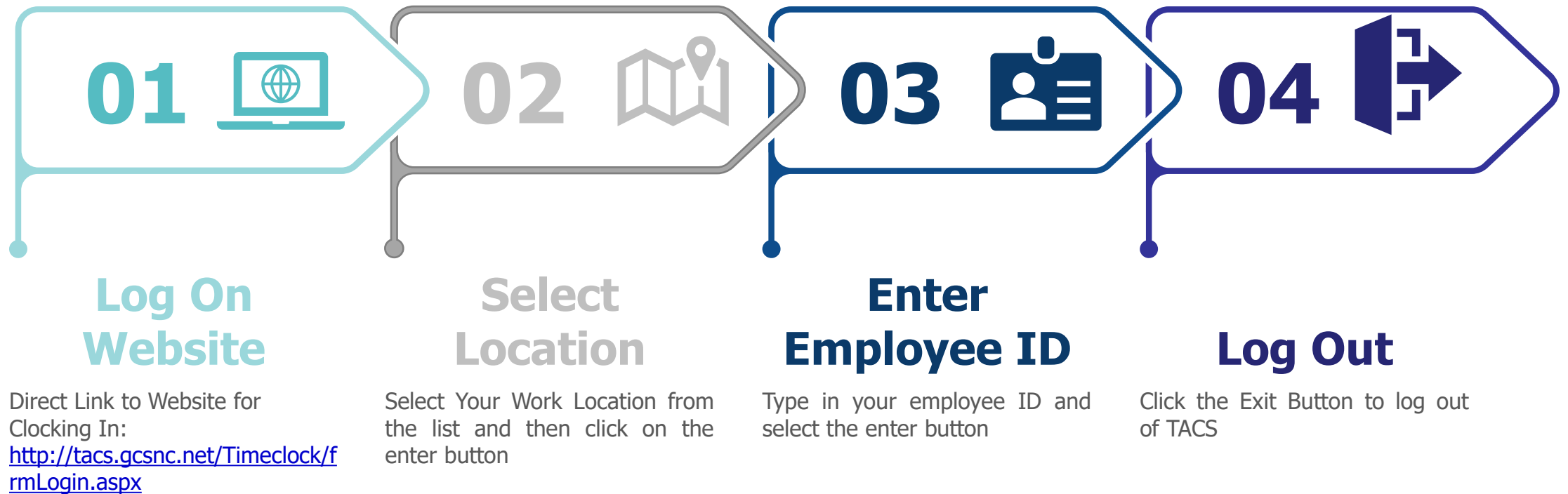




Clocking Out of TACS Timeclock



Clocking Out Of TACS: High Level Steps



Clocking Out Step 1 of 4



Log On Website

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

The screenshot shows the Guilford County Schools website. The top navigation bar includes links for Home, About Our District, Academics, COVID-19 Updates, Families, Careers, Connect with GCS, Staff, and Departments. The Departments menu is highlighted in pink. Below the navigation bar is the Guilford County Schools logo with the tagline 'SOAR TO GREATNESS'. To the right of the logo are search and utility icons: Search, Schools, District Home, Calendar, and Translate. Below these icons are social media links for Facebook, Twitter, YouTube, and Instagram, along with a 'Let's Talk!' button. The main content area shows a breadcrumb trail: Home > Departments > Payroll > TACS - Timeclock. Under the 'Payroll' heading, there is a list of links: Payroll, Forms, Payroll Calendars, TACS - Timeclock (highlighted in blue), and 12-month summer pay request form. To the right of this list, there are two more links: TACS Manager (School Treasurers & Dept. Admin Only) and TACS Timeclock (highlighted in yellow). A line points from the 'TACS Timeclock' link in the list to a text box on the right.

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

Clocking Out Step 2 of 4



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



Change Location

Please select Location and click the Enter button;

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

Enter

1. Select your
work location

2. Click on the Enter Button

Clocking Out Step 3 of 4

03



Enter Employee ID

Type in your employee ID and select the enter button

Time and Attendance Capture System

TACS

Welcome to ALAMANCE ELEM

Change Location

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.

Clocking Out Step 4 of 4



Log Out

Click the Exit Button to log out 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

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 --

Exit

View Timesheet

Approve Timecard

1. Message You Receive when you have clocked Out

2. Click the Exit Button to logout of TACS