYE!

Aaron

222727

OUT at 4:48:30 AM

B. Khronos Web Portal

Web KHRONOS

KHRONOS

Workday ID

Log

LOGS

Rogine Picorro - OUT at 04:29:05 PM
Michelle Tan - OUT at 04:25:35 PM
Ma. Crizella Gacusan - OUT at 04:25:27 PM
Charmaine Ivy Arquiza - OUT at 04:02:23 PM
Brian Randel Marifo - OUT at 04:00:22 PM
Kim Michelle Reyes - IN at 03:38:01 PM
Edward Marasigan - OUT at 03:37:03 PM
Charmaine Gatuz - OUT at 03:36:55 PM
Gian Carlo Sotto - IN at 03:20:38 PM
Michelle Joy Esguerra - OUT at 03:14:09 PM
Matthew Alvarez - OUT at 03:06:10 PM
Loreta Joy Adlawan - OUT at 03:04:13 PM
Shiela Marie So - OUT at 03:04:04 PM
John Michael Gasataya - OUT at 03:03:39 PM
Don Johnson Encarnacion - OUT at 03:03:15 PM

1. Access the site through this link: <http://ato.ap.manulife.com/webkhronos/>
2. Input Workday ID and press **Enter key** on your keyboard or click **Log button** to Log into the application.
 - a. *Note: Only teams with no access to Khronos Local Application are allowed to use the website otherwise, contact our support team.*
3. To Log out, repeat the process of entering your WorkdayID.
 - a. *Note: You should see your log in status inside the logs history located at the right side of the page.*

C. Requests and Escalations

For any request, issues or incidents persist pertaining to Project Khronos (Biometrics Time Keeping and Fingerprint Enrollment) feel free to contact our L1 Application Support Team through these channels:

ReAR Ticketing App

(<http://ato.ap.manulife.com/MBPSReAR>)

EMAIL

MBPS_DIS_HELPDESK@manulife.com

Hotline:

x605855