

EXECUTIVE ORDER



DISTRICT OF COLUMBIA

Subject: Posting Time in Time, Attendance and Court Information System (TACIS)
Number EO-22-009
Effective Date July 6, 2022
Related To: GO-PER-206.01 (Time and Attendance) EO-16-005 (Procedures for Documenting and Approving Compensatory Time and Overtime)
Rescinds: TT-11-069-11 (Posting Time in TACIS), Issued November 31, 2011

The purpose of this executive order is to inform time and attendance clerks when posting time in the Time, Attendance and Court Information System (TACIS), the member shift shall be posted on the time and date the member actually worked. This shall apply to regular shifts, overtime and compensatory time the member worked. Members having questions may contact Payroll Operations on 202-727-2060.

For example, if the member is scheduled to work the midnight shift (2200-0630) for Thursday, the time shall be entered in TACIS on Wednesday with a start time of 2200.

To the extent that provisions in this executive order conflict with existing directives, the provisions set forth in this executive order shall prevail.

Robert J. Contee III
Chief of Police

RJC:KDO:MOC:KDB