Before we get started…..

1. Ensure your microphone is on mute

2. Ensure your camera is switched off

3. This session will be recorded

4. If you have any questions throughout the session, we will address them at the end in the Q&A

Top tip!

Have a pen and paper handy to note key dates!

ESBS
Apprentice and Learner Payments

Regional Admin TACS Training
January 2022
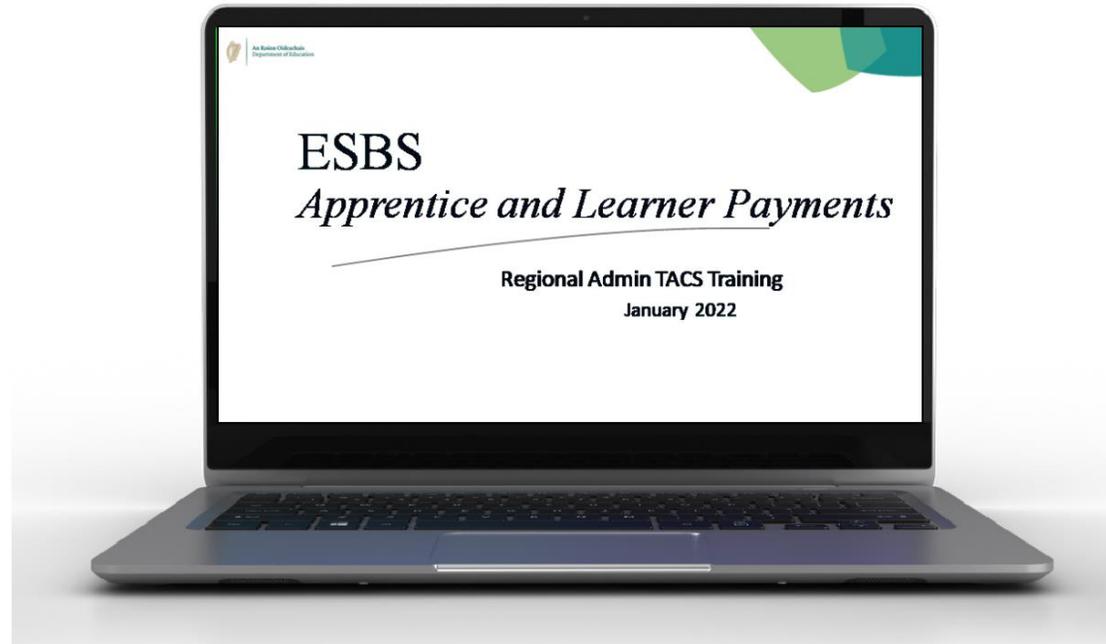
ESBS
Apprentice and Learner Payments

Regional Administrator TACS Training

January 2022

Agenda

#	Topic	Presenter
1	Introduction	Olivia
2	Important Timelines	Olivia
3	PLSS	Olivia
4	Site Admin Role on the Time and Attendance Clocking System (TACS)	Olivia
5	Learner Web-Browser Clocking Portal	Olivia
6	TACS Support	Olivia
7	Q&A	Olivia

INTRODUCTION

Systems Involved in the Payment of Learners

PLSS
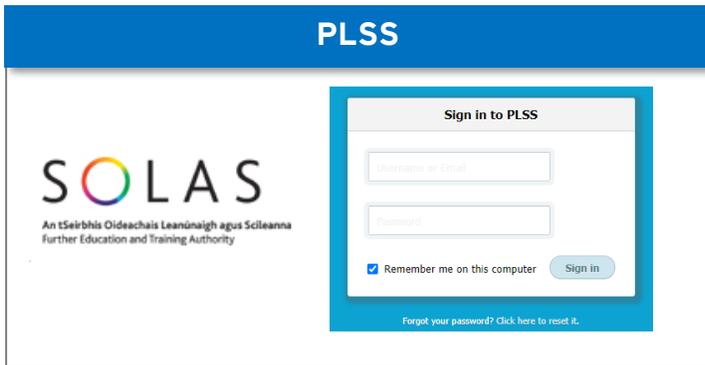
Schedule courses and manage learners through PLSS (update/amend demographic details)

Terminate Learners

Transfer Learners to TACS and/or PeopleXD using the new Transfer Screen

TACS

Record Learner Time and Attendance

PeopleXD
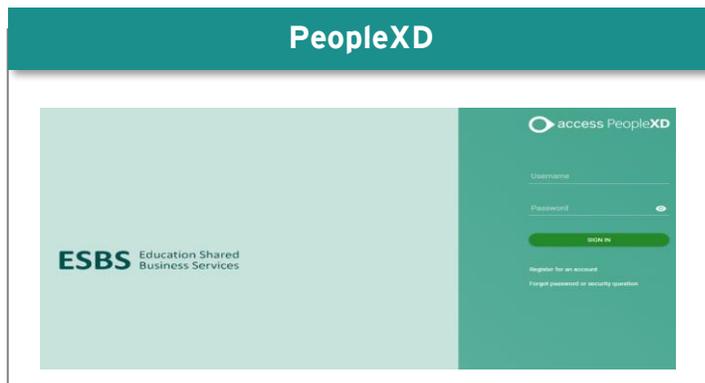
Enter and update Learner Basic and Additional Allowance details using F103 Form or equivalent

Update bank details for Learners

IMPORTANT TIMELINES

Important Business As Usual Timelines

► From the point of Go-Live, all YR and VTOS Learner payments will operate **1 week in arrears with a Friday payment date**.

Important TACS Timelines

► When using TACS, the main timeline that you need to be aware of is that a **Learners timesheet on TACS needs to be updated by 6pm on a Monday** in relation to their previous weeks hours.
► This means that you can update their timesheet after class each day, at the end of the week on a Friday, or up until COB on Monday the following week.

Lets take an example:
If a Learner is attending classes between Monday 17th January – Friday 21st January, you can update the Learners timesheet on TACS during the week, but have up until COB the following Monday 24th January to update TACS before this information is automatically sent to the payment system (PeopleXD).

Important Go-Live Timelines

► You will receive your TACS log-in details on **Mon 14th / Tues 15th February**

Go-Live Timelines to Note

► There should be **no additions or terminations** of YR or VTOS Learners to courses on PLSS between 5pm Tuesday 8th February and 2:30pm Thursday 10th February.

► TACS will go-live on 15th February and you should test your log-in details after 1pm. Notify the Learner Project by 9:30am Wednesday 16th if you are having any issues logging into TACS.

► On Wednesday 16th and Thursday 17th you will be able to 1) **Spot check** that all courses have successfully migrated to TACS within your sites, 2) **Assign Class Administrators** and 3) **Amend Class Schedules** only if required.

► On Friday 18th of February you will need to update the Learner's timesheet for the first time for week 14th – 18th February.

PLSS

PLSS

Transferring Learners from PLSS to TACS

► Learners need to be transferred from PLSS to TACS/PeopleXD using the new PLSS Transfer Screen.

► A course/class and class administrator will need to be set up on TACS before a Learner can be transferred from PLSS. The transfer happens overnight, e.g. if a Learner is transferred on Thursday, they will not appear on PeopleXD/TACS until Friday.

► All of your ETB's existing YR and VTOS courses will be migrated to TACS at Go-Live. New courses will only need to be set up on TACS from the point of Go-Live onwards.

► Please note: On the PLSS Course Details tab, Automatic Badge Numbers will need to be selected. The Local Admin System drop-down box can be left blank.

Payment to Learners over the summer months

► Learners need to be active on course on PLSS in order to receive payment. Therefore, until a solution can be found by SOLAS/the Sector, Learners need to remain on PLSS over the summer which can be done by extending their course finish date on PLSS.

Transferring Learners from PLSS to TACS

- ▶ In the 'On Course' tab, select the learner.
- ▶ Next, select the new option '**TACS/PeopleXD**'.
- ▶ This will bring you to the Transfer to TACS / PeopleXD screen.

Transferring Learners from PLSS to TACS

This screen will automatically populate. You will need to:

► Update '**Start**' & '**Finish**' dates if a change is required.

► **'Clock No/Badge'** – will default to <auto>.

► **'Location Code'** – can be left blank.

► '**Sponsored**' – The standard process is to set to "NO".

► **'Transfer to TACS Only'**

   ► The standard process is to set to "NO".

   ► Adjust to "YES" where Learners are not in receipt of payment and therefore not going to PeopleXD but their attendance is required to be tracked on TACS e.g. Learner under 16.

► Select '**Save and Add to Queue**'.

Transferring Learners from PLSS to TACS

- ► The Learner will now appear as '**Keyed In**'.

- ► Files transfer between PLSS and PeopleXD/TACS overnight. Once the Learner has been successfully transferred the following morning the icon beside their name will change from 'Keyed In' to '**TACS/PeopleXD**':

- ► **Note:** If a Learner is transferred to TACS ONLY in the case of an ETB awaiting financial details. Once received you can go back to the Transfer screen and change the Transfer to TACS/PeopleXD from 'YES' to 'NO'.

SITE ADMIN ROLE ON TACS

An Roinn Oideachais
Department of Education

Logging in to TACS

TACS Training

How to log in to the TACS system

▶ Log in to the TACS system using the TACS URL: https://tacs.solas.ie. This will open the log-on screen as shown below:

▶ Type in your username and password and click the **Login** button.

▶ The first time that you log in, you will be asked to change your password.

What functionality is available to me?

► Having Site Admin access on TACS means you have access to one site on TACS and can see all courses within that site.

► You will be able to set up courses, staff and classes; make adjustments to Learner timesheets; approve classes for payment; and run reports.

FLEXTIME

Trainee Apprentice Clocking System

Site:

| Manage Courses |
| Manage Staff |
| Manage Classes |
| Manage Trainees |
| Administer Classes |
| Make Global Correction |
| Approve Apprentices |
| Approve Learners |
| Report Menu |
| Help |
| Logout |

Managing Courses on TACS

▶ **Manage Courses** allows for the setting up of a course on the TACS database. This only needs to be done once, for example if a site has 4 occurrences of a 'Basic IT Skills' course, the course 'Basic IT Skills' and its associated code only need to be set up once.

▶ Select **Manage Courses** from the Home Page.

Courses on TACS are the same as the Course Description of the Major Award on PLSS

Search for Class ID:

[   ] Search

Manage Courses

Manage Staff

Manage Classes

Manage Trainees

Administer Classes

Make Global Correction

Approve Apprentices

Approve Learners

Report Menu

Help

Logout

Managing Courses on TACS

TACS Course Description relates to the PLSS Course Description e.g. Animal Care and Management

How to add a new course

Step 1
► To add a new course, click on the **Add New** button and the input boxes will appear on the right side of the screen as shown in the screenshot.

Step 2
► Click on the Course Code box and enter **Y** for Youthreach Courses and **V** for VTOS Courses followed by the last 4 digits of the local code from PLSS e.g. **Y1234** or **V4321**.

Step 3
► Click on the Description box and type the name of the course e.g. Animal Care and Management

► Site Code and Business Area Code will automatically default and can be left as-is.

Step 4
► Click the **Save** button to save this course to the database. The Course is now set up and will appear on the Courses drop down list.

Back to Services

Manage Courses

Courses Bray Inst of Further Education

Code	Description	Edit	Del
XXX0VVM001	Animal Care and Management	...	...
XXX0VVM002	Medical Administration	...	...
XXX0VVM003	Health Care Assistant	...	...
XXX0VVM004	Science - Pre-University	...	...
XXX0VVM005	Barbering	...	...
XXX0VVM006	Animal Science Industry	...	...
XXX0VVM007	Furniture Design And Manufacture Level 5	...	...
XXX0VVM008	TV & Film Production	...	...
XXX0VVM009	Accounting Technician (ATI) Year 1	...	...
XXX0VVM010	Accounting Technician (ATI) Year 2	...	...

Print   Add New

Add New Course

Course Code: _____ (3-5 characters)
Site Code: Bray Inst of Further Education
Business Area Code: XXX
Description:

Save   Cancel

Manage Courses | Manage Staff | Manage Classes | Manage Trainees | Administer Class | Global Correction | Approve Learners | Report Menu

Managing Courses on TACS

How to edit a course

Step 1
▶ To edit a course, click on the Edit **(...)** button next to the course you wish to edit.

Step 2
▶ The details will appear in the input boxes. Click in the box you wish to edit and make the required changes.

Step 3
▶ Click on the **Save** button to save the changes or the **Cancel** button to leave unchanged.

How to delete a course

▶ To delete a course, click on the Del **(...)** button. Once the delete button is clicked, the user will be prompted to confirm the deletion. Only courses that are inactive can be deleted.

Managing Staff on TACS

► Once the Course is set up you can return to the main menu page and set up staff. **Manage Staff** allows for the setting up of a staff member on the database (Class Admins or Attendance Officers). This only needs to be completed once.

► Select **Manage Staff** from the Home Page.

Search for Class ID:

[Search]

| Manage Courses |
| Manage Staff |
| Manage Classes |
| Manage Trainees |
| Administer Classes |
| Make Global Correction |
| Approve Apprentices |
| Approve Learners |
| Report Menu |
| Help |
| Logout |

Managing Staff on TACS

For Go-Live, you will need to complete the set up of Class Admins in your site on the 16th and 17th of February

How to add a new staff member

Step 1

▶ To add a Class Administrator or Attendance Officer, click on the **Add New** button and the input boxes will appear on the right side of the screen.

Managing Staff on TACS

Top tip!

Recommended Username:
- *Surname, Initial of Forename, and CA or AO*
  E.g. FlanaganOCA

Step 2

▶ Enter the individual's Forename; Surname; Username; Password; and Retype (Password). Staff Number can be left blank. *Note:* It is recommended to use a generic password as it will be changed after first login by the user.

Step 3

▶ Select the applicable User Type you wish to setup: Class Administrator or Attendance Officer.

Step 4

▶ Click the check box for 'Change password at next logon' as this will allow the user to allocate their own password when they logon for the first time.

Step 5

▶ Click the **Save** button to save this staff member's details to the database.

Add New Staff Member

Site: Offaly
Staff No:
Forename:
Surname:
Username:

Password:
Retype:

Extra Info:

Change password at next logon:
Deactivate Login:

User Type:
- Class Administrator
- Attendance Officer

Save   Cancel

Managing Staff on TACS

How to edit staff details

Step 1

► To edit staff details, click on the Edit **(…)** button next to the staff member you wish to edit. The details will appear in the input boxes. Click on the box you wish to edit.

Step 2

► When you have made the changes click on the **Save** button to save or the **Cancel** button to leave unchanged.

How to delete a staff member from the system

Step 1

► To delete a person, scroll to the person you wish to delete and click on the Del **(…)** button.

Step 2

► Tick the 'Deactivate Login' box. The user will be prompted to confirm the deletion. Only staff members that are inactive can be deleted i.e. those who do not have an assigned class.

Step 3

► When you have made the changes click on the **Save** button to save or the **Cancel** button to leave unchanged.

Add New Staff Member

Site: **Offaly**
Staff No:
Forename:
Surname:
Username:
Password:
Retype:

Extra Info:

Change password at next logon:
Deactivate Login:

Save   **Cancel**

User Type:
○ Class Administrator
○ Attendance Officer

Managing Staff on TACS

How to reset passwords

If a person has forgotten their password, you can allocate them a new one. To do this:

Step 1

▶ Select the Edit **(…)** button.

Step 2

▶ Overtype their Password and Retype (Password) and click on the check box for 'Change password at next logon'.

Step 3

▶ Notify the individual of their new password. The next time the user logs on, they will be asked to update their own password again.

Step 4

▶ **Save** any changes made.

Managing Classes on TACS

▶ Once the Course and Staff are set up you can return to the main menu page and set up a class. **Manage Classes** allows you to set start and finish dates for classes, allocate a Class Administrator to the class, select a mechanism for recording time and attendance e.g. Auto-generated Timesheets, and edit the class schedule. NB: The course and staff member (Class Admin) must be set up first.

▶ Select **Manage Classes** from the Home Page.

Search for Class ID:

[Search]

Manage Courses

Manage Staff

Manage Classes

Manage Trainees

Administer Classes

Make Global Correction

Approve Apprentices

Approve Learners

Report Menu

Help

Logout

Managing Classes on TACS

The Manage Class screen shows which Classes already exist on the database. They are listed in **Start Date** order, but this can be changed to **Class Code** or **Class Admin** order by clicking the column heading.

Managing Classes on TACS

How to add a new class

Step 1

► To add a Class, click on the **Add New** button on the Manage Classes screen and the input boxes will appear on the right side of the screen.

Step 2

► Click in the Courses box and select a course from the drop-down-menu e.g. Animal Care and Management.

Step 3

► To select the start date and end dates, click on the **(...)** button next to Start Date and End Date. A calendar will appear. Select the month and day then click **OK**. Please note: The start and end date must correspond with the course start and end date on PLSS. If this is amended on PLSS, it needs to be edited and amended on TACS. All classes should be set up in advance of the first training week.

Add New Class

Selected Site:	**Bray Inst of Further Education**
Course:	Not assigned
Course Code:	
Start Date:	24/01/2022 ...
End Date:	28/01/2022 ...
Class Admin:	Not assigned
Location Code:	(2 characters)
Location:	(up to 15 characters)
Class ID:	
Attendance Officer:	Not assigned
Web Clocking:	☐
Generate Timesheet:	☐
Select Template:	No template selected

Schedule:

Day	Target	Day Start	Day End
Mon	00:00	00:00	00:00
Tue	00:00	00:00	00:00
Wed	00:00	00:00	00:00
Thu	00:00	00:00	00:00
Fri	00:00	00:00	00:00

Save   **Cancel**

Managing Classes on TACS

TACS Class ID is the PLSS Course Reference Number

Step 4

► To allocate the class to a Class Administrator click on the Class Admin box and select an individual from the drop-down-menu. This is a mandatory field.

Step 5

► Location code can be left blank but a location should be entered e.g. Building A.

Step 6

► Enter Class ID (Must be 6 digits this is the course reference code from PLSS). It is very important that no errors are made when entering this code, as otherwise the Learners will not load into TACS.

Managing Classes on TACS

Everything on this screen will be completed for you at the point of Go-Live – you just need to assign the Class Administrator!

Step 7

► Add an Attendance Officer. This is an optional field.

Step 8

► Ensure **Generate Timesheet** is selected. This will auto-generate the Learners timesheet on Monday morning with full attendance. TACS Users can then edit the Learners timesheet as required over the course of the week.

Step 9

► Next **select the appropriate class schedule** from the **Select Template** dropdown e.g. Youthreach 28 hour class schedule or VTOS 22 hour class schedule.
► The schedule will be populated with the hours of required attendance for the YR or VTOS programme. Start and end-times can be edited as required, but must not be less than the daily target hours. Target hours can also be edited from Monday – Friday but they cannot exceed or fall short of the weekly target hours i.e. YR 28 or VTOS 22.

Step 10

► To save the class select **Save**

Add New Class

Selected Site:	**Bray Inst of Further Education**
Course:	Not assigned
Course Code:	
Start Date:	24/01/2022 ...
End Date:	28/01/2022 ...
Class Admin:	Not assigned
Location Code:	(2 characters)
Location:	(up to 15 characters)
Class ID:	
Attendance Officer:	Not assigned
Web Clocking:	☐
Generate Timesheet:	☐
Select Template:	No template selected

Day	Target	Day Start	Day End
Mon	00:00	00:00	00:00
Tue	00:00	00:00	00:00
Wed	00:00	00:00	00:00
Thu	00:00	00:00	00:00
Fri	00:00	00:00	00:00

Schedule:

Save   **Cancel**

Managing Classes on TACS

How to edit class details

Step 1
► To edit Class Details, click on the Edit **(...)** button next to the course you wish to edit.

Step 2
► The details will appear in the input boxes. Click on the box you wish to edit.

Step 3
► When you have made the changes click on the **Save** button to save or the **Cancel** button to leave unchanged.

Manage Classes

Classes at Bray Inst of Further Education

Class	LC	Location	ID	Start Date	End Date	Class Administrator	Edit	Del
XXX0V VM001		Bray Inst of Fu	310887	13/09/2021	13/05/2022		...	...
XXX0V VM002		Bray Inst of Fu	312282	13/09/2021	13/05/2022		...	...
XXX0V VM003		Bray Inst of Fu	312257	13/09/2021	13/05/2022		...	...
XXX0V VM005		Bray Inst of Fu	312986	13/09/2021	13/05/2022		...	...
XXX0V VM006		Bray Inst of Fu	310888	13/09/2021	13/05/2022		...	...
XXX0V VM007		Bray Inst of Fu	310559	13/09/2021	13/05/2022		...	...
XXX0V VM008		Bray Inst of Fu	310658	13/09/2021	13/05/2022		...	...
XXX0V VM009		Bray Inst of Fu	312252	13/09/2021	13/05/2022		...	...
XXX0V VM010		Bray Inst of Fu	312274	13/09/2021	13/05/2022		...	...
XXX0V VM011		Bray Inst of Fu	312287	13/09/2021	13/05/2022		...	...
XXX0V VM012		Bray Inst of Fu	310649	13/09/2021	13/05/2022		...	...

Print   **Add New**

Edit Class

Selected Site:	**Bray Inst of Further Education**
Course:	Animal Care and Management
Course Code:	**XXX0V VM001**
Start Date:	13/09/2021 ...
End Date:	13/05/2022 ...
Class Admin:	Not assigned
Location Code:	(2 characters)
Location:	Bray Inst of Fu (up to 15 characters)
Class ID:	310887
Attendance Officer:	Not assigned
Web Clocking:	☐
Generate Timesheet:	☐
Status:	**Active**
Select Template:	No template selected

Day	Target	Day Start	Day End
Mon	05:00	09:00	15:30
Tue	05:00	09:00	15:30
Wed	05:00	09:00	15:30
Thu	05:00	09:00	15:30
Fri	02:00	09:00	13:00

Schedule:

Save   **Cancel**

Managing Classes on TACS

Generate Timesheet Feature

▶ All classes will Go-Live in February 2022 using the 'Generate Timesheet' feature. Please note: This will automatically be selected for all classes for Go-Live. **It is very important that this option is selected and saved for all new classes**.

▶ The Generate Timesheet feature means that every **Monday morning** the Learners timesheet will auto-generate with full attendance based on their class schedule.

▶ Hours for Learners can then be adjusted throughout the week as required to reflect actual attendance. TACS Users have up until 6pm on Monday to ensure all hours for the previous week are updated on TACS (as payments to Learners are made a week in arrears).

▶ In order for the timesheet to auto-generate for all Learners on Monday morning, **all Learners must be keyed in to PLSS and transferred to TACS by 6pm the previous Friday**. If a Learner is transferred to TACS after the Friday cut off point their timesheet will not automatically generate and ETB staff will need to manually key in hours for that Learner on TACS for that week.

Managing Classes on TACS

Web Clocking Feature

► Web-browser clocking will be an optional feature on TACS, but **will not be available for the February Go-Live**.

► We will communicate to all ETBs when web-based clocking is available for use **post go-live**.

► 'Web Clocking' allows a learner to clock in via the TACS web portal. Once Web Clocking becomes available to ETBs – ETBs can choose whether to select web clocking or generate timesheets.

Managing Classes on TACS

Schedule Feature

► There will be a drop-down schedule for each Learner Type e.g. Youthreach, VTOS, CTC/Wave 1 Learner/Ph2 Apprentice, IOT Apprentices.

► Target hours can be edited from Monday – Friday but they cannot exceed or fall short of the weekly target hours i.e. YR 28 or VTOS 22, Wave 1 33.15.

► Start and end times can be edited as required and cannot be less than daily target hours but can be greater than the target hours.

Managing Trainees on TACS

▶ Manage Trainees allows you to view Learner details on the TACS system.

▶ Select **Manage Trainees** from the Home Page.

Search for Class ID:

[Search field] | Search

Manage Courses
Manage Staff
Manage Classes
Manage Trainees
Administer Classes
Make Global Correction
Approve Apprentices
Approve Learners
Report Menu
Help
Logout
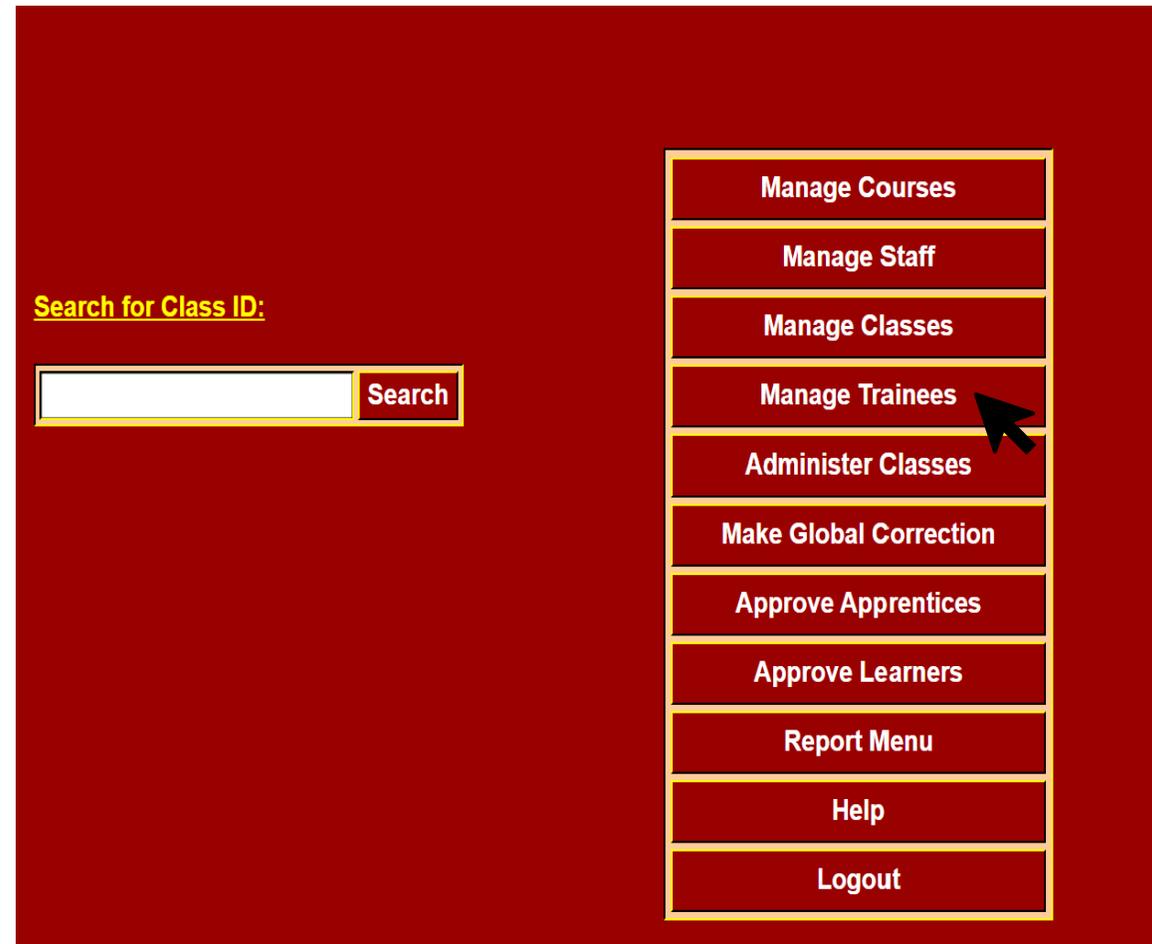
Manage Trainees

Learners must be terminated on PLSS in a timely manner or they will continue to receive payment

The Manage Trainees Screen:

▶ ***Please note***: Trainee is the term used on TACS for either a Learner or an Apprentice.

▶ You can search for a Learner by Last name or by Class ID.

▶ If you search by last name a list will appear of all Learners with that surname. If you search by Class ID a list will appear of all Learners in that class.

▶ The following details will appear:

  ▶ **Name:** First Name, Last Name
  ▶ **Badge:** Clock Number (Automated 6 digit number generated on PLSS)
  ▶ **Class ID:** PLSS Course Ref
  ▶ **End Date:** A Learner will only have an end date if they have been finished/terminated on PLSS. **Note:** If a learner is finished on PLSS they will not appear as terminated on TACS until the following day as per the payments calendar
  ▶ **Terminated: 'Yes'** will appear if they have been finished on PLSS and **'No'** will appear if they are still an active learner
  ▶ **Edit:** This function has been disabled as terminations can no longer be made directly on TACS. Terminations must be completed on PLSS.

10 MINUTE BREAK

Administering Classes

▶ Once the Course, Class and Class Administrator are set up on TACS, the system is ready to accept a file from PLSS containing the Learners information.

▶ At this stage, we wait until the transfer of Learners is completed (Learners are transferred between PLSS and TACS overnight once the Transfer to TACS/PeopleXD button is selected on PLSS).

▶ Once the transfer is completed, staff can begin '**Administering Classes**' i.e. amending time and attendance details on TACS for Learner classes. Amendments to Learner time and attendance details can be completed by all users of the TACS system e.g. Regional/Site/Class Admins and Attendance Officers.

▶ Select **Administer Classes** from the Home Page.

Select Site:

Search for Class ID:

[Search]

| Manage Courses |
| Manage Staff |
| Manage Classes |
| Manage Trainees |
| Administer Classes |
| Make Global Correction |
| Approve Apprentices |
| Approve Learners |
| Report Menu |
| Help |
| Logout |

Administer Classes

The Administer Classes Screen:

▶ To view the class, select the Class Administrator and Class you wish to view.

▶ Then click on the **Full Class Daily View** button.

Administer Classes

The Administer Classes Screen:

► When the class view is displayed it will default to the current day of the week. If you want to view a different day, click on the letter that represents that day.

► To select a Learner to view or edit, click on their name.

► There is a drop-down button at the top of the Home Screen where you can select either 'Business as Usual' or 'Class Leave'. BAU will be the default.

► If '**Business as Usual**' is selected then timesheets will generate as normal on Monday morning and hours are modified by ETB staff as required. ***All Allowances are payable as normal*** when this option is selected.

► If '**Class Leave**' is selected full hours will be generated and ***no travel or meals will be paid*** to the Learners in that class. Full DSP Allowances will still be paid.

► This functionality is particularly useful if a centre or class is closed for a holiday period or if we are guided to close schools and centres again due to COVID-19 restrictions.

Manage Courses | Manage Staff | Manage Classes | Manage Trainees | Administer Class | Global Correction | Approve Learners | Report Menu

Administer Classes

Important Note

▶ The Class Leave functionality should be used when classes will be on leave for 2 full weeks or more, e.g. Summer.

▶ The option should be selected on the Tuesday of the first week the Learner is on leave. E.g. if the Learner finishes up for summer on Friday 20th May, this option should be selected on Tuesday 24th May. This is because if it is selected on Monday, it will impact on the previous weeks hours, as staff have up until 6pm on Mondays to update the Learners timesheet for the previous week.

▶ The Learner will be paid full basic and no meals and travel over the holiday period until this is turned back to BAU. BAU cannot be reselected until the Tuesday of the first week the Learner is back to class.

Business As Usual ∨

Business As Usual

Class Leave
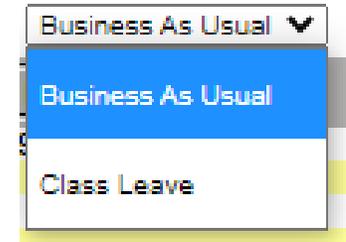
Administer Classes

▶ To select an individual Learner to view or edit, click on their name. The screen below will appear:

Note: This record can be printed if required.

Administer Classes

How to adjust the Auto-generated Timesheet for the current week

Step 1

► To make an adjustment for a day in the current week click on the Pay Type box for the relevant day. This will give you 3 options:

1. **Pay adjusted hours value** – will allow you to enter hours in the adjusted hours box
2. **Pay for the full day** – no matter what the clocking the person will be paid for the full day
3. **Reset to clocked hours** – will re-set to actual clocked hours (useful if you made an adjustment in error and want to re-set it)

Administer Classes

How to adjust the Autogenerated Timesheet for the current week

Step 2

► If an adjustment is made a Reason must be given. Click on the Reason for Adjustments box and select from the choices available e.g. Left Early, Permitted Time Off, Other etc.

► **Note**: To view a list of TACS Reason Codes and allowances paid when each reason is selected click here or view Appendix A.

Reason for Adjustment	
IN ATTENDANCE	▼
PROJECT WORK	
FLEXIBLE PROGRAM	
IN-COMPANY	
COMPASSIONATE LEAVE	
INFRINGEMENT	
SYSTEM FAULT	
MEDICAL APPOINTMENT	
FORGOT TO CLOCK IN/OUT	
EXTERNAL TRAINING SUPPORT	
DISCIPLINARY DEDUCTION	
SUSPENSION	
PRIVILEGE DAY	
BANK HOLIDAY	
OTHER	
PERMITTED TIME OFF	

ABSENT

REMOTE LEARNING

CLASS LEAVE

WORK EXPERIENCE

Back To Class View   **Go To Previous Week**   **Print**   **Lates/Infringements/Absences**

Individual View (Week)

Date range: 17/01/2022 - 21/01/2022   PPS:
Pin: 000*   Reg.

LEGEND
No Clockings
Clocked late / infringement
Clocked late / infringement with pIN
Clocked with pIN

Sean Bishop

Day	Date	Clockings	Actual Hours	Adjusted Hours	Pay Type	Revised Hours	Reason for Adjustment
Mon	17/01/2022		0:00	6:00	Pay for the full day ▼	6:00	IN ATTENDANCE ▼
Tue	18/01/2022		0:00	6:00	Pay for the full day ▼	6:00	IN ATTENDANCE ▼
Wed	19/01/2022		0:00	6:00	Pay for the full day ▼	6:00	IN ATTENDANCE ▼
Thu	20/01/2022		0:00	6:00	Pay for the full day ▼	6:00	IN ATTENDANCE ▼
Fri	21/01/2022		0:00	4:00	Pay for the full day ▼	4:00	IN ATTENDANCE ▼

Prior Week Adjustment

Total Hours Payment   28:00   **Update Changes**

Administer Classes

Step 3

▶ If an adjustment is made a Recalculate button will appear next to the adjustment, click on this and it will be replaced by the revised hours.

Step 4

▶ When all adjustments have been made and recalculations completed click on the Update Changes button before returning to the class view. This updates the information on the central database. If you forget the system will prompt you when you select Back to Class View.

Administer Classes

How to adjust the Autogenerated Timesheet for Certified Sick Leave

| Go To Previous Week | Print | Lates/Infringements/Absences |

(Week)

LEGEND
No Clockings
Clocked late / infringement
Clocked late / infringement with pIN
Clocked with pIN

tual Hours	Adjusted Hours	Pay Type	Revised Hours	Reason for Adjustment
0:00	6:00	Pay adjusted hours value	Recalculate	CERT SICK LEAVE
0:00	6:00	Pay adjusted hours value	Recalculate	CERT SICK LEAVE
0:00	6:00	Pay adjusted hours value	Recalculate	CERT SICK LEAVE
0:00	6:00	Pay for the full day	6:00	IN ATTENDANCE
0:00	4:00	Pay for the full day	4:00	IN ATTENDANCE

Total Hours Payment   28:00   **Update Changes**

Step 1
► To pay certified sick leave (CSL), select CERT SICK LEAVE from Reasons for Adjustments box.

Step 2
► Click on the Recalculate button.

Step 3
► Click on the Update Changes button.

Please Note:
► If a warning message appears after the Update Changes button has been clicked, then the Learner may not be entitled to the CSL days according to the relevant Learner Guidelines.

► Regional and Site Administrators can override these error messages if required to pay CSL. CSL days will default to the allowed days and you will have to re-enter and save the additional days to override the error.

Timesheet Scenarios

► Next we will outline a number of different timesheet scenarios to support you in your adjustment of Learner timesheets:

Sample Scenario 1

Learner in attendance for 5 full days
If a Learner is in attendance for 5 full days, the timesheet can be left unchanged as full hours will auto-generate as outline below:

Day	Date	Clockings	Actual Hours	Adjusted Hours	Pay Type	Revised Hours	Reason for Adjustment
Mon	17/01/202:		0:00	6:00	Pay for the full day ⌄	6:00	IN ATTENDANCE ⌄
Tue	18/01/202:		0:00	6:00	Pay for the full day ⌄	6:00	IN ATTENDANCE ⌄
Wed	19/01/202:		0:00	6:00	Pay for the full day ⌄	6:00	IN ATTENDANCE ⌄
Thu	20/01/202:		0:00	6:00	Pay for the full day ⌄	6:00	IN ATTENDANCE ⌄
Fri	21/01/202:		0:00	4:00	Pay for the full day ⌄	4:00	IN ATTENDANCE ⌄

Prior Week Adjustment

Total Hours Payment   28:00   **Update Changes**

► The Learner will receive their full basic allowance and any additional allowance entitlements e.g. meals, travel etc.

► **Please note:** When clocking is rolled out post go-live, clocked hours will be visible, and can be adjusted as required.

Scenarios

Sample Scenario 2

Learner in attendance for 4 days

▶ If a Learner is in attendance for 4 days, and has an unexplained absence for 1 day, the TACS timesheet would need to be amended as follows:

Day	Date	Clockings	Actual Hours	Adjusted Hours	Pay Type	Revised Hours	Reason for Adjustment
Mon	17/01/2022		0:00	0:00	Pay adjusted hours value ⌄	0:00	ABSENT ⌄
Tue	18/01/2022		0:00	6:00	Pay for the full day ⌄	6:00	IN ATTENDANCE ⌄
Wed	19/01/2022		0:00	6:00	Pay for the full day ⌄	6:00	IN ATTENDANCE ⌄
Thu	20/01/2022		0:00	6:00	Pay for the full day ⌄	6:00	IN ATTENDANCE ⌄
Fri	21/01/2022		0:00	4:00	Pay for the full day ⌄	4:00	IN ATTENDANCE ⌄

Prior Week Adjustment

Total Hours Payment 22:00 **Update Changes**

▶ If Youthreach, the Learner will receive their basic allowance for 4 days and be deducted for 1 full day. They will also receive no travel and meals allowances for the day missed (if entitled to travel and meals).

▶ If VTOS, the Learner will receive their basic allowance for the full week, but no travel and meals for the day missed (if entitled to travel and meals).

Scenarios

Sample Scenario 3

Learner with Permitted Time Off

▶ If a Learner is in attendance for 3 days, and has Permitted Time off for 2 days, the TACS entries would be as follows:

Day	Date	Clockings	Actual Hours	Adjusted Hours	Pay Type	Revised Hours	Reason for Adjustment
Mon	17/01/202:		0:00	6:00	Pay for the full day ⌄	6:00	PERMITTED TIME OFF ⌄
Tue	18/01/202:		0:00	6:00	Pay for the full day ⌄	6:00	PERMITTED TIME OFF ⌄
Wed	19/01/202:		0:00	6:00	Pay for the full day ⌄	6:00	IN ATTENDANCE ⌄
Thu	20/01/202:		0:00	6:00	Pay for the full day ⌄	6:00	IN ATTENDANCE ⌄
Fri	21/01/202:		0:00	4:00	Pay for the full day ⌄	4:00	IN ATTENDANCE ⌄

Prior Week Adjustment

Total Hours Payment   28:00   **Update Changes**

▶ The Learner will receive their full basic and additional allowances as they were allowed permitted time off.

Scenarios

Sample Scenario 4

Learner with Blended Learning

▶ If a Blended Learner is in attendance in-centre for 3 days, and in attendance remotely for 2 days, the TACS entries would be as follows:

Day	Date	Clockings	Actual Hours	Adjusted Hours	Pay Type	Revised Hours	Reason for Adjustment
Mon	17/01/202:		0:00	6:00	Pay for the full day ∨	6:00	IN ATTENDANCE ∨
Tue	18/01/202:		0:00	6:00	Pay for the full day ∨	6:00	IN ATTENDANCE ∨
Wed	19/01/202:		0:00	6:00	Pay for the full day ∨	6:00	REMOTE LEARNING ∨
Thu	20/01/202:		0:00	6:00	Pay for the full day ∨	6:00	REMOTE LEARNING ∨
Fri	21/01/202:		0:00	4:00	Pay for the full day ∨	4:00	IN ATTENDANCE ∨

Prior Week Adjustment

Total Hours Payment 28:00 **Update Changes**

▶ The Learner will receive their full basic allowance, but will not receive travel and meal allowances on days 'Remote Learning' as they are not attending the centre and therefore not entitled to travel or meals.

Scenarios

Sample Scenario 5

Learner with Blended Learner and Absence

▶ If a Blended Learner is in attendance in-centre for 2 days, in attendance remotely for 2 days, and absent for 1 day, the TACS entries would be as follows:

Day	Date	Clockings	Actual Hours	Adjusted Hours	Pay Type	Revised Hours	Reason for Adjustment
Mon	17/01/202:		0:00	6:00	Pay for the full day ⌄	6:00	IN ATTENDANCE ⌄
Tue	18/01/202:		0:00	0:00	Pay adjusted hours value ⌄	0:00	ABSENT ⌄
Wed	19/01/202:		0:00	6:00	Pay for the full day ⌄	6:00	REMOTE LEARNING ⌄
Thu	20/01/202:		0:00	6:00	Pay for the full day ⌄	6:00	REMOTE LEARNING ⌄
Fri	21/01/202:		0:00	4:00	Pay for the full day ⌄	4:00	IN ATTENDANCE ⌄

Prior Week Adjustment

Total Hours Payment   22:00   **Update Changes**

▶ If Youthreach, the Learner will receive their basic allowance for 4 days and be deducted for 1 full day. They will also receive no travel and meals allowances for the day absent and the days in remote learning as they were not attending the centre and therefore not entitled to travel and meals.

▶ If VTOS, the Learner will receive their basic allowance for the full week, but no travel and meals for the day absent or in remote learning.

Scenarios

Important Note

Sample Scenario 6

Learner on Work Experience and entitled to a different/new Travel or Meals Rate

▶ If a Learner is on Work Experience for 1 day of the week and this results in them requiring a different/new travel or meals rate, the TACS entries would be as follows:

Day	Date	Clockings	Actual Hours	Adjusted Hours	Pay Type	Revised Hours	Reason for Adjustment
Mon	17/01/2022		0:00	6:00	Pay for the full day ▾	6:00	WORK EXPERIENCE ▾
Tue	18/01/2022		0:00	6:00	Pay for the full day ▾	6:00	IN ATTENDANCE ▾
Wed	19/01/2022		0:00	6:00	Pay for the full day ▾	6:00	IN ATTENDANCE ▾
Thu	20/01/2022		0:00	6:00	Pay for the full day ▾	6:00	IN ATTENDANCE ▾
Fri	21/01/2022		0:00	4:00	Pay for the full day ▾	4:00	IN ATTENDANCE ▾
Prior Week Adjustment							

Total Hours Payment   28:00   **Update Changes**

▶ If the work experience location that the Learner is travelling to means that they will be due a different travel rate for that day, then that Learner will need to be set up on PeopleXD with the Work Experience Travel Allowance paycode 5102 and/or the Work Experience Meals Allowance paycode 5203.

▶ When the reason for adjustment 'Work Experience' is selected on TACS, PeopleXD will pay the 'Work Experience' travel and/or meals rate on that day, and the normal travel/meals rate on the remaining days.

▶ The reason you are required to know about this, is because you should not select the 'Work Experience' Reason code on TACS unless you are aware that the Learner is included in this special circumstance.

Scenarios

Sample Scenario 7

Learner on Class Leave

► If a Learner is on Class Leave for a day of the week and attending class as normal for the remaining four days of the week, the TACS entries would be as follows:

Day	Date	Clockings	Actual Hours	Adjusted Hours	Pay Type	Revised Hours	Reason for Adjustment
Mon	17/01/2022		0:00	6:00	Pay for the full day ⌄	6:00	CLASS LEAVE ⌄
Tue	18/01/2022		0:00	6:00	Pay for the full day ⌄	6:00	IN ATTENDANCE ⌄
Wed	19/01/2022		0:00	6:00	Pay for the full day ⌄	6:00	IN ATTENDANCE ⌄
Thu	20/01/2022		0:00	6:00	Pay for the full day ⌄	6:00	IN ATTENDANCE ⌄
Fri	21/01/2022		0:00	4:00	Pay for the full day ⌄	4:00	IN ATTENDANCE ⌄

Prior Week Adjustment

Total Hours Payment 28:00 **Update Changes**

► The Learner will receive their full basic allowance, but will not receive travel and meal allowances as they are not attending the centre and therefore not entitled to travel or meals. This reason for adjustment code can be used for centre closures etc.

► If a centre is due to be closed for more than one week, the 'class leave' drop down box on the 'Administer Classes' screen is likely a more preferable option for ETB staff to use as travel and meals will stopped being paid until the drop down is switched back to BAU.

Business As Usual ⌄

Business As Usual

Class Leave
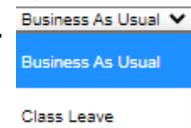
Administer Classes

How to make a prior week adjustment

▶ A prior week adjustment (PWA) is used to pay a person in the current week for time not recorded in a previous week. PWA only pays the basic allowance (no other allowances).

Step 1
▶ To make an adjustment for a previous week click the Prior Week Adjustment button.

Administer Classes

Step 2

▶ A calendar button will appear. Click the calendar button. Select the day you wish to make a prior week adjustment for and click 'OK'.

▶ The selected day's 'Lost Hours' will be displayed below.

Administer Classes

Step 3

▶ Enter the required hours to be adjusted in the '**Adjusted Hours Box**'. In this example, the Learner is owed an adjustment of 4:00hrs as they produced a late certificate for sick leave.

▶ **Note:** The number of lost hours shown in red is the maximum number of additional hours that can be added for that day.

Step 4

▶ Enter a reason for adjustment 'Cert Sick Leave' and select the Recalculate button.

Step 5

▶ Select Update Changes.

Administer Classes

Step 6

▶ Refresh the screen and you will see the Learner will be paid a prior week adjustment of 4:00hrs in the next payment run.

Administer Classes

Top tip!

VTOS Dispersed on TACS

▶ VTOS Dispersed Learners on TACS may be spread across a number of courses. Therefore you may find it easier to access these courses via the Approve Learners tab on TACS as outlined in the screenshot below:

▶ Select 'Class View' beside each class, update the Learners' timesheets and approve the class for payment as you go!

Manage Courses
Manage Staff
Manage Classes
Manage Trainees
Administer Classes
Make Global Correction
Approve Apprentices
Approve Learners
Report Menu
Help
Logout

Back to Services

Approval for Payment for Other Learners

Pay Period: **10/01/2022 - 14/01/2022**   **Current Week**

Class	Class Administrator	Class View	Payment
13/09/2021 31/05/2022 XXX35 VM001		Class View	Approved for payment
13/09/2021 31/05/2022 XXX35 VM002 () 315977	Olivia Flanagan	Class View	Approve for payment
13/09/2021 31/05/2022 XXX35 VM003 () 315048	Olivia Flanagan	Class View	Approve for payment
13/09/2021 31/05/2022 XXX35 VM004 (00) 315107	Olivia Flanagan	Class View	Approve for payment
13/09/2021 31/05/2022 XXX35 VM005 () 315896	Olivia Flanagan	Class View	Approve for payment
13/09/2021 31/05/2022 XXX35 VM006 (00) 315902	Olivia Flanagan	Class View	Approve for payment
13/09/2021 31/05/2022 XXX35 VM007 () 315909	Olivia Flanagan	Class View	Approve for payment
13/09/2021 31/05/2022 XXX35 VM008 (00) 315053	Olivia Flanagan	Class View	Approve for payment
13/09/2021 31/05/2022 XXX35 VM009 () 315898	Olivia Flanagan	Class View	Approve for payment
13/09/2021 31/05/2022 XXX35 VM009 (00) 315901	Olivia Flanagan	Class View	Approve for payment
13/09/2021 31/05/2022 XXX35 VM010 () 316402	Olivia Flanagan	Class View	Approve for payment
13/09/2021 31/05/2022 XXX35 VM011 () 314264	Olivia Flanagan	Class View	Approve for payment
13/09/2021 31/05/2022 XXX35 VM012 (00) 315987	Olivia Flanagan	Class View	Approve for payment

Making a Global Correction

Global Corrections

▶ A global correction is an adjustment that **applies to more than one person in the class or more then one day for a person or class**. An example of this is when a class is in-company training – the whole class can be selected, and hours input for the full week with the common reason as "IN-COMPANY".

▶ Select **Make Global Correction** from the Home Page.

Search for Class ID:

[Search]

Manage Courses

Manage Staff

Manage Classes

Manage Trainees

Administer Classes

Make Global Correction

Approve Apprentices

Approve Learners

Report Menu

Help

Logout
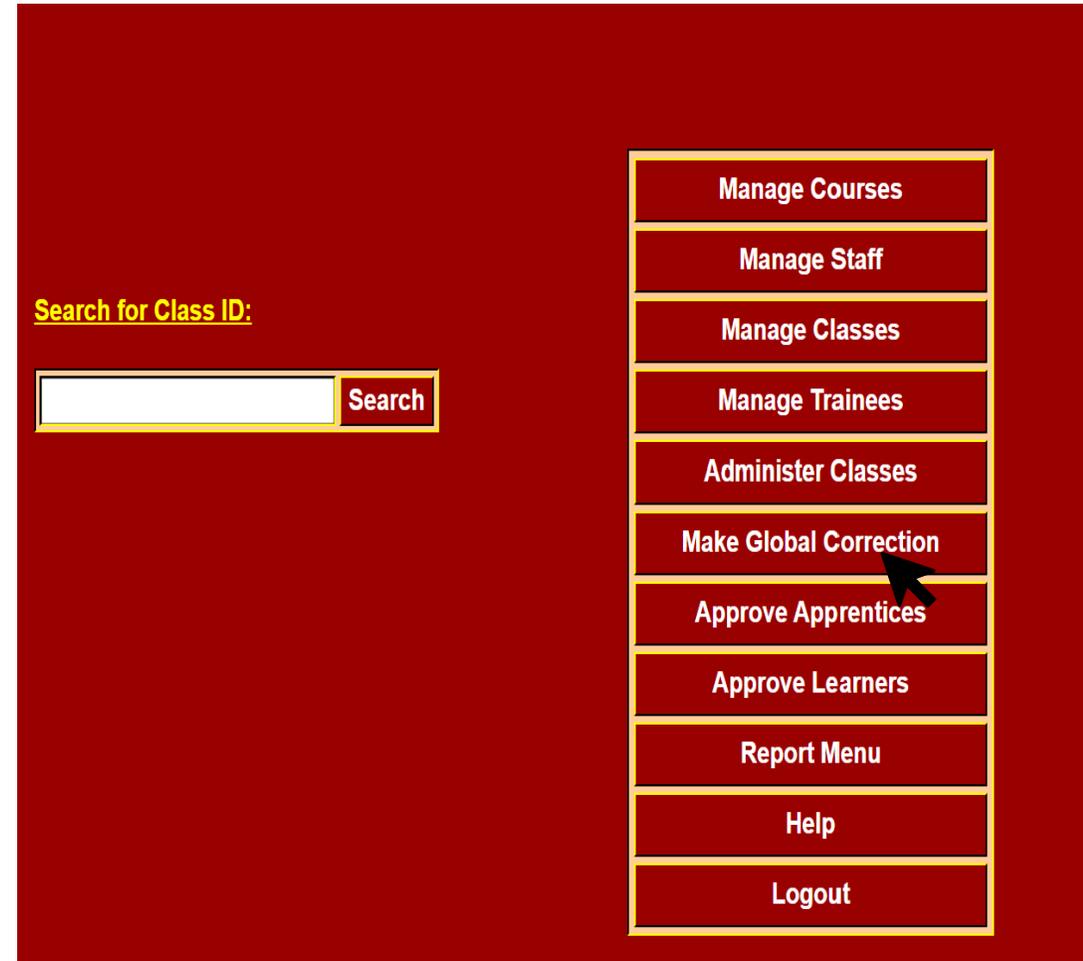
Global Correction

Make Global Correction

Site:	Limerick

Add:
- Exact value `0:00`
- Pay for the rest of the day
- Pay for the beginning of the day
- ● Pay All for Full Day ←

Day:
- ☐ **Pay for Full Week**
  - ☐ 25/10/2021, Monday
  - ☐ 26/10/2021, Tuesday ←
  - ☐ 27/10/2021, Wednesday
  - ☐ 28/10/2021, Thursday
  - ☐ 29/10/2021, Friday

Reason: IN-COMPANY ←
Class Admin: Flanagan Olivia ←
Class: Electrical (9D) Ph2 Electrical022160 13/09/2021 - 11/02/2022

Legend: Days having previous global corrections are indicated in red

Make Global Correction

Select All	Deselect All	←

Include the following trainees

☑ Shane Brosnahan	☑ Aaron Culleton
☑ John Michael Doran	☑ Jason Fleming
☑ Alan Leahy	☑ Conor Murphy
☑ Ryan Murphy	

Step 1: Select what type of adjustment you want to make.
Step 2: Click which days (or full week) you want the adjustment to apply to.
Step 3: Select reason for adjustment from the drop-down-box.
Step 4: Select the Class Administrator.

Step 5: Select Learners from the class who are to be included in the adjustment – the default is for the whole class to be selected.
► Learners can be deselected by clicking on their name or the whole class can be deselected by clicking on the **Deselect All** button.
Step 6: When you have completed steps 1 through to 5 you must click the **Make Global Correction** button for the adjustments to take effect.

Making a Global Correction

The upcoming mid-term break

► The global correction functionality can be used for the upcoming February mid-term break if you have classes on leave that week. Mid-term runs between 21st-25th February. We will now take an example to show you how you can successfully update the Learners timesheets for this week.

► Select **Make Global Correction** from the Home Page.

Top tip!
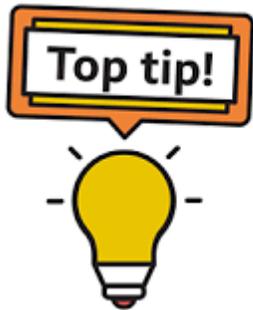
Use the Global Correction functionality for the upcoming mid-term break!

Search for Class ID:

[ ] **Search**

| Manage Courses |
| Manage Staff |
| Manage Classes |
| Manage Trainees |
| Administer Classes |
| Make Global Correction |
| Approve Apprentices |
| Approve Learners |
| Report Menu |
| Help |
| Logout |

Global Correction for Mid Term Break

Log-in to TACS on Monday 28ᵗʰ Feb

Step 1: Select what type of adjustment you want to make.
E.g. **Pay All for Full Day.**

Step 2: Click which days (or full week) you want the adjustment to apply to.
E.g. The '**Pay for Full Week**' if the classes are off for midterm for the entire week, or select specific days if they are not off for the entire week.

Step 3: Select reason for adjustment from the drop-down-box.
E.g. **Class Leave.**

Step 4: Select the Class Administrator.

Step 5: Select Learners from the class who are to be included in the adjustment – the default is for the whole class to be selected.

Step 6: Select the **Make Global Correction** button for the adjustments to take effect.

Back to Services	Go To Current Week

Make Global Correction

Site: Blackrock Further Education Institute (BFEI)

Add:
- ◯ Exact value `0:00`
- ◯ Pay for the rest of the day
- ◯ Pay for the beginning of the day
- ⦿ Pay All for Full Day

☑ Pay for Full Week

Day:
- ☑ 10/01/2022, Monday
- ☑ 11/01/2022, Tuesday
- ☑ 12/01/2022, Wednesday
- ☑ 13/01/2022, Thursday
- ☑ 14/01/2022, Friday

Reason: CLASS LEAVE

Class Admin: Flanagan Olivia

Class: Holistic Therapies Year 2 () Blackrock Furth 315898 13/09/2021 - 31/05/2022

Legend: Days having previous global corrections are indicated in red

Select All	Deselect All

Include the following trainees

☑ Darja Feldmane	☑ Katie Freeney
☑ Nadya Mkarrem	☑ Simon Moore
☑ Patricia Mulligan Bowler	☑ Trish Staines
☑ Katie Woods	

Make Global Correction

Approve Learners

Approving a Learners class for payment

▶ **Approving a class for payment** highlights that the hours have been checked on the system and they are ready to be exported to the Payment System.

▶ All Classes should be approved by latest Monday. At 6pm on Monday, TACS automatically exports all classes to PeopleXD for payment. *Note: Classes that are not approved will also be automatically exported at 6pm.*

▶ Select **Approve Learners** from the Home Page.

Select Site:

Search for Class ID:

Search

Manage Courses

Manage Staff

Manage Classes

Manage Trainees

Administer Classes

Make Global Correction

Approve Apprentices

Approve Learners

Report Menu

Help

Logout

Approve a Class for Payment

▶ To approve for payment, click the **Approve for Payment** button next to each class.

▶ To confirm that the approval has been accepted the 'Approve for Payment' button will change in appearance to **Approved for Payment**.

▶ Note: In this example the current week is displayed. If you click on this button it will change to 'previous week'.

Back to Services

Approval for Payment for Other Learners

Pay Period: **10/01/2022 - 14/01/2022** | Current Week |

Class	Class Administrator	Class View	Payment
13/09/2021 31/05/2022 XXX35 VM001 () 315974	Olivia Flanagan	Class View	Approved for payment
13/09/2021 31/05/2022 XXX35 VM002 () 315977	Olivia Flanagan	Class View	Approve for payment
13/09/2021 31/05/2022 XXX35 VM003 () 315048	Olivia Flanagan	Class View	Approve for payment
13/09/2021 31/05/2022 XXX35 VM004 (00) 315107	Olivia Flanagan	Class View	Approve for payment
13/09/2021 31/05/2022 XXX35 VM005 () 315896	Olivia Flanagan	Class View	Approve for payment
13/09/2021 31/05/2022 XXX35 VM006 (00) 315902	Olivia Flanagan	Class View	Approve for payment
13/09/2021 31/05/2022 XXX35 VM007 () 315909	Olivia Flanagan	Class View	Approve for payment
13/09/2021 31/05/2022 XXX35 VM008 (00) 315053	Olivia Flanagan	Class View	Approve for payment
13/09/2021 31/05/2022 XXX35 VM009 () 315898	Olivia Flanagan	Class View	Approve for payment
13/09/2021 31/05/2022 XXX35 VM009 (00) 315901	Olivia Flanagan	Class View	Approve for payment
13/09/2021 31/05/2022 XXX35 VM010 () 316402	Olivia Flanagan	Class View	Approve for payment
13/09/2021 31/05/2022 XXX35 VM011 () 314264	Olivia Flanagan	Class View	Approve for payment
13/09/2021 31/05/2022 XXX35 VM012 (00) 315987	Olivia Flanagan	Class View	Approve for payment

Reports on TACS

► The Report Menu allows you to view and print a variety of different Reports on the TACS system.

► Select **Report Menu** from the Home Page.

Search for Class ID:

| | Search |

Manage Courses

Manage Staff

Manage Classes

Manage Trainees

Administer Classes

Make Global Correction

Approve Apprentices

Approve Learners

Report Menu

Help

Logout
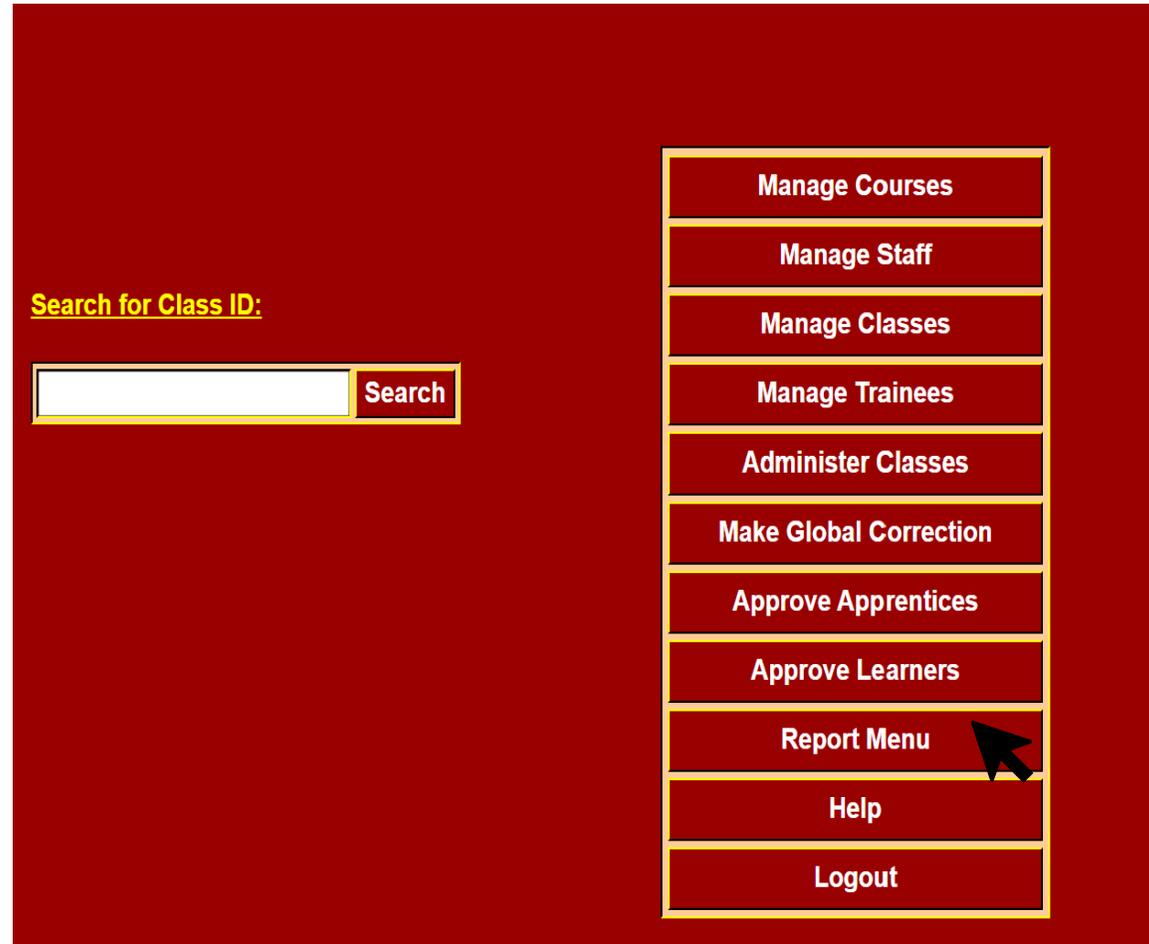
Report Menu

Reports Menu

▶ By selecting the **Reports Menu** option, you can view and print different reports by selecting the report you wish to view/run and clicking the **Go to Options** button.

Report Menu

Select Report:

- ○ ACSS Postings Report
- ○ App/Learner Audit Trail
- ○ App/Learner Change Log Report
- ○ App/Learner Report
- ○ Certified Sick Leave Report
- ● Class Report
- ○ Corrections Report
- ○ Corrections Audit Report
- ○ Course Completion Letter
- ○ Exceptions Report
- ○ Exported Timesheets Report
- ○ Failed Import to TACS Report
- ○ Lates/Infringements/Absences Report
- ○ No Hours This Week Report
- ○ Prior Week Adjustment Report per class
- ○ Prior Week Adjustment Report per site
- ○ Site Presence Report
- ○ Summary Attendance Report
- ○ Summary Report
- ○ Unterminated App/Learner Report

Go To Options / Run Report

Let's take an example…

Class Reports

► To view/print the class report click on the Class Report option.

► Click the **Go To Options** button.

Step 1

► Select 'Single week' or 'Multi-week'.

Step 2

► Select a week(s) that you require the report to run for. You will be able to run the report for the whole class, an individual trainee or several trainees.

Step 3

► Once you have selected who you want the report to run for click the **Run Report** button.

The report will appear:

Logout

▶ Select the log-out button to exit the TACS system.

Once selected the following screen will appear:

Learner Web-browser Clocking

Learner Web-browser Clocking

Web-browser Clocking

▶ Post Go-Live, once fully tested, web-browser clocking will be made available for all Learners (and Apprentices).

▶ This is 'turned on' in TACS by ticking the Web-browser check-box on the Manage Classes screen. Only Regional and Site Administrators will be able to enable this functionality.

▶ ETB's will be provided with the TACS Web-Browser Portal link when this functionality is available.

Learner Web-browser Clocking

Web-browser Clocking

► The Portal is web-browser based.

► The Learner's username will be their '**TACS Badge Number**' and their password is their '**Registration Number**'. Both numbers are automatically generated on PLSS once the Learner is transferred from PLSS to TACS / PeopleXD.
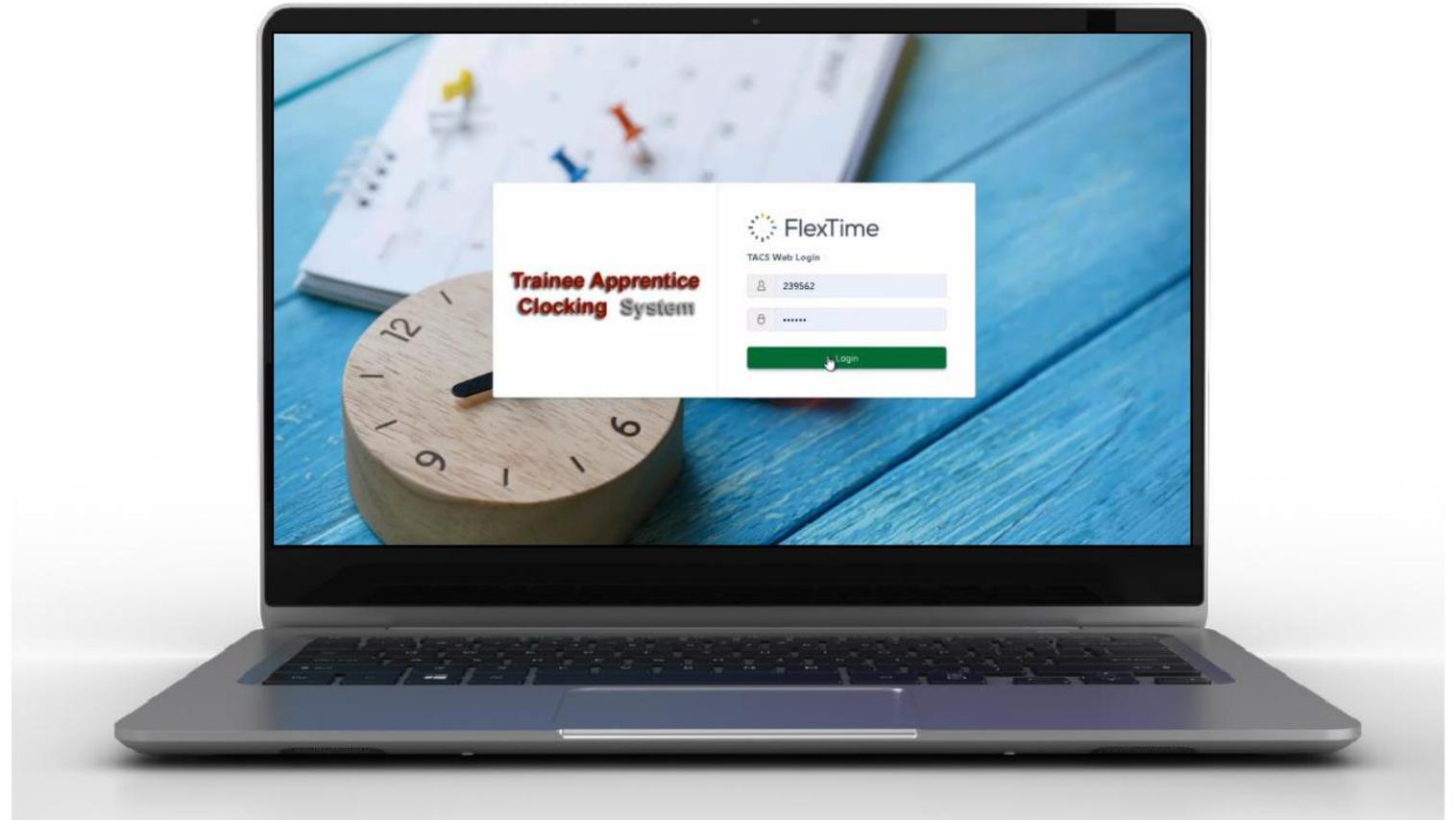
Learner Web-browser Clocking

Web-browser Clocking

- To clock-in, Learners need to log-in and click the green 'Arrive' button.
- Once clocked-in their time will start recording.
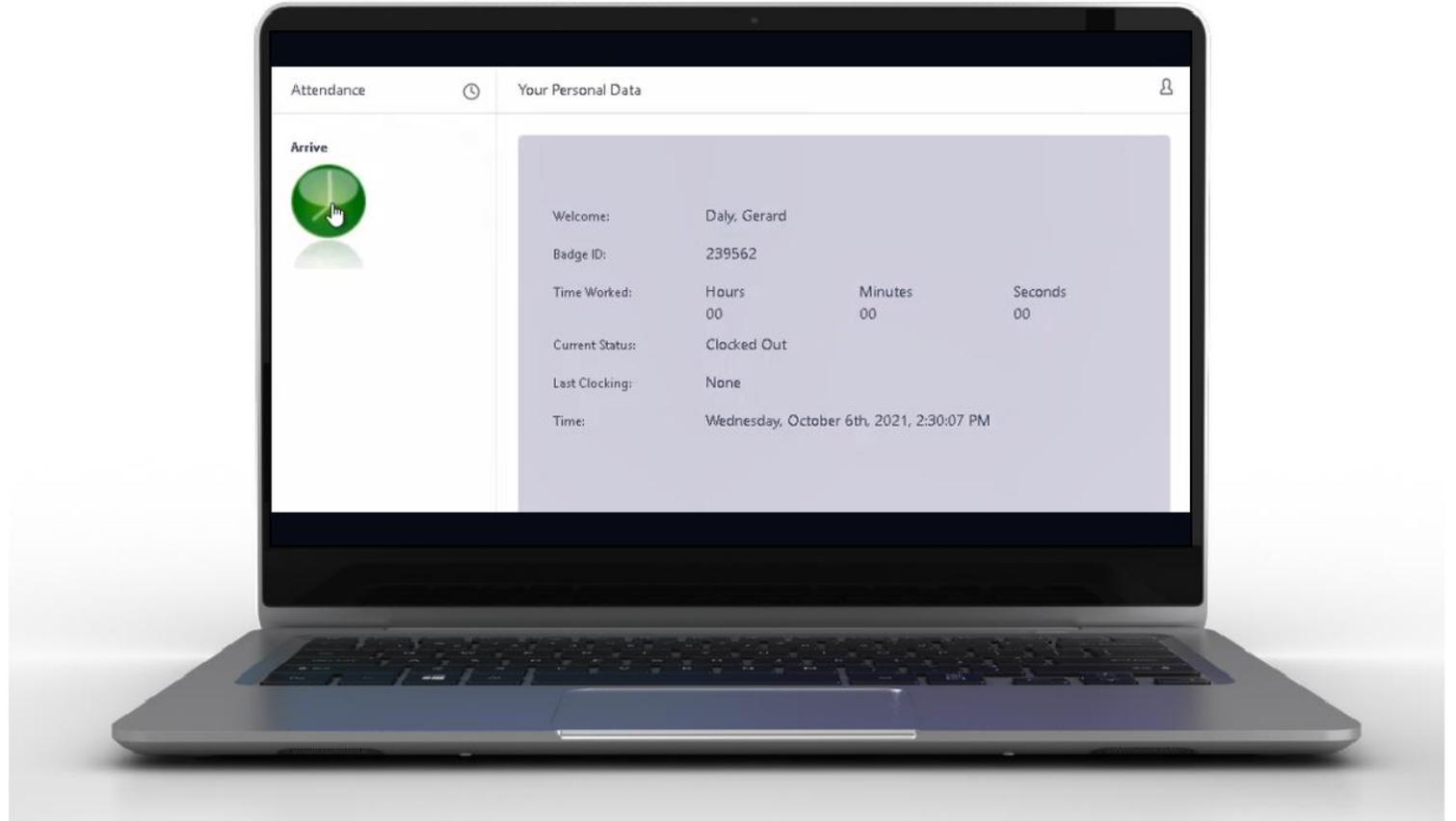
Learner Web-browser Clocking

Web-browser Clocking

▶ To clock-out, Learners need to log-in and click the red 'Depart' button.

▶ Once clocked-out their time will stop recording.

Note: Clock-out time rounds to the previous minute. E.g. 1 minute 50 seconds will round to 1 minute. 2 minutes 10 seconds will round to 2 minutes.
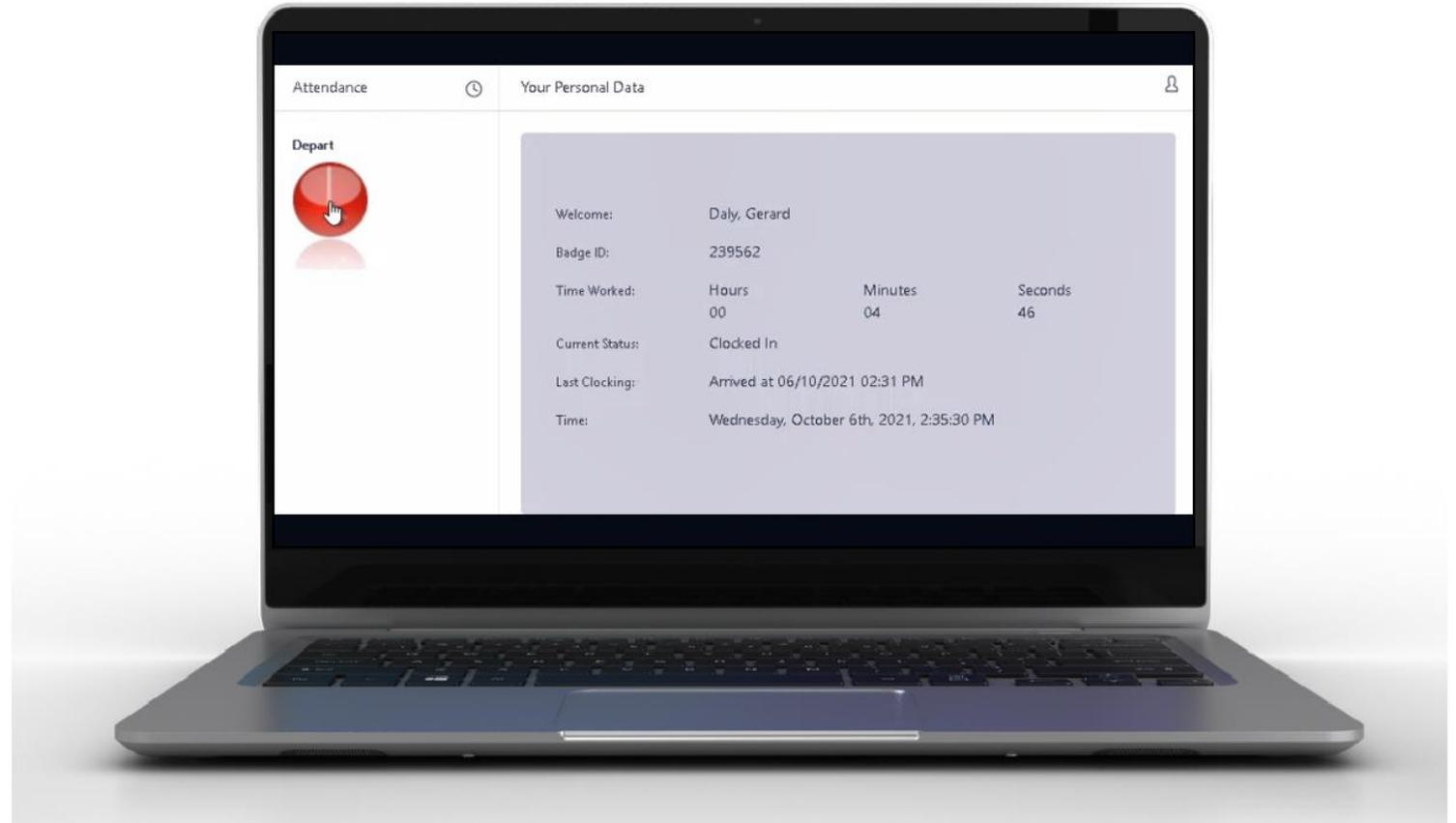
TACS Support

Who do I address my TACS queries to?

- All TACS related queries should be sent to the [Apprentice and Learner (A&L) Operations Helpdesk Team](#) by logging a ticket.

- The TACS User Manual and Training Videos can be found on the Learner Payments SharePoint Site [here](#). The manual can be downloaded and shared with relevant staff.
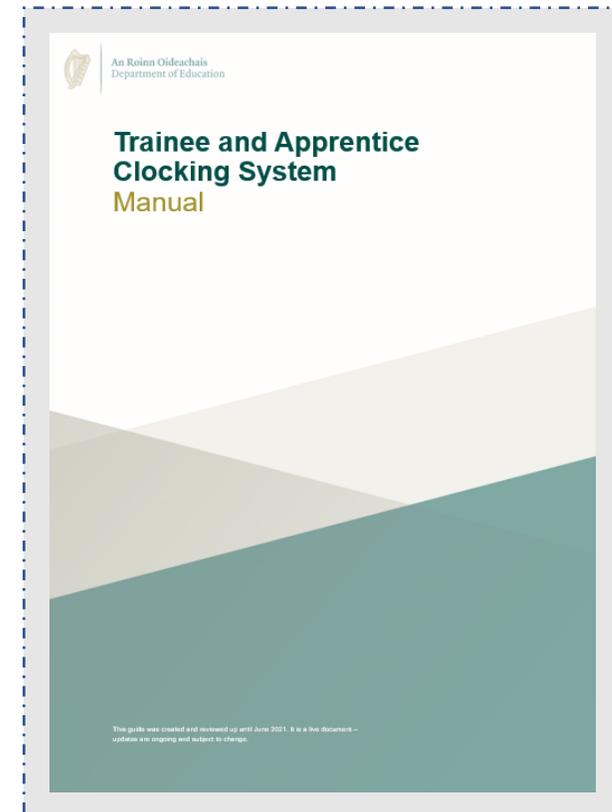
Additional Support for ETBs

What's next?

- ✓ Drop-in Clinics will be scheduled to support you during your first week using the new TACS system. We will be on hand to support you with any questions that you have.

- ✓ You will be able to Log-in to TACS and begin assigning Class Admins and spot checking courses on the 16th of February.

- ✓ On Friday 18th of February you need to update the Learners timesheet for the first time, in respect of W/c 14th February. This week will be paid to Learners for the first time from PeopleXD on Feb 25th.

- ✓ In the meantime you should request access to SharePoint via the Helpdesk and familiarise yourself with the training material, FAQs and training videos.

- ✓ Remember on Monday 28th February you can make a Global Correction on TACS for class leave if you have classes off for mid-term break. This will save you going into each Learner's timesheet individually.

Questions?

Note:

► Please email us at LearnersProject@esbs.gov.ie via your Transition Lead if you have any further questions after the training session.

Appendix

Appendix A

TACS Reason Codes & Allowances – Learners

Reason	Basic Allowance	Full CDA Over 12	Full CDA Under 12	Adult Dep	Telephone Support -	Living Alone	Travel	Meal	Fuel	Accommodation
Cert Sick Leave	√	√	√	√	√	√	√	√	√	√
CSL Unpaid	X	X	X	X	√	√	X	X	√	√
Test	√	√	√	√	√	√	√	√	√	√
Interview	√	√	√	√	√	√	√	√	√	√
Left Early	√	√	√	√	√	√	√	√	√	√
Meeting	√	√	√	√	√	√	√	√	√	√
Job Search	√	√	√	√	√	√	√	√	√	√
New Starter	√	√	√	√	√	√	√	√	√	√
Project Work	√	√	√	√	√	√	√	√	√	√
Flexible Program	√	√	√	√	√	√	√	√	√	√
In-Company	√	√	√	√	√	√	√	√	√	√
Compassionate Leave	√	√	√	√	√	√	√	√	√	√
Infringement	√	√	√	√	√	√	√	√	√	√
System Fault	√	√	√	√	√	√	√	√	√	√
Medical Appointment	√	√	√	√	√	√	√	√	√	√
Forgot to clock In/Out	√	√	√	√	√	√	√	√	√	√
External Training Support	√	√	√	√	√	√	√	√	√	√
Disciplinary Deduction	√	√	√	√	√	√	√	√	√	√
Suspension	√	√	√	√	√	√	√	√	√	√
Privilege Day	√	√	√	√	√	√	√	√	√	√
Bank Holiday	√	√	√	√	√	√	√	√	√	√
Other	√	√	√	√	√	√	√	√	√	√
Permitted Time Off	√	√	√	√	√	√	√	√	√	√
In Attendance	√	√	√	√	√	√	√	√	√	√
Absent	X	X	X	X	√	√	X	X	√	√
Dropped Out*	X	X	X	X	√	√	X	X	√	√
Remote Learning	√	√	√	√	√	√	X	X	√	√
Class Leave	√	√	√	√	√	√	X	X	√	√

NOTE 1:	Allowances are only applicable if a learner is entitled to them
NOTE 2:	Basic, CDA, ADA, Meals & Travel are not paid for any reason code that has a value of 0:00
NOTE:3	Basic, CDA, ADA, Meals & Travel are not paid when the following reason codes are selected CSL Unpaid / ABSENT / DROPPED OUT

Appendix B
REPORTING – PLSS

No.	Report	Details	System
1	PeopleXD Additions	This report displays the PeopleXD admin/financial information sheet for all 'On Course' transferred Learners	**PLSS**
2	Learner Age Reports (Course) & (Provider)	Displays Learners who will be either 16 or 18 years of age in less than 3 weeks' time for a course/ for all courses for the signed in provider	**PLSS**
3	Audit Trail of Changes to Courses & Learner Record	These 2 reports show all changes to Courses and Learner Records	**PLSS**
4	Learner Expected Finish Report (Course) and (Provider)	Displays Learners transferred to PeopleXD that are expected to finish in less than 3 weeks time for a course / for all courses for the signed in provider for the date range selected	**PLSS**
5	Selected Course Audit Details for Transfers to TACS/PeopleXD	This report displays audit details/changes to any learner record/course that has been transferred to PeopleXD/TACS	**PLSS**

REPORTING –TACS

No.	Report	Details	System
1	Correction Audit Trail Report	This report displays all corrections by Learners	TACS
2	Summary Attendance Report	This report details a work groups attendance by monthly percentage	TACS
3	Certified Sick Leave	This report shows Cumulative Sick Leave details	TACS
4	App-Learner Change Log	This report shows changes made to Apprentice/Learner profiles on TACS	TACS
5	App-Learner Report	This is in individual Learner/Apprentice Attendance Report within a date range	TACS
6	Class Report	Show a full class attendance by a date range – Listed in alphabetical order	TACS
7	Corrections Report	Shows any corrections made to timesheets	TACS
8	Exceptions Report	Shows exceptions to full time and attendance	TACS
9	Failed Import	Provides a list of all Learners/Apprentices with incomplete transfer/ error	TACS

REPORTING –TACS

No.	Report	Details	System
10	Late-Infringements-Absences	Shows learners who have clocked and are outside the clocking parameters	TACS
11	Site Presence	Shows the admin for a site and also the Learners who have clocked in at that site	TACS
12	Summary Report	Shows the class list by Learner and their total hours for the week, days for the week and CSL days & time	TACS
13	Unterminated Learner	Shows Learners who are active on TACS and have no end date	TACS
14	No Hours/Pay This Week Report	This report shows Apprentices/Learners who are not being paid this week	TACS
15	Exported Timesheets	This report includes days/hours on TACS which can be validated against PeopleXD reports	TACS
16	Prior Week Adjustment Report by Site & Class	This report shows Prior Week Adjustments and can be run by Class ID & by Site	TACS
17	Audit Trail Report	This report shows any changes made to travel, meals and accommodation details	TACS