Clocking In to TACS Timeclock
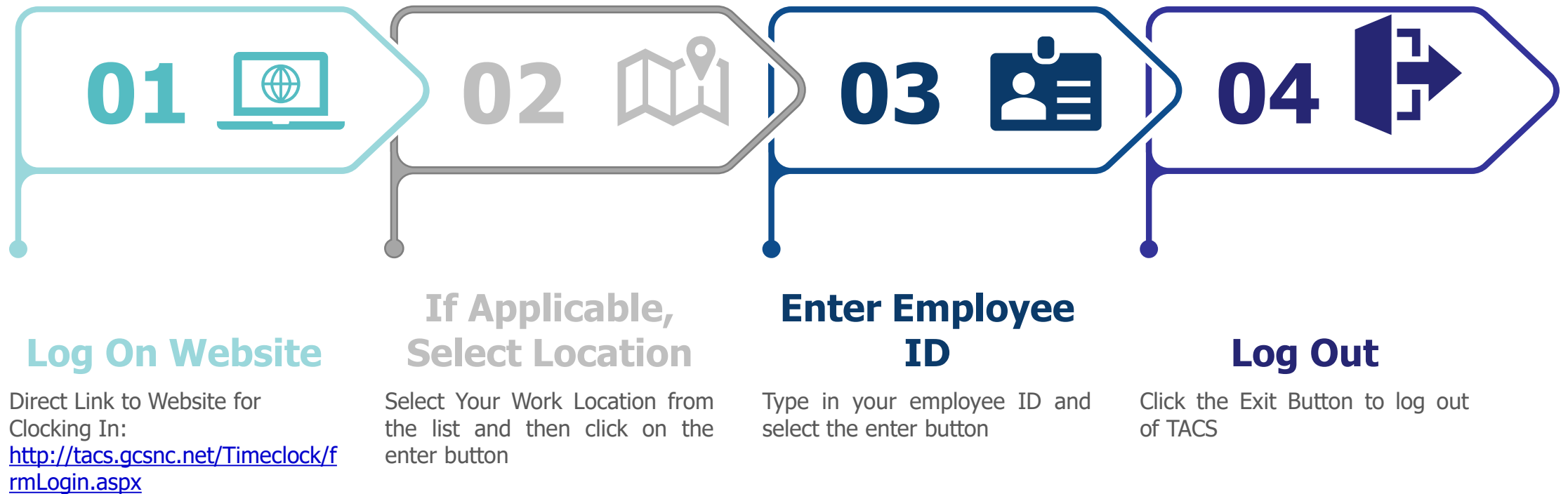
Clocking In to TACS: High Level Steps

01
Log On Website
Direct Link to Website for Clocking In: http://tacs.gcsnc.net/Timeclock/frmLogin.aspx

02
If Applicable, Select Location
Select Your Work Location from the list and then click on the enter button

03
Enter Employee ID
Type in your employee ID and select the enter button

04
Log Out
Click the Exit Button to log out of TACS

01

Log On Website

Direct Link to Website for Clocking In:
http://tacs.gcsnc.net/Timeclock/frmLogin.aspx

1. Click on Link to TACS Timeclock on Payroll Website or use the URL to the left to directly go to the website

02 🗺️

If Applicable, Select Location

Select Your Work Location from the list and then click on the enter button

Note: This step will only be required if you have not set up a location previously. If you have, continue to the next step to clock in

Time and Attendance Capture System

TACS

Change Location

1. Select your work location

000 - CENTRAL ADMIN
301 - GUILFORD ELEARNING VI
302 - GUILFORD ELEARN UNIV
304 - ALAMANCE ELEM
307 - ALDERMAN ELEM
310 - ALLEN JAY ELEM
311 - A J MIDDLE-PREP ACADEM
313 - SOUTHERN MIDDLE SCHC
316 - ALLEN MIDDLE

Please select Location and click the Enter button:

Enter

2. Click on the Enter Button

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03 🪪

Enter Employee ID

Type in your employee ID and select the enter button

Welcome to ALAMANCE ELEM

Change Locatic

Today is: Tuesday, May 24, 2022

Current Time: 12:32:35 PM

My Summary

Please scan your card / or enter your ID: | Enter

2. Click on the Enter Button

1. Enter Your Employee ID

Note: If you do not know your employee ID, your treasurer or department admin will be able to provide your number.

04

Log Out

Click the Exit Button to log out of TACS

1. Message You Receive when you have clocked in

Good Afternoon, ANNETTE FULLAM

You are Clocked In

Location: 810 - FACILITIES
Assignment: ADMIN-CLASSIFIED

	Scanned	Date	Time
Time Clock:	*** IN ***	05/24/2022	12:37 PM

Exit

View Timeshee

Approve Timec

Assignment Hours Worked This Week: 0:00

Assignment Leave Hours Used This Week: 0:00

Assignment Hours Worked Since Last Export: 9:15

Assignment Leave Hours Used Since Last Export: 0:00

-- Message Board --

2. Click the Exit Button to logout of TACS

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