



## Internal Memo

**Date:** Thursday, March 19, 2020

**To:** All Kronos Users

**From:** Sinisa Medic, Interim Director, HR Support Services  
Nancy Wylie, Director Clinical Resource Program

**Subject:** **Temporary Removal of Kronos Biometric Scanning**

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Effective Friday March 20, 2020 we will be temporarily removing the biometric finger scan requirement on all Kronos terminals, all users will still be required to swipe in and out. This removal of the biometric finger scan requires re-configuration of the Kronos terminals. All employees are reminded that frequent and appropriate hand hygiene is a critical factor in preventing the spread of infection.

During re-configuration, you may experience the following:

Experience	Action Required
After a badge scan, you are prompted for a biometric finger scan.	Complete the biometric finger scan as this terminal has not yet been re-configured
The terminal you normally use is "Updating" and not allowing you to scan your badge.	Complete the scan of your badge at another Kronos terminal, or indicate the missed punch on your unit's exception sheet, or notify your Manager/Delegate via e-mail of your missed punch.
After a badge scan the terminal displays an "Accepted Punch" and no longer prompts you for biometric scan.	No action required, your punch has been successful.

Further communication will be shared when the biometric finger scan will be re-enabled.

If you experience any issues with a Kronos terminal, please contact the Corporate Scheduling Office at 905-521-2100 ext. 46865 or by email to [csso@hhsc.ca](mailto:csso@hhsc.ca).