# Clocking Out of TACS Timeclock
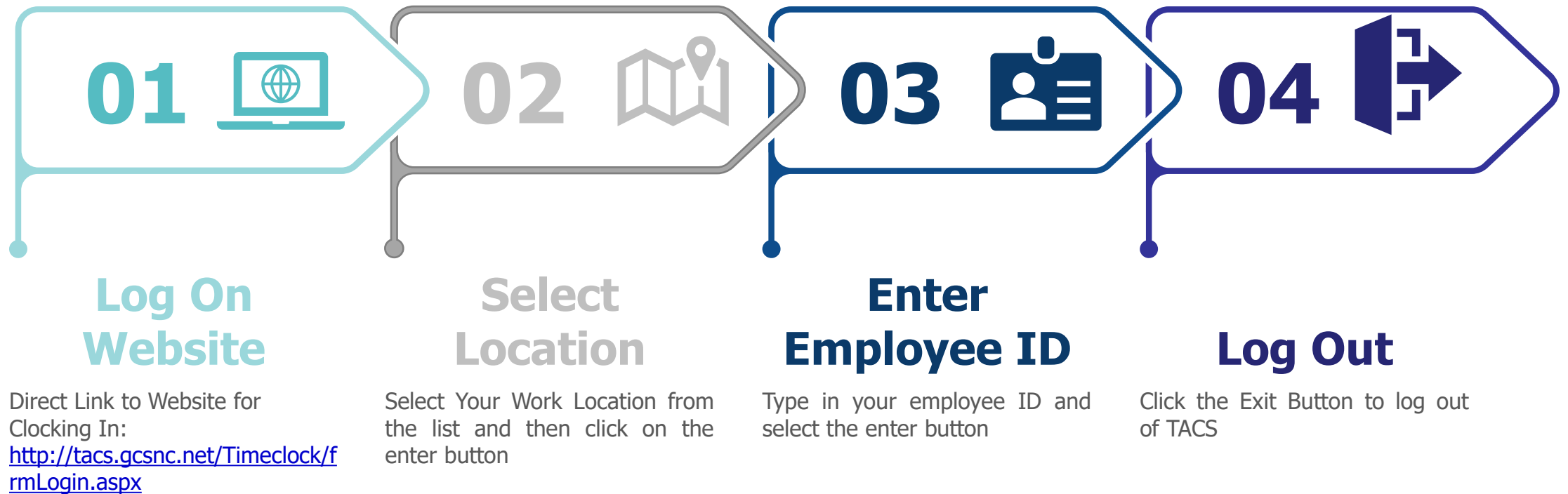
# Clocking Out Of TACS: High Level Steps

**01** Log On Website

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

**02** 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

## 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 out**

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 SCHO
316 - ALLEN MIDDLE

Please select Location and click the Enter button:

Enter

2. Click on the Enter Button

**03**

## Enter Employee ID

Type in your employee ID and select the enter button

Welcome to ALAMANCE ELEM

Time and Attendance Capture System

TACS

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.

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**04**

## Log Out

Click the Exit Button to log out of TACS

1. Message You Receive when you have clocked Out

2. Click the Exit Button to logout of TACS

**Good Afternoon, ANNETTE FULLAM**

**You are Clocked Out**

Location: 810 - FACILITIES
Assignment: ADMIN-CLASSIFIED

| Time Clock: | Scanned | Date | Time |
|---|---|---|---|
| | *** OUT ** | 05/24/2022 | 01:38 PM |

Exit

View Timeshee

Approve Timec

Assignment Hours Worked This Week: 1:25

Assignment Leave Hours Used This Week: 0:00

Assignment Hours Worked Since Last Export: 0:00

Assignment Leave Hours Used Since Last Export: 0:00

-- Message Board --

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