



runtimehrms.com

Selfie Punch Face Recognition Guide

This guide explains how to use the face recognition feature with Selfie Punch in Runtime HRMS and Runtime Workman mobile app.



Doc Version: 1.0
17-MAR-2025

Selfie Punch

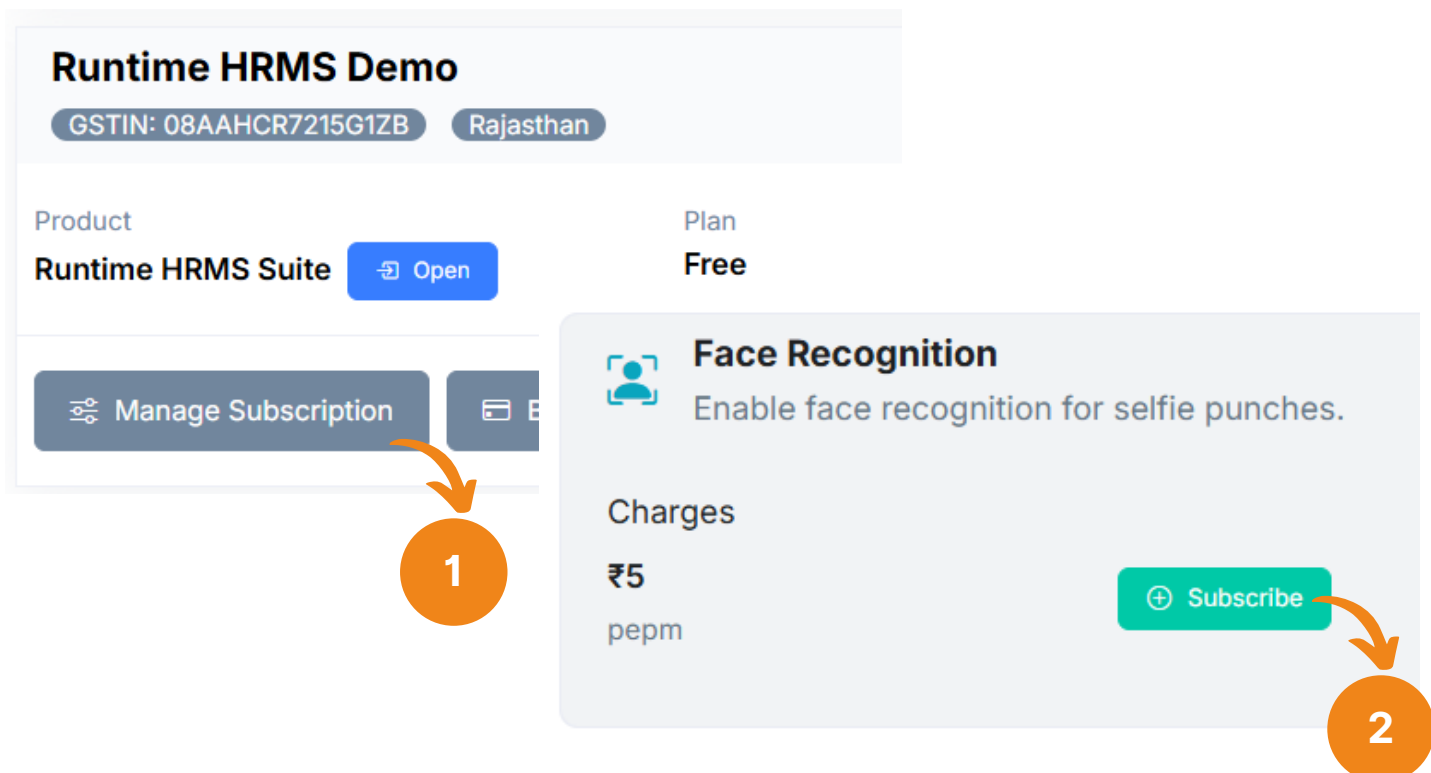
Face Recognition Guide

STEP 1

Subscribe to Face Recognition Addon

To start using Face Recognition, you need to subscribe to the Face Recognition addon from your account panel. Here are the steps to do this:

1. Open <https://account.runtime.one> and login with your email and password
2. Click on **Manage Subscription** button below your business name
3. Scroll down and find **Face Recognition** addon. Click on Add button. The system will show you the price required to be paid.
4. Click on **Generate Invoice** and make the payment.
5. Once your payment is complete, the addon will be activated on your account.



The screenshot displays the 'Runtime HRMS Demo' account interface. At the top, it shows 'GSTIN: 08AAHCR7215G1ZB' and 'Rajasthan'. Below this, the 'Product' section lists 'Runtime HRMS Suite' with an 'Open' button. The 'Plan' section shows 'Free'. A 'Manage Subscription' button is highlighted with an orange arrow and a circle containing the number '1'. Below this, the 'Face Recognition' addon is listed with the description 'Enable face recognition for selfie punches.' and a charge of '₹5 pepm'. A 'Subscribe' button is highlighted with an orange arrow and a circle containing the number '2'.

Product	Plan
Runtime HRMS Suite	Free

Charges
₹5 pepm

Selfie Punch

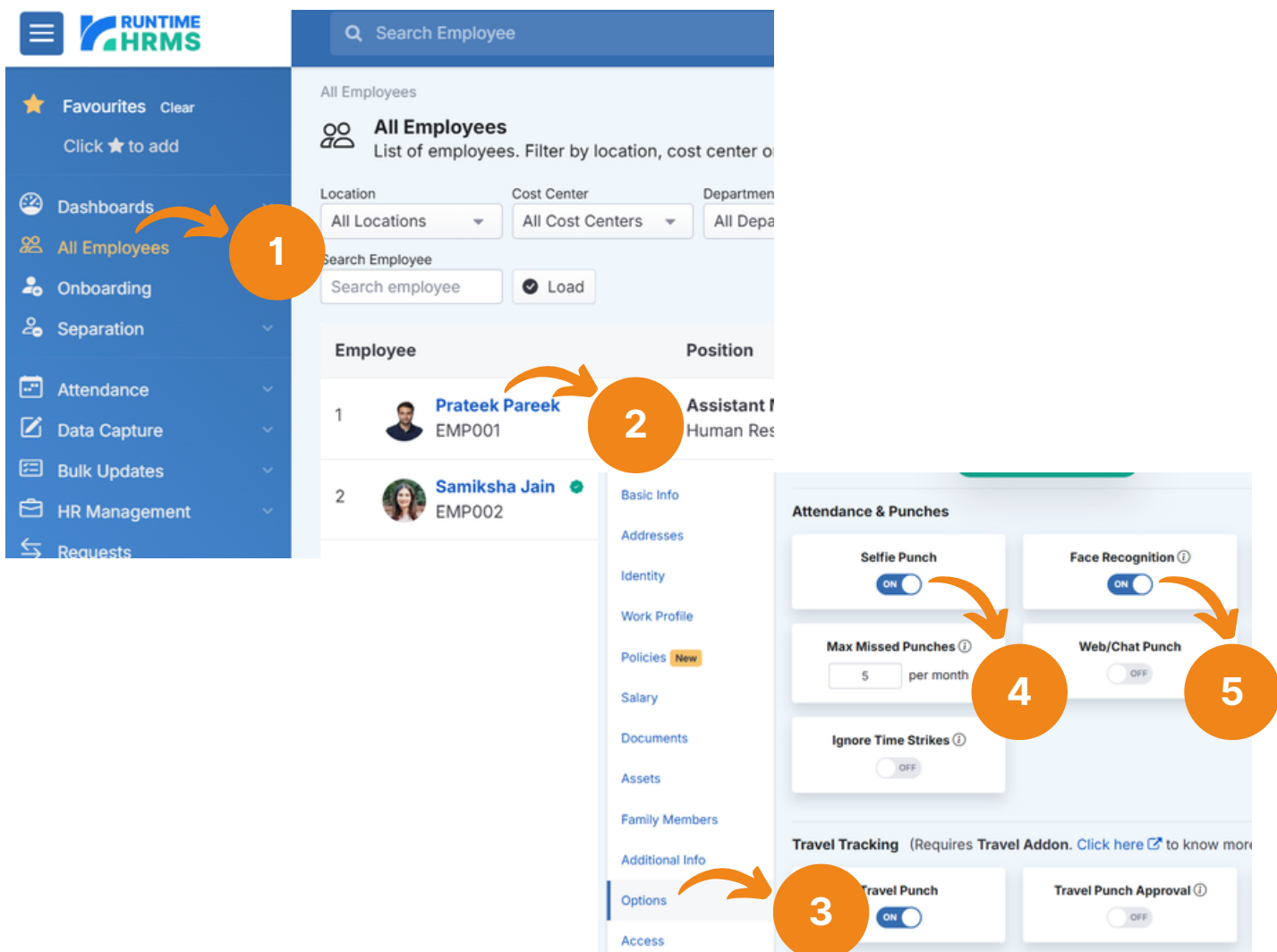
Face Recognition Guide

STEP 2

Enable Face Recognition for Employees

You can enable or disable Face recognition for employees in bulk or selected employees. Face recognition will work only if Selfie Punch and Face Recognition both are enabled on employee profile.

1. Login on HR Portal
2. Click on All Employees from left menu
3. Open an employee record and go to Options tab
4. Turn on Selfie Punch and Face Recognition



The screenshot illustrates the process of enabling Face Recognition for employees in the RUNTIME HRMS system. The interface is divided into a left sidebar menu and a main content area.

Step 1: The left sidebar menu is visible, with the 'All Employees' option highlighted. An orange arrow points to this option, labeled with a large orange circle containing the number '1'.

Step 2: The main content area displays a list of employees under the heading 'All Employees'. The first employee, Prateek Pareek (EMP001), is selected. An orange arrow points to his profile, labeled with a large orange circle containing the number '2'.

Step 3: The employee's profile is shown with various tabs on the left. The 'Options' tab is selected. An orange arrow points to this tab, labeled with a large orange circle containing the number '3'.

Step 4: The 'Options' tab displays the 'Attendance & Punches' section. The 'Selfie Punch' toggle is turned ON. An orange arrow points to this toggle, labeled with a large orange circle containing the number '4'.

Step 5: The 'Face Recognition' toggle is also turned ON. An orange arrow points to this toggle, labeled with a large orange circle containing the number '5'.

Other visible options include 'Max Missed Punches' (set to 5 per month), 'Ignore Time Strikes' (OFF), 'Travel Punch' (ON), and 'Travel Punch Approval' (OFF).

Selfie Punch

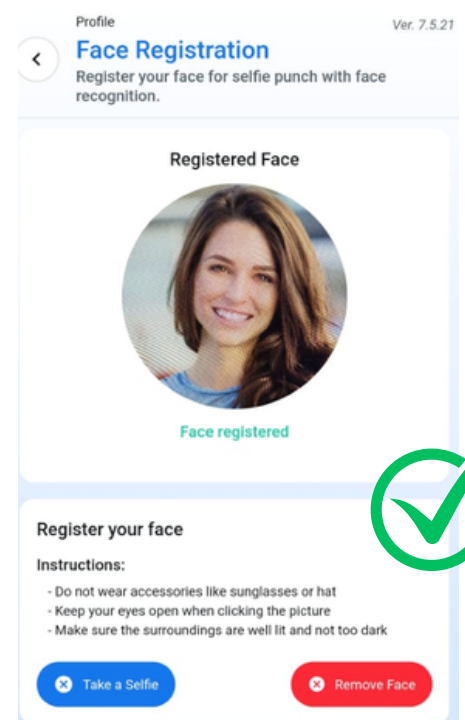
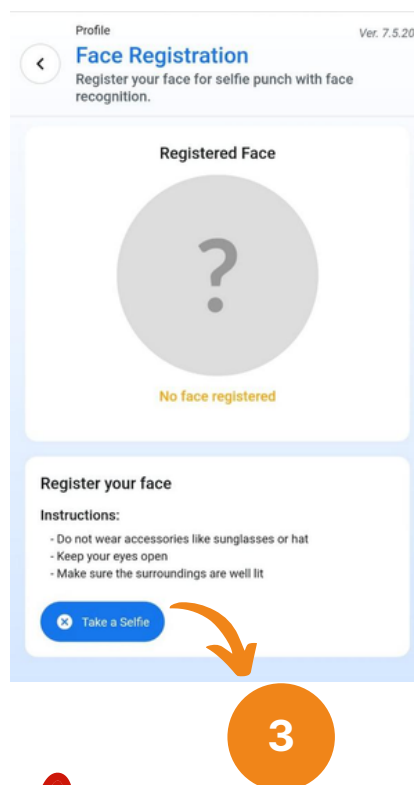
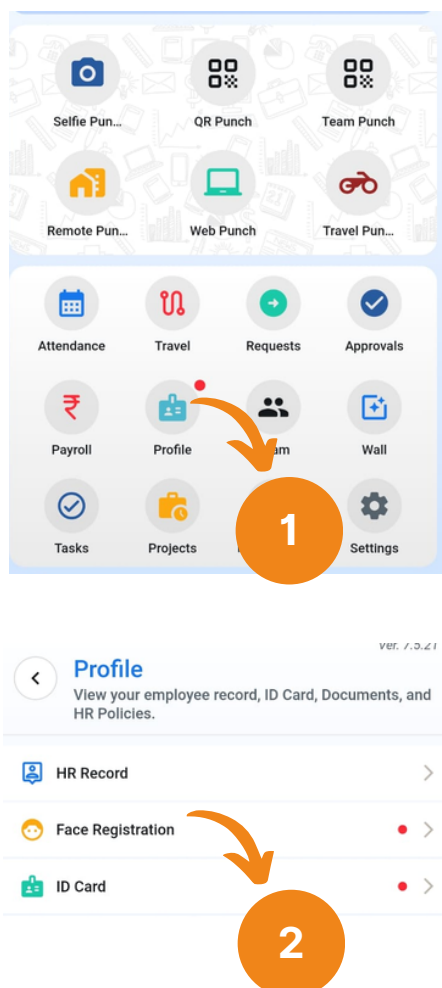
Face Recognition Guide

STEP 3

Face Registration Using Workman

After Selfie Punch and Face Recognition is enabled on employee profile, employees need to register their face one-time to use Face Recognition within Selfie Punch. Here are the steps to do this:

1. Open Workman App
2. Tap on Profile Icon from home screen
3. Tap on Register Face from list of items
4. Tap on Take a Selfie to click a picture
5. If the face captured and meets the criteria, the screen will show that the Face is registered



If you do not see **Face Registration** option, please update your Workman app to the latest version.

Selfie Punch

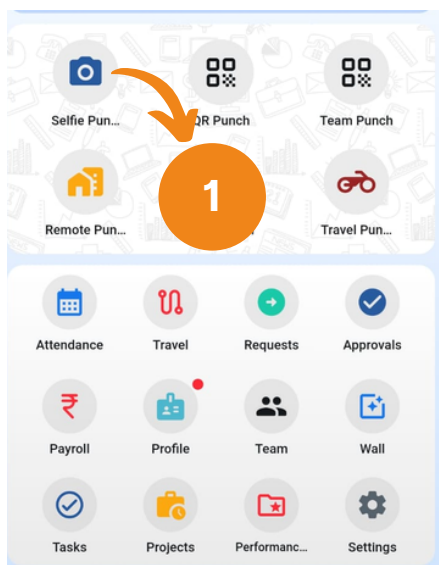
Face Recognition Guide

STEP 4

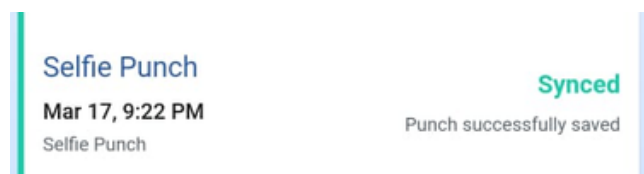
Submitting Selfie Punch

To submit a selfie punch, simply open Workman and tap on Selfie Punch icon (first icon)

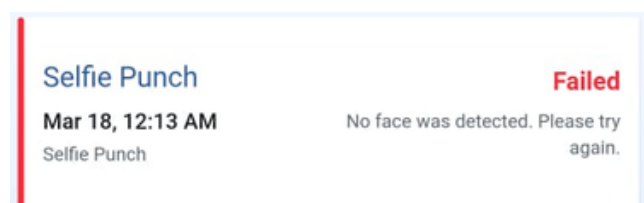
Click your selfie and submit. The system will match your selfie with your registered face. If the match is successful, the punch will be registered, else you will get an error as shown below.



Successful Punch



Failed Punch



Other errors could be:

1. **Face does not match** - Take a clearer selfie and try again.
2. **Face is not registered on your profile** - Register face first and try again.

Selfie Punch Face Recognition Guide

Thanks for reading!

More information can be found on following links

HR Portal Documentation

<https://docs.runtimehrms.com>

Workman Documentation

<https://help.runtimehrms.com>

Workman Download



(C) Runtime Software Private Limited

This guide is meant for subscribers of Runtime HRMS only.
Copying, duplication and redistribution of this guide is strictly prohibited.