HR Ghana

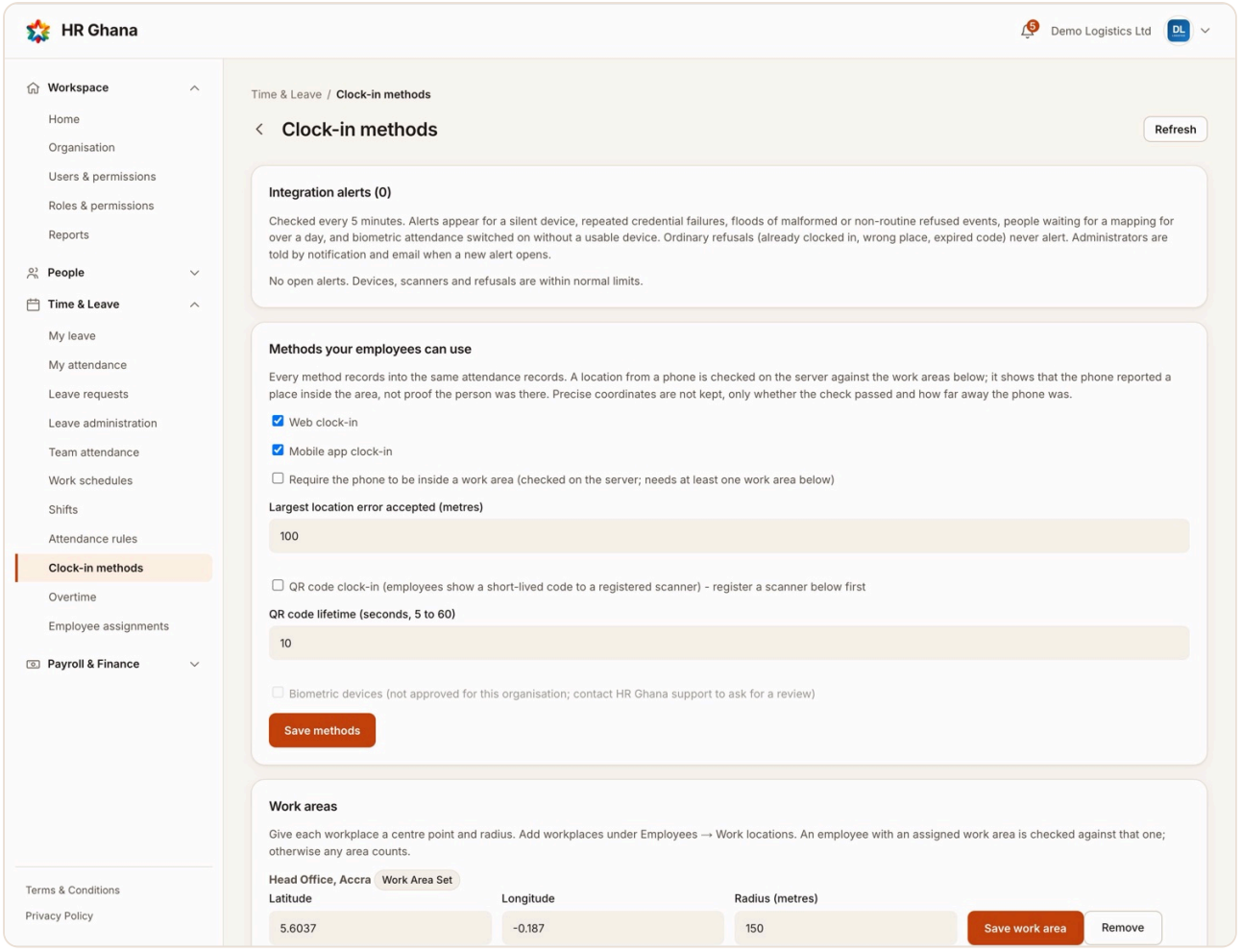
Clock-in methods

For owners and HR administrators

Choose how your people clock in: web, mobile, GPS work areas, QR codes, and fingerprint or face-recognition terminals.

hrghana.com · October 2026 · Screens show sample data

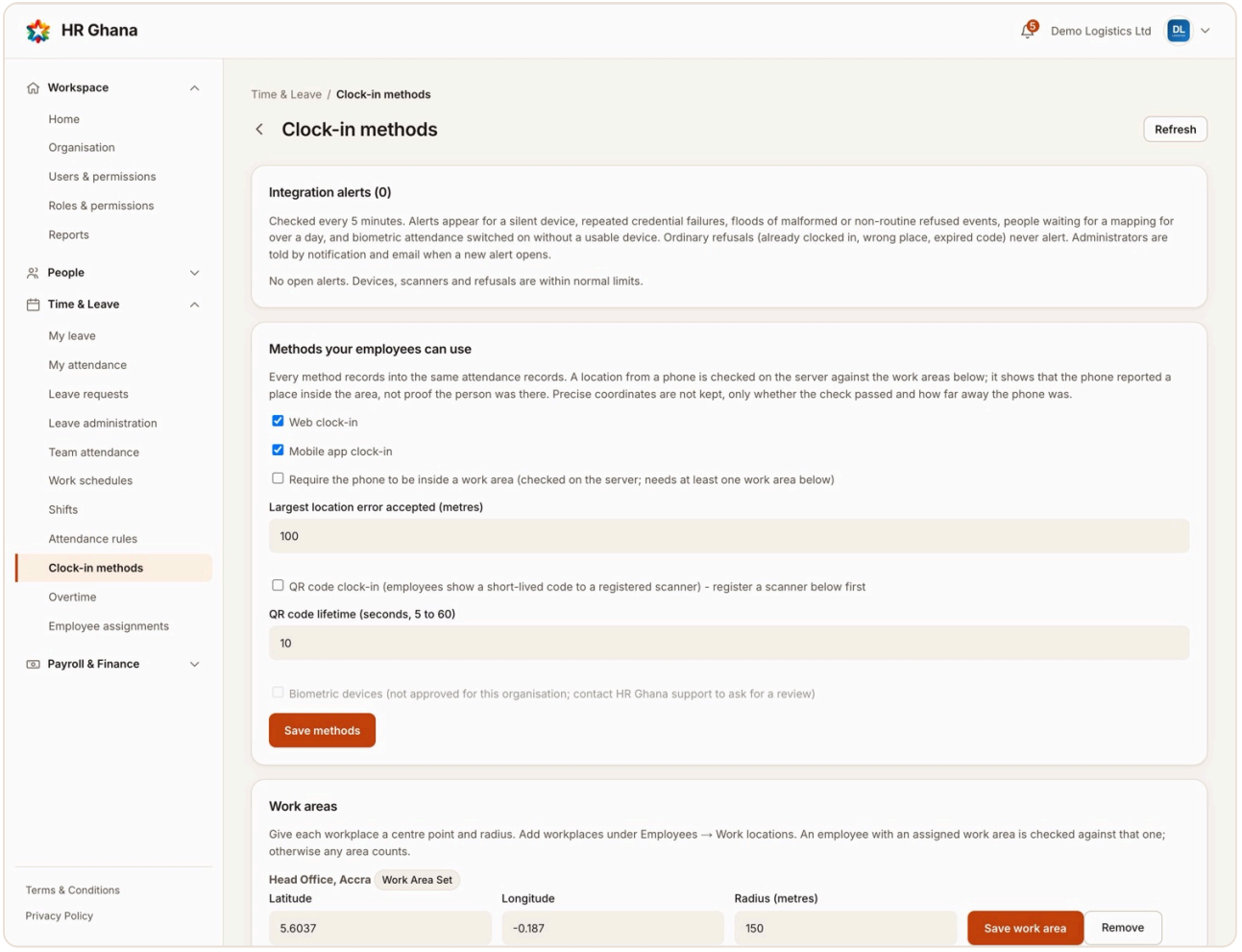
1. Choose the methods your people can use



Time & Leave > Clock-in methods.

1. Open Time & Leave > Clock-in methods. At least one of web or mobile clock-in must stay on.
2. Every method writes to the same attendance record and follows the same rules: you cannot clock in twice, and a refused attempt is kept for HR to see with the reason.
3. Tick the methods you want and choose Save methods. Every change is recorded in the audit trail.

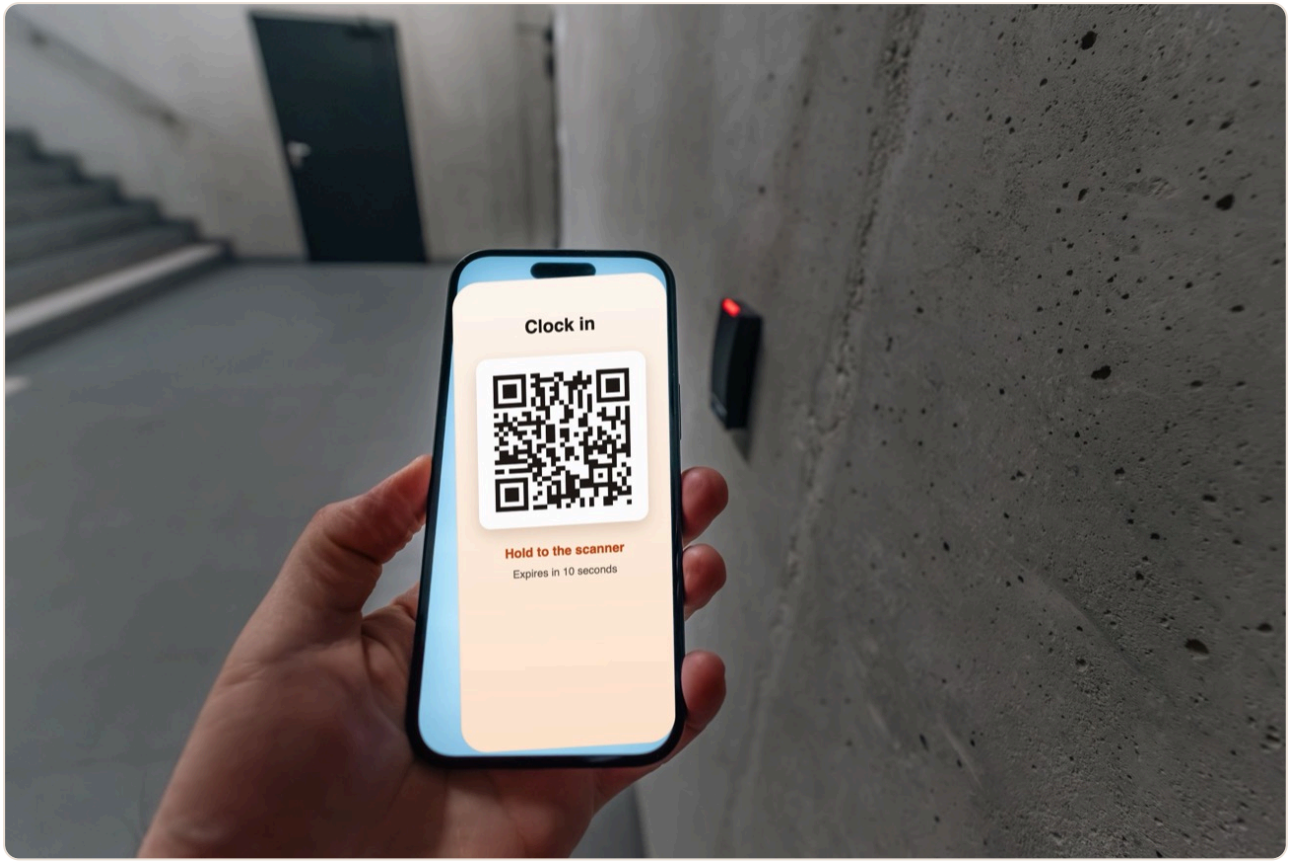
2. Web, mobile and GPS work areas



Work areas on the same page.

1. Web and mobile app clock-in work out of the box.
2. To require people to be at work, add a work area (a centre point and a radius) for each workplace and tick Require the phone to be inside a work area.
3. The server checks the phone's position against the area. It is evidence, not proof of presence (a phone can be spoofed), and exact coordinates are not kept, only whether the check passed and how far away it was.
4. For stronger assurance use a QR scanner or a terminal.

3. QR code clock-in



A registered scanner reads the employee's short-lived QR code.

1. Register a scanner under QR scanners. Its secret is shown once; rotate or disable it from the same page if it is lost.
2. Tick QR code clock-in. The employee opens Attendance in the app and chooses QR code. The code lasts about 10 seconds (you can set 5 to 60) and works once.
3. A scanner is a small device that reads the code and reports it to HR Ghana. An ordinary barcode scanner that only types text cannot be used directly.
4. The employee's app shows success only after HR Ghana has recorded the clock-in.

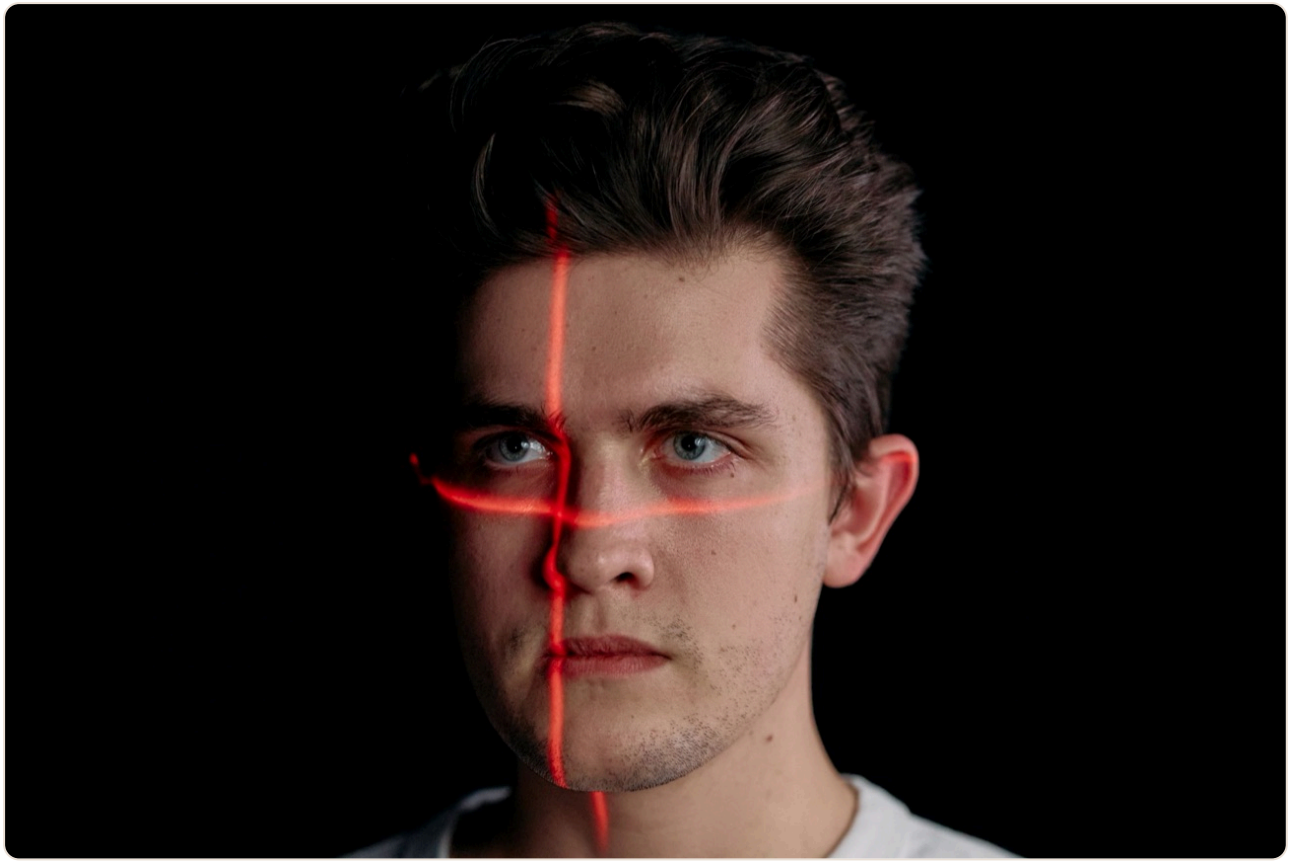
4. Fingerprint terminals



A fingerprint terminal reports who clocked in or out, and when.

1. The terminal matches the fingerprint itself. HR Ghana receives only the result: which person it matched, in or out, and the time. It never receives or stores fingerprints.
2. Fingerprint terminals are connected on request. Each organisation is reviewed and approved by HR Ghana before they can be switched on, and compatibility depends on your terminal being able to send results securely over the internet. Contact support@hrghana.com to ask.
3. Once approved, register the device, map each person's reference on the terminal to the employee, and confirm the privacy checklist.

5. Face-recognition terminals and privacy



Face-recognition terminals work the same way: results only.

1. Face-recognition terminals connect in the same way as fingerprint terminals. HR Ghana receives the match result only, never face images or templates.
2. Before you enable any biometric method, take your own advice on consent and your lawful basis under Ghana's Data Protection Act, tell your employees what is collected and for how long, and offer a non-biometric alternative to anyone who objects.
3. Watch the page's alerts, last-seen times and refused events. If a device or its secret may be exposed, disable it and rotate or retire it.

Remember

> Note: HR Ghana gives no legal advice. Whether and how you may use biometric attendance is for your organisation to decide with its own adviser.

Need help? Contact your HR team, or write to support@hrghana.com. The screens in this guide show sample data; yours will show your own organisation.