

## TACS Electronic Badge Reader

### **OVERTIME AUTHORIZATION INPUT OVERVIEW:**

1. Press the “OT” key
2. Swipe Authorizer Badge
3. Enter Password
4. Swipe Employer Badge or Enter ID Number
5. Enter Number of Overtime Hours Authorized (4 digits hours and hundredths)
6. Enter Month (2 digits)
7. Enter Calendar Day Overtime Is To Begin (2 digits)
8. Enter Time Overtime Is To Begin (4 digits hours and hundredths)
9. Press The “ACC” Key To Complete The Transaction (or CLEAR/EXIT to start over)
10. If authorizing a group of employees for the same date, amount and start time, swipe the next employee badge and press the “ACC” key. Continue the process until all employees have been authorized.
11. Press the “CLEAR” or “EXIT” key after the LAST transaction has been completed

### **LEAVE AUTHORIZATION INPUT OVERVIEW:**

1. Press the “LV” key
2. Swipe Authorizer Badge
3. Enter Password
4. Swipe Employer Badge or Enter ID Number
5. Enter Leave Code
6. Enter Number of Hours Authorized (4 digits hours and hundredths)
7. Enter Month (2 digits)
8. Enter Calendar Day Leave Is To Begin (2 digits)
9. Enter Time Leave Is To Begin (4 digits hours and hundredths)
10. Enter Reason Code and Select Scheduled or Unscheduled
11. Press The “ACC” Key To Complete The Transaction (or CLEAR/EXIT to start over)
12. Press the “CLEAR” or “EXIT” key after the LAST transaction has been completed

### **HIGHER LEVEL AUTHORIZATION INPUT OVERVIEW:**

1. Press the “HL” key
2. Swipe Authorizer Badge
3. Enter Password
4. Swipe Employer Badge or Enter ID Number
5. Press the “SEL” key to select RSC (Rate Schedule Code)
6. Press the “ACC” key to accept the RSC selected
7. Enter the Level (2 digits)
8. Enter Number of Higher Level Hours Authorized (4 digits hours and hundredths)
9. Enter Month (2 digits)
10. Enter Calendar Day Higher Level is to Begin (2 digits)
11. Enter Time Higher Level is to Begin (4 digits hours and hundredths)
12. Press The “ACC” Key To Complete The Transaction (or CLEAR/EXIT to start over)
13. Press the “CLEAR” or “EXIT” key after the LAST transaction has been completed

## **MISSING CLOCK RING AUTHORIZATION INPUT OVERVIEW:**

- 1. Press the “CLEAR” key, then Swipe Authorizer Badge**
- 2. Enter Password**
- 3. Select (1) Missing Clock Ring**
- 4. Enter Month (2 digits) of Missing Clock Ring**
- 5. Enter Day for the Missing Clock Ring (2 digits)**
- 6. Enter Time for the Missing Clock Ring (4 digits hours and hundredths)**
- 7. Press the Appropriate Function Key for the Missing Clock Ring (BT, OL, IL, MV or ET)**
- 8. Enter the Appropriate Operation Number if Missing Clock Ring is for a BT, IL or MV**
- 9. Swipe Employee Badge or Enter ID Number**
- 10. Press the “CLEAR” or “EXIT” key after the LAST transaction has been completed**

## **DELETE BAD CLOCK RING AUTHORIZATION INPUT OVERVIEW:**

- 1. Press the “CLEAR” key, then Swipe Authorizer Badge**
- 2. Enter Password**
- 3. Select (2) Delete Bad Clock Ring**
- 4. Enter Month (2 digits) of Missing Clock Ring**
- 5. Enter Day for the Missing Clock Ring (2 digits)**
- 6. Enter Time For the Bad Clock Ring (4 digits hours and hundredths)**
- 7. Press the Appropriate Function Key for the Bad Clock Ring (BT. OL, IL, MV or ET)**
- 8. Enter the Appropriate Operation Number If Bad Clock Ring is for BT, IL or MV**
- 9. Swipe Employee Badge or Enter ID Number**
- 10. Press the “CLEAR” key after the LAST transaction has been completed**

## **RESTARTING THE EBR WITH AN AUTHORIZER BADGE:**

- 1. Swipe the Authorizer Badge**
- 2. Press the (SEL) key until the correct calendar day of the week appears. Then press (ACC) key**
- 3. Enter the 2 digit numeric code of the month**
- 4. Enter the 2 digit numeric code for the day**
- 5. Enter the 2 digit numeric code for the year**
- 6. Enter the 2 digit numeric code for the hour**
- 7. Enter the 2 digit numeric code for the minute**
- 8. Enter the 2 digit numeric code for the seconds**
- 9. If all parameters are correct, press the (ACC) key to accept the setting. If the setting is incorrect, press the (CLEAR) key to reject**

**\* Minutes are used for manual setting. The clock will automatically convert to hundredths upon pressing the (ACC) key.**

## HOURLY CODES

**010-Begin Tour**  
**011-Move**  
**012-Out to Lunch**  
**013-In From Lunch**  
**014-End Tour**  
**024-AWOL**  
**030-Full LWOP hours (generated at mainframe)**  
**031-Partial LWOP hours (generated at mainframe)**  
**032-Telephone time**  
**033-Guarantee Telephone time**  
**034-Beeper time**  
**035-Extra straight time**  
**036-Guarantee Telephone overtime**  
**043-Penalty Overtime Payment (POP)**  
**044-Military LWOP**  
**046-Donated Leave-Personal**  
**047-Rural Free Saturday**  
**048-Holiday Schedule Premium**  
**049-OWCP LWOP Hours**  
**050-Rural Carrier Trips**  
**051-Rural Carrier Actual Hours**  
**052-Work Hours**  
**053-Overtime Hours**  
**054-Night Work Premium Hours**  
**055-Annual Leave**  
**056-Sick Leave**  
**057-Holiday Work**  
**058-Holiday Leave**  
**059-Part Day LWOP**  
**060-Full Day LWOP**  
**061-Court Leave**  
**062-Guarantee Time**  
**063-TE Cross-foot (also for Code 35)**  
**065-Meeting Time**  
**066-Convention Leave**  
**067-Military Leave**  
**068-Guarantee Overtime**  
**069-Blood Donor Leave**  
**070-Stewards Duty Time**  
**071-Continuation of Pay Leave**  
**072-Sunday Premium**  
**073-Out of Schedule Premium**  
**074-Christmas Work**  
**076-Non-scheduled Cross-foot**  
**077-civil Defense Leave**  
**078-Act of Nature Leave**  
**079-Veterans Funeral Leave**  
**080-Relocation Leave**  
**081-Civil Disorder Leave**  
**082-Travel within Schedule**  
**083-Travel Outside Schedule**  
**084-Union Official Leave**  
**085-Voting Leave**  
**086-Other Paid Leave**  
**088-Non-Bargain Re-schedule Leave**  
**089-Postmaster Organization Leave**  
**090-Higher Level Authorization**  
**091-Overtime Authorization**  
**092-Disallow Guarantee Time**  
**093-No Lunch Punch**

## REASON CODES

The following are payroll codes with corresponding reason codes:

024	00	AWOL
024	09	AWOL – Late
049	00	OWCP – Regular
049	99	IOD/OWCP – Family Medical Leave
055	00	Annual Leave – Regular
055	01	Annual Leave – In Lieu of Sick Leave
055	09	Annual Leave – Late
055	10	Annual Leave – Emergency
055	99	Annual Leave – Family Medical Leave
056	00	Sick Leave – Regular
056	09	Sick Leave – Late
056	11	Sick Leave – Restricted
056	97	Sick Leave – Dependant Care
056	99	Family Medical Leave
059	00	Part Day LWOP
059	01	Part Day LWOP – In Lieu of Sick Leave
059	02	Part Day LWOP – Proffered
059	03	Part Day LWOP – Personal
059	04	Part Day LWOP – Other
059	05	Part Day LWOP – Maternity
059	06	Part Day LWOP – Suspension
059	07	Part Day LWOP – Union Official
059	08	Part Day LWOP – Suspending Term
059	09	Part Day LWOP – Late
059	59	Part Day LWOP – System Generated
059	99	Part Day LWOP – Family Medical Leave
060	00	Part Day LWOP
060	01	Part Day LWOP – In Lieu of Sick Leave
060	02	Part Day LWOP – Proffered
060	03	Part Day LWOP – Personal
060	04	Part Day LWOP – Other
060	05	Part Day LWOP – Maternity
060	06	Part Day LWOP – Suspension
060	07	Part Day LWOP – Union Official
060	08	Part Day LWOP – Suspending Term
060	09	Part Day LWOP – Late
060	99	Part Day LWOP – Family Medical Leave
071	00	COP – Regular
071	99	COP – Family Medical Leave
091	00	Overtime Authorization
091	01	OT Authorization – Before Scheduled Tour
091	02	OT Authorization – After Scheduled Tour
091	03	OT Authorization – Full Tour
091	04	OT Authorization – Before Tour – Out of Schedule
091	05	OT Authorization – After Tour – Out of Schedule
091	06	OT Authorization – Full Tour – Out of Schedule