

# How to Clock In & Out on the TACS Phone System

## For East Campus Employees

1

Dial **286** on a UC San Diego Health phone

2

Enter your **Employee ID** number followed by the **#** key

- Wait for voice prompt for the next step

3

Enter the applicable **Clock Code**

- Wait for voice prompt for the next step

4

Enter the applicable **Department Number**

- **Note:** Department number in this case refers to a timesheet group / cost center.
- **If you aren't floating to another department, press \***
- Wait for voice prompt for the next step

5

Enter your **Job Class Number**

- **Note:** Job class number refers to a UCPath job code.
- **If you aren't clocking into a second job, press \***
- Wait for confirmation your transaction was recorded before hanging up the phone

Depending on the clock code you enter, you may be prompted for a department number and/or a job class number (less common).

**Employee ID Number:**

*For employees who work float shifts only.*  
**Cost Centers You May Float To:**

*For employees with more than one job only.*  
**Job Class Numbers (Job Codes):**

# Clock Codes for the TACS Phone System

Code	Description
0	<b>Skip a meal</b>
1	<b>Clock-In:</b> Use to clock into your home department / cost center and to your only or primary job (employees with more than one job at UC San Diego Health will have a primary and secondary job). <i>You will not be asked for a department number or a job class number.</i>
2	<b>On-Call/Call Back In:</b> Use to clock in if you were called in while on an On-call shift or if you were called back after your regularly scheduled shift. <i>Press * when prompted for department and job class numbers if you are not floating and if you are not clocking into a secondary job. Otherwise, enter department number and/or job class number as appropriate.</i>
3	<b>Meal Out:</b> Use when your meal break begins*
4	<b>Meal In:</b> Use when your meal break ends*
5	<b>Float / Job Class or Not:</b> Use when clocking in for a float shift. <i>When prompted, enter the department number (also known as cost center) for your float shift. Press * when prompted for a job class number if you are not clocking into a secondary job, otherwise, enter a job class number as appropriate.</i>
62	<b>ESIP Clock-In:</b> Use when clocking in for an ESIP shift. <i>Press * when prompted for department and job class numbers if you are not floating and if you are not clocking into a secondary job. Otherwise, enter department number and/or job class number as appropriate.</i>

Code	Description
64	<b>Extra Shift:</b> Use when clocking in for an extra shift. <i>Press * when prompted for department and job class numbers if you are not floating and if you are not clocking into a secondary job. Otherwise, enter department number and/or job class number as appropriate.</i>
67	<b>Training:</b> Use when clocking in to attend or complete a mandatory training. <i>Press * when prompted for department and job class numbers if you are not floating and if you are not clocking into a secondary job. Otherwise, enter department number and/or job class number as appropriate.</i>
68	<b>Orientation:</b> Use when clocking in for New Employee Orientation. <i>Press * when prompted for department and job class numbers if you are not floating and if you are not clocking into a secondary job. Otherwise, enter department number and/or job class number as appropriate.</i>
69	<b>End Training / Orientation:</b> Use to clock out of training or orientation hours. <i>You will not be asked for a department number or a job class number.</i>
80	<b>Charge Nurse:</b> Use to begin and end a charge nurse shift. <i>Press * when prompted for department and job class numbers if you are not floating and if you are not clocking into a secondary job. Otherwise, enter department number and/or job class number as appropriate.</i>
9	<b>Clock Out:</b> Use to clock out. <i>You will not be asked for a department number or a job class number.</i>