

Managers to Distribute AIMS Tap Cards to Employees

The Administrative Information Management System (AIMS) team is aware that managers have this week, received the cards which their employees will be using to Tap-in/Tap-out, when the new system is implemented.

The Tap-in/Tap-out Electronic Time Entry process will not take effect until December 2022. More information will be communicated about this process.

Managers should **begin** distributing the cards to their employees **October 21, 2022**.

For more information on tap card distribution, please reference [these FAQs](#).

Thank you for attending to this important task in the implementation of the Tap-in/Tap-out process.