

IMPORTANT CHANGE

LSSA Trainers, please note that the TACS language in the TTT materials used 3/31 – 4/3/2015 HAS CHANGED. The updated language approved by Retail, Labor Relations and the APWU is as follows:

***Note: TACS training for LSSAs is required when making entries to correct time and attendance records and retaining required supporting documents. TACS entries to time and attendance records will be approved by supervisors.**

The corrected information has been updated in the following documents and pages:

- Admin's guide
 - Pages 4, 7, 16, 17 and 18
- Facilitator's guide
 - Pages 1-6 and 1-10
- Participant's guide
 - Page 1-6