

# Alabama ECC

## Point of Service (POS) Quick Reference Guide for the Time and Attendance System (TAS)

This Quick Reference Guide provides instructions for PARENTS and their authorized cardholders on reporting child care attendance using the TAS Point of Service device (POS).

### Cardholder Functions

#### CHECK IN

POS Screen Display	Provider Action
SWIPE CARD to Begin	Swipe Card
Please ENTER PIN	Enter PIN on POS Press Enter
Attendance Type?	Press "1" for Check In
Enter Child 1# __	Enter TAS Child # Press Enter (See * NOTE)
	Wait for Authorization

#### CHECK OUT

POS Screen Display	Provider Action
SWIPE CARD to Begin	Swipe Card
Please ENTER PIN	Enter PIN on POS Press Enter
Attendance Type?	Press "2" for Check Out
Enter Child 1# __	Enter TAS Child # Press Enter (See * NOTE)
	Wait for Authorization

#### ABSENCE

POS Screen Display	Provider Action
SWIPE CARD to Begin	Swipe Card
Please ENTER PIN	Enter PIN on POS Press Enter
Attendance Type?	Press "5" for Absence
Date: MM/DD	Enter MM/DD (12/31) Press Enter
Enter Child 1# __	Enter TAS Child # Press Enter (See * NOTE)
	Wait for Authorization

#### PREVIOUS CHECK IN

POS Screen Display	Provider Action
SWIPE CARD to Begin	Swipe Card
Please ENTER PIN	Enter PIN on POS Press Enter
Attendance Type?	Press "3" for Prev Check In
Date: MM/DD	Enter MM/DD (12/31) Press Enter
Time: HH:MM (o8:00)	Enter HH/MM (o8:00) Press Enter
1-AM / 2-PM	Enter "1" for AM or "2" for PM
Enter Child 1# __	Enter TAS Child # Press Enter (See * NOTE)
	Wait for Authorization

#### PREVIOUS CHECK OUT

POS Screen Display	Provider Action
SWIPE CARD to Begin	Swipe Card
Please ENTER PIN	Enter PIN on POS Press Enter
Attendance Type?	Press "4" for Prev Check Out
Date: MM/DD	Enter MM/DD (12/31) Press Enter
Time: HH:MM (o8:00)	Enter HH/MM (o8:00) Press Enter
1-AM / 2-PM	Enter "1" for AM or "2" for PM
Enter Child 1# __	Enter TAS Child # Press Enter (See * NOTE)
	Wait for Authorization

State of Alabama  
Department of Human Resources  
Child Care Services Division  
Time and Attendance System

### Conduent Cardholder Call Center:

1.866.960.6629



### IMPORTANT REMINDERS

- \* You must use your TAS card to report all time and attendance each day.
- \* NOTE: If you are recording the same action for more than one child, enter in the next child # and press ENTER. When all children have been recorded, press ENTER again.
- \* If you lose your card, you must call the Xerox Cardholder Call Center for a replacement.
- \* Do not leave your swipe card with your provider.



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## Point of Service (POS) Quick Reference Guide for the Time and Attendance System (TAS)

This Quick Reference Guide provides instructions outlines the most common PROVIDER actions on the Point of Service device. Below are instructions for child care providers on how to access reports, void parent errors, perform a case inquiry and send store and forward transactions

### Provider Functions

#### EXCEPTIONS REPORT

POS Screen Display	Provider Action
SWIPE CARD to Begin	Press F4 for Provider Options
User Pwd	Enter Password (ex: 123456)
Provider Options	Press "1" for Reports
Reports	Press "2" for Exceptions
Date: MM/DD	Enter MM/DD (12/31) Press Enter
Approved	Wait for Receipt to Print

#### DAILY ATTENDANCE REPORT

POS Screen Display	Provider Action
SWIPE CARD to Begin	Press F4 for Provider Options
User Pwd	Enter Password (ex: 123456)
Provider Options	Press "1" for Reports
Reports	Press "1" for Daily Attendance
Date: MM/DD	Enter MM/DD (12/31) Press Enter
Approved	Wait for Receipt to Print

#### VOID TRANSACTION

POS Screen Display	Provider Action
SWIPE CARD to Begin	Press F4 for Provider Options
User Pwd	Enter Password (ex: 123456)
Provider Options	Press "2" for Void Transaction
Enter Tran #	Key in up to 12-digit Transaction Number Press Enter
Printing Complete	Wait for Receipt to Print
Note: Transactions can be voided for up to 10 calendar days	

#### STORE AND FORWARD

POS Screen Display	Provider Action
SWIPE CARD to Begin	Press F4 for Provider Options
User Pwd	Enter Password (ex: 123456)
Provider Options	Press "3" for Send SAF's
Note: Stored transactions will transmit and clear the device when telephone or internet connectivity is restored.	

#### CASE INQUIRY

POS Screen Display	Provider Action
SWIPE CARD to Begin	Press F4 for Provider Options
User Pwd	Enter Password (ex: 123456)
Provider Options	Press "4" for Case Inquiry
Enter Case ID	Key in Case ID Number Press Enter
Approved	Wait for Receipt to Print

## ALTAS

Child Care Provider Help Desk:

1.866.316.5450

Provider Web Portal:

[www.alacctas.com](http://www.alacctas.com)



Contact your local Child Care Management Agency for questions regarding Eligibility and Payment Policies.



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