



TACS Procedures for Staff

- ❖ All classified employees are required to sign in and sign out using the TACS system. No manual timekeeping is allowed unless specifically approved by the finance department. When a school uses TACS for certified staff attendance purposes, these certified employees should only sign in to the system.
- ❖ Employees cannot sign in/out for other employees. This is cause for dismissal.
- ❖ All time worked must be accounted for in the TACS system. Employees must not clock out and continue to perform their daily tasks while off the clock. Volunteering of normal duties is not allowed.
- ❖ If an employee forgets to sign in/out or needs to make a correction adjustment to their time they must complete a TACS change form and get their supervisor to approve and sign it. Corrections handed in on a timesheet will not be acceptable. Excessive forgetfulness will be documented and could result in reprimand.
- ❖ If the TACS is down system wide, the employee must see their 1st position secretary to sign in/out. If the employee's individual computer is down they should utilize another computer within the school to sign in/out.
- ❖ TACS follows the 7-minute rounding rule to quarter hours. If you sign in/out within 7 minutes of the quarter hour it will round you back to that quarter hour. If you sign in/out after that 7th minute it will round you up to the next quarter hour. Sign in/out times are not to be changed because the employee did not like the way TACS rounded. The employee is responsible for monitoring their sign in/out times. In addition, the rounding rule is for timekeeping purposes only; employees are still expected to be at their assigned duty station during their assigned time.
- ❖ Employees can monitor their own timesheet at any time on the TACS system. It is recommended that any corrections be submitted to their supervisor as soon as possible to keep their time up to date.
- ❖ All leave and change forms are to be turned into your immediate supervisor for signature. Once forms are approved and signed, they are to be turned into the secretary for processing.

TACS Procedures for Secretaries

- ❖ Secretary must monitor TACS for errors and make corrections on a daily basis.
- ❖ **Secretaries may not make any changes in TACS without a completed signed change form.** Failure to have complete paperwork could result in reprimand or dismissal. Change forms may not be stamped with the supervisor's signature, actual signatures are required. Changes may not be made to original times due to rounding or overage of standard hours.
- ❖ All change forms should be filed with that appropriate pay period and should be readily accessible for audits by the finance department.