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# Time and Attendance Capture System User Manual

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## Chapter 1: Opening Time Clock

The TACS software is a browser-based product. So the first step to signing into the TACS Time Clock is to open your web browser. Microsoft Explorer is an example of a web browser. Once you have opened the web browser, enter the TACS Time Clock address to access the Time Clock screen.

#### PLEASE NOTE

If a short cut has been created for the TACS Time Clock on your desktop, just click the TACS Time Clock icon to access the TACS Time Clock screen.

A screen similar to the one below will appear when the address has been entered. The Time Clock is not username/password protected.

TACS SignIn - Microsoft Internet Explorer		- 7 🛛
Time and Attendance Capture Syste	Welcome to   LINCOLNTON   HIGH!   Today is:   Today is:   Current Time:   9:51:11 AM   Location Name will appear here.	
Please scan your card / or enter your ID:	Enter	
	Message Board	
	Location Messages will appear here.	~
		>
Done		
🛃 start 🖉 🙆 🦁 🌳 👋 🔟 Inbox - Micro	🛛 👿 2 Microsoft 🔹 🖉 TACS SignIn 🖄 R:\Document 🔇 🙆 🖥	9:49 AM

The initial Time Clock Screen is displayed with the Location Name and Number, Today's date, the Current Time, location messages and an entry box for the employees ID number. The first time that this page is displayed, the location will be blank and the employee will be directed to the change location screen. Once the location is chosen the first time, it will then appear every time the Time Clock is opened. The location can be changed at any time by clicking on the Location Button to the right of the Date and Time.

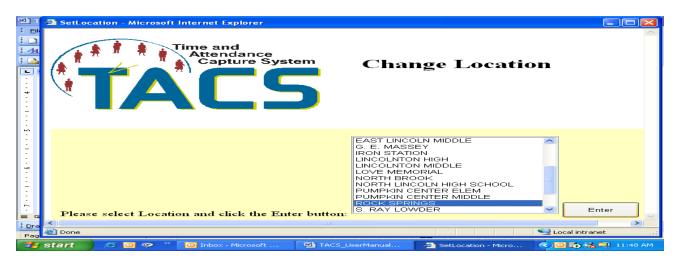
#### **PLEASE NOTE:**

The locations for the timeclock are now kept in a table instead of using cookies on the computer. By keeping the locations in the table, that will help eliminate losing the location and having to select a new one every so often.

TACS SignIn - Microsoft Intern	et Explorer	
File Edit View Favorites Tools	Help	At
🕝 Back 👻 🌔 🔹 🚺	🏠 🔎 Search 🤺 Favorites 🤣 🔗 头 📝	- 📴 🛍 🛛 🖓
Address 🕘 http://sartoxs09/tacs/timec	lock/frmLogin.aspx	🔽 🄁 Go 🛛 Links 🎽
me and Attendance Capture System	Welcome to LINCOLNTON HIGH! Today is: Thursday, June 09, 2005	Location
LD	Current Time: 11:35:48 AM	To change the location Name, Click on the "location" button to the right of the Date and
l / or enter your ID:	Enter	Time.
	Message Board	
: summer!		~
C Done		Local intranet

## CHANGE LOCATION NAME

Click on the "Location" button and a screen similar to the one below should appear:



Select a location to be displayed and click the Enter Button. The new location name should now appear on the main page. The screen below shows the new location:

TACS SignIn - Microsoft Internet Explorer	
Time and Attendance Capture System	Welcome to ROCK   SPRINGS!   Today is: Thursday, June 09, 2005   Current Time: 12:01:19 PM
Please scan your card / or enter your ID:	Enter
School's out for summer!	
E Done     Image: Start   Image: Start <td< th=""><th>TACS_UserManual2 🍯 TACS SignIn - Micros 🔇 💽 🔂 11:59 AM</th></td<>	TACS_UserManual2 🍯 TACS SignIn - Micros 🔇 💽 🔂 11:59 AM

## **PLEASE NOTE:**

You can set the location of the time clock in the URL Address if you would like. To do this, the address would be typed in like the following:

http://servername/tacs/timeclock/frmlogin.aspx?LocNum = XXX

## **Chapter 2: Clocking In and Out**

The employee should see the following screen once they open the Time Clock Application.

TACS SignIn - Microsoft Internet Explorer		
Time and Attendance Capture Syster	Welcome to	
Please scan your card / or enter your ID:	Enter	
	Message B Employee scans their card or keys in the Badge number here and clicks "enter".	ir
	~	
Cone	Local intranet	
🥶 start 🛛 😂 🙆 🦁 🎽 🙆 Inbox - Micro	💯 2 Microsoft 🔹 🖉 TACS SignIn 🔄 🖓 R:\Document 🔇 🙆 🌄 9:49 AM	

### Steps on How to Clock In

- The first step is for the employee to scan their card or key in their Badge number and press the "Enter" button. (If the Badge Number is not valid they will get an error message that appears in red to the right of the ID box that says "Badge ID Not Valid" or "The Badge Number is Inactive").
- If the badge number does exist and is active, then
  - If the employee has only a single assignment, they are directed to the Time Clock Confirmation Screen.
  - $\circ$  If the employee has multiple active assignments, then:
    - If the employee has an open assignment (i.e. a record for that date where there is a start date but no end date, then the employee

is directed to the Time Clock Confirmation Screen. An example of this screen is shown below:

Good Mo	Good Morning, HEATHER BEAVER						
Location: WEST SARTOX HIGH / CUSTODIAN 12 MOS							
	т	ime Clock:	Scanned *** OUT ***	Date 2/20/2009	<b>Time</b> 10:40 AM	Exit	
Assignment Hours Worked This Week: 8:31 from 2/14/2009							
Assignment Leave Hours Used This Week: 0:00 from 2/14/2009 Assignment Hours Worked Since Last Time 8:01 from 2/12/2009							
Assignmen	nt Leave Hours Used Time Clock Export	Since Last to Payroll:	7:30 from	2/12/2009			
Leave Type	Beginning Balance	Leave use	ed since last tin	ne clock expo	ort to payroll	Available Balance	
COMP	0.0000		0.0000 0.0000				
EXTENDED	0.0000		0.0000 0.0000				
MISC	0.0000	0.0000 0.0000					
PERSONAL	5.0000	0.0000 5.0000					
ANNUAL	30.0000	0.0000 30.0000					
SICK	28.3500		0.0000 28.3500				
O/S 0.0000 0.0000 0.0000							
Message Board							

 If the employee does NOT have an open assignment, then they are directed to the Assignment Selection screen where they must choose their next assignment. An example of this screen is shown below:

🕘 UserAssignr	nent - Mi	crosoft l	nternet Explorer			- 7 🛛
Good	Mo	rnin	g, ROBER'	T SURRAT	Γ	
Please	select	an a	ssignment to sta	nrt.		
BATTLEGRO	DUND					
BUS DR	IVER					
Return to N	/lanager	J		Choose the next as correct button.	signment by clicking	on the
<						>
🕘 Done					Secolaria Secolaria	ntranet
🐉 start	🧉 🙆	🦻 🕺	🕒 Inbox - Microsoft Out	TACS_UserManual.d	🔎 2 Internet Explorer 🛛 🗸 🔇	🙆 🔂 10:45 AM

If an employee clocks in and has multiple assignments, none of which are at the selected location on the main screen they are directed to the assignment selection screen where all locations will be displayed and each assignment listed below the location.

An example of this screen is shown below:

🖹 UserAssignment - Microsoft Internet Explorer	
File Edit View Favorites Tools Help	
🚱 Back 🝷 🕥 🕤 💌 😰 🏠 🔎 Search 🤸 Favorit	tes 🚱 🔗 - چ 📨 - 📙 鑬 🛛 🚳
Address 🗃 http://sartoxs09/tacs/timeclock/frmSetUserAssignment.aspx	🔽 🄁 Go 🛛 Link
Good Afternoon, ROBER	T SURRATT
Please select an assignment to star	t.
ASBURY	
BUS DRIVER	Notice that the assignments are broken down by location.
BATTLEGROUND	
CUSTODIANS	
<hr/>	
Done	Second Intranet
🛃 start 👘 😂 🞯 🦁 🎽 🔯 Inbox - Micro 🔛 TACS	(5_UserM) 🛒 SQL Query A 🖉 2 Internet 🕞 🕻 💽 🧞 1:31 F

If an employee clocks in and has multiple assignments, where at least one assignment is at the selected location on the main screen they are directed to the assignment selection screen where assignments for that location will be displayed. If an employee has assignments for other locations and would like to view those assignments, they will need to click on the "show all locations" button to display the other assignments.

An example of this screen is shown below:

<b>Good Morning, TERRI SIMONS</b>					
Please select an a	ssignn	ient.			
WEST SARTOX E	ELEM	Click here to show all assignments for all locations.			
Return to Manager	Cancel				
		Show All Locations			

• Once you select your assignment, you will then be directed to the Time Clock Confirmation Screen shown below:

Good Morning, HEATHER BEAVER							
Location: WEST SARTOX HIGH / CUSTODIAN 12 MOS							
	т	ime Clock:		Date 2/20/2009	<b>Time</b> 10:40 AM	Exit	
Assignm	ent Hours Worked T	his Week:	8:31 from	2/14/2009			
Assignment	Leave Hours Used T	his Week:	0:00 from	2/14/2009			
Assignment Hours Worked Since Last Time Clock Export to Payroll: from 2/12/2009							
Assignment Leave Hours Used Since Last 7:30 from 2/12/2009 Time Clock Export to Payroll:							
Leave Type	Beginning Balance	Leave use	ed since last tin	ae clock exp	ort to payroll	Available Balance	
сомр	0.0000		0.0	000		0.0000	
EXTENDED	0.0000		0.0	000		0.0000	
MISC	0.0000		0.0	000		0.0000	
PERSONAL	5.0000		0.0	000		5.0000	
ANNUAL	30.0000		0.0	000		30.0000	
SICK	28.3500		0.0000				
O/S 0.0000 0.0000 0.0000							
Message Board							

#### Location

This field will display the location where this timecard belongs.

#### Time Clock

If the time card has just been created, this field will display "In", otherwise the employee is clocking out and the scanned field will display "Out". This field also displays the current date and time.

#### Assignment Hours Worked this Week

This field will display the hours and minutes worked for this particular assignment for this pay week as of the date specified. The week is determined by the pay date specified and the day set up in the master parameter table as the beginning of the work week.

#### Assignment Leave Hours used this Week

This field will display the hours and minutes of all leave taken this week. The week is determined by the pay date specified and the day set up in the master parameter table as the beginning of the work week. Any leave that was taken today will not appear on the time clock screen until after the end time on the leave card. For example, if a leave card was entered for 8:00am to 12:00pm, the leave time will not appear on the time clock screen until 12:01pm.

#### Assignment Hours Worked Since Last Time Clock Export to Payroll

This field will display all hours worked since the last time the export was run from TACS. It will start calculating time with the first time card that has not been exported to the host payroll system. If no timecards exist for an employee, or if this is a brand new installation, the system will use the effective date on the assignment. Any leave that was taken today will not appear on the time clock screen until after the end time on the leave card. For example, if a leave card was entered for 8:00am to 12:00pm, the leave time will not appear on the time clock screen until 12:01pm.

#### Assignment Leave Hours Used Since Last Time Clock Export to Payroll

This field will display all leave hours taken since the last time the export was run from TACS. It will start calculating time with the first leave card that has not been exported to the host payroll system. If no timecards exist for an employee, or if this is a brand new installation, the system will use the effective date on the assignment.

#### Leave Types

This field will display leave types, balances as of the end of the last pay period, leave used since last time clock export to payroll, and the available balance which does not include leave accrual.

#### Message Board

If this employee had any messages they would appear in this section of the Time Clock Confirmation Screen.

Once the employee has verified this screen is correct, he/she can then click on the "OK" button. The Time Clock is now ready for the next employee to clock in or clock out.

## **Chapter 3: How to View and/or Print Timesheet**

If the school district has decided to allow employees to view/print timesheets at the timeclock, you will see the following screen:

Time and Attendance Capture System	Welcome to SARTOX MAIN OFFICE2!
	Location Return To Manager
	Today is: Monday, June 14, 2010
	Current Time: 02:56 PM
	View Timesheet
Please scan your card / or enter you	ur ID:

The employee can choose to either view their timesheet before clocking in/out or after they key or scan their ID.

### To view the timesheet before clocking in/out

I. Click on the "View Timesheet" box and see a screen similar to the one below:

Badge Number:	
Please select date range.	
Starting Date 06/13/2010	
Ending Date 06/14/2010	
Cancel Ok	

II. Enter your badge number and select the date range for which you wish to view the timesheet. Click "OK."

Durham	County Schoo	Is	SA	RTOX MAI	IN OFFICE2 - Empl	oyee Tim	esheet			Print	Close Report
Employe BARNES	<u>e Name:</u> , EDWARD T		<u>Title:</u> DRIVER		Employee ID #:	<u>Run On:</u> Mon, Jun 14, 2010		<u>Date Range:</u> 06/01/2010 - 06/14/2		2010	
	Date	In	Out	In	Out	In	Out	In	Out		
Tue	06/01/10										
Wed	06/02/10										
Thr	06/03/10										
Fri	06/04/10										
	Weekly	Total:	0.00							0:00	
Sat	06/05/10										
Sun	06/06/10										
Mon	06/07/10	7:00 am	4:30 pm							9:30	
Tue	06/08/10	8:00 am	5:00 pm							9:00	
Wed	06/09/10	6:00 am	4:00 pm							10:00	
Thr	06/10/10										
Fri	06/11/10										
	Weekly	Total:	28.50							28:30	
Sat	06/12/10										
Sun	06/13/10										
Mon	06/14/10										
	Weekly	Total:	0.00							0:00	
	Grand	Total:	28.50								

III. At this point, the user can either choose to print the timesheet by clicking the "print" button or click "close" to close the timesheet.

If the employee forgets to close the timesheet, it will close automatically after 25 seconds.

#### To view and/or print the timesheet after clocking in/out:

Good Afternoon, AMANDA VAN	INS			
Location:	SARTOX MAIN	OFFICE2 / OFFICE	E	Exit
Time Clock:	Scanned	Date	Time	
	*** IN ***	06/14/2010	03:09 PM	
Assignment Hours Worked This 0:00 Week:	from 06/12	2/2010		
Assignment Leave Hours Used This 0:00 Week:	from 06/12	2/2010		View Timesheet
Assignment Hours Worked Since Last Time Clock Export to Payroll: 0:00	from 4/2/2	010		
Assignment Leave Hours Used Since Last Time Clock Export to Payroll: 2:15	from 4/2/2	010		

I. Key or Scan ID and see the screen below:

II. Click the "View Timesheet" button and see a screen similar to the one below:

Please se	elect date range.
Starting Da	te 06/13/2010
Ending Date	e 06/14/2010
Cancel	Ok

III. Choose the desired date range and then click "OK."

Durham County Schools				SARTOX MAIN OFFICE2 - Employee Timesheet							Close Report
		lob Title:		Employee ID #:		Run On:		nge:			
		C	OFFICE				Mon, Jun 14, 2010		06/01/2010 - 06/14/2010		
	Date	In	Out	In	Out	In	Out	In	Out		
Tue	06/01/10										
Wed	06/02/10										
Thr	06/03/10										
Fri	06/04/10										
	Weekly	Fotal:	0.0	0						0:00	
Sat	06/05/10										
Sun	06/06/10										
Mon	06/07/10										
Tue	06/08/10										
Wed	06/09/10										
Thr	06/10/10										
Fri	06/11/10										
	Weekly	Fotal:	0.0	0						0:00	
Sat	06/12/10										
Sun	06/13/10										
Mon	06/14/10	3:09 p	m 3:10 pr	n 3:11 p	m						
	Weekly	Fotal:	0.0	0						0:00	
	Grand	l'otal:	0.0	0							

IV. Click "Print" to print the timesheet or "close report" to close out of the timesheet without printing.

## **Chapter 5: Troubleshooting**

If the "enter" button and the "assignment" buttons do not change color when they are selected follow the steps below:

- From the desktop (where all of your icons are located)
- Click on Properties.
- Click on Appearance.
- Under "Windows and Buttons", choose "Windows XP Style" and click "Apply".
- Click "OK".
- Exit all of the way out of TACS and go back in and then your buttons should be highlighted in a different color when selected.



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