

Fringe Timesheet Training Manual

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Who

- For a regular UH appointment (neither casual, overload, nor student)
- to claim pay for:
 - night differential,
 - overtime,
 - stand-by,
 - call-out,
 - and/or meal compensation,
- you, the employee in that appointment, should submit a Fringe Timesheet in TAPS.



Form D-55

This replaces the State of Hawaii form D-55 (spreadsheet).



Beta Release

The Fringe Timesheet in TAPS is currently a beta release for Bargaining Unit 08 (BU-08) appointments only, in selected departments notified by the Payroll Office. Salaried appointments for other units cannot have fringe timesheets created for them in TAPS yet.

Instructions

1. Login to TAPS.

<https://www.hawaii.edu/taps/>

TAPS is a Timesheet And Payment System at the University of Hawai'i.



UH Login

TAPS requires a UH Login, and Multi-Factor Authentication (MFA) is recommended. If you have not yet set up MFA for your UH Login, then TAPS will fall back to using the old Multi-Level Authentication system that it shares with ePayment and KFS, which requires you to set up and recall five secret questions and answers.

2. Create a timesheet.

Create a timesheet for the work period you are claiming, either current or past, oldest first.

Multiple Appointments

If you have multiple or previous appointments, select the appointment, before creating a timesheet for it. Input and save all of your time for each appointment, before confirming and submitting any timesheets.

The screenshot displays the TAPS interface. At the top, it says 'TAPS Timesheet and Payment System UNIVERSITY OF HAWAII'. The main heading is 'MANAGE MY TIMESHEETS'. There are two appointment entries, each with a radio button. The second entry is selected. Below the entries are three buttons: 'Create 2/1 - 2/13 Timesheet', 'Continue Timesheet', and 'Create For Past Period'. Red arrows point from text boxes to the selected appointment and the 'Create For Past Period' button. The bottom of the screen features three panels: 'MY TIMESHEETS' with a list of statuses (Pending My Submission, Pending Supervisor Action, Pending Business Office Action, Pending Payroll, Final), 'REPORTS' with links for Pay Period Schedule and Holiday List, and 'CONTACT INFORMATION' with the email address uh-taps-help@lists.hawaii.edu. The footer indicates the system is maintained by Information Technology Services.

3. Input your time.

First input or update your regular schedule on the [Easy Scheduler](#), as described by the [Time Input](#) section. Then, copy it to [Daily Times](#), and edit individual days if necessary, in the same way (i.e., [Time Input](#)). TAPS will automatically calculate your fringe pay, of each [pay type](#), based on the [type of time intervals](#) that you input. Finally, you may elect to take [Comp. Time](#) instead of overtime or holiday pay.

a. Easy Scheduler

Just to avoid inputting all of the daily times individually, you can first use the easy scheduler.

- Initially, it defaults to that of the previous timesheet, if any.
- Input or update your regular schedule, in the same way as you would for daily times. (See the [Time Input](#) section for how to do that.)
- Input any unpaid minutes spent on break, e.g., lunch, under BREAK MIN. These are subtracted from your time. If the breaks total an hour or more, still input minutes, e.g., 60, 90, etc.
- Your schedule's [interval types](#) should normally be only **Salaried**, or possibly **Stand-By**.
- If you have schedules that alternate based on the day of the week, click the **add line** button and select a different set of days.
- Finally, click the **Copy To Daily Times** button, to overwrite all of the daily times. If there is a holiday, **Salaried** will be automatically changed to **Scheduled Holiday** on the conventional daily time, based on your schedule.

EASY SCHEDULER (OPTIONAL)

START - STOP	BREAK MIN	TYPE	DAYS
4:30 PM <input type="checkbox"/> +1d - 9:00 PM <input type="checkbox"/> +1d	45	Salaried	<input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat
9:00 PM <input type="checkbox"/> +1d - 4:30 PM <input checked="" type="checkbox"/> +1d		Stand-By	<input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tue <input checked="" type="checkbox"/> Wed <input checked="" type="checkbox"/> Thu <input checked="" type="checkbox"/> Fri <input type="checkbox"/> Sat
<input type="checkbox"/> +1d - <input type="checkbox"/> +1d		select...	
4:30 PM <input type="checkbox"/> +1d - 4:30 PM <input checked="" type="checkbox"/> +1d		Stand-By	<input checked="" type="checkbox"/> Sun <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input checked="" type="checkbox"/> Sat
<input type="checkbox"/> +1d - <input type="checkbox"/> +1d		select...	

for alternate schedules

overwrites any previous data

DAILY TIMES

DAY	DATE	ALERTS	START - STOP	BREAK MIN	TYPE	REG	OT	HOL	NIGHT	NIGHT OT	STAND-BY	MEAL	COMMENTS
Projecting 0:00 toward OT rate for any Extra hours in this week.													
Fri	02/01/2019		-			-	-	-	-	-	-	-	
Sat	02/02/2019		-			-	-	-	-	-	-	-	
WEEKLY SUB-TOTAL HOURS						-	-	-	-	-	-	-	

✔ Schedule Change

If your schedule is going to change in the middle of a work period, you can use the easy scheduler for the one with the most days, and then edit daily times individually to match the other schedule. The easy scheduler contents do not affect your timesheet, so it does not matter if they do not match.

✔ Alternating Schedules

If your schedule alternates between work periods, and you want to avoid editing the intervals in Easy Scheduler every time, you can uncheck all of the days on one or more lines, to keep them available for use later, but prevent them from being copied to the daily times next.

✔ Dotted Underlines

Anywhere in TAPS, a dotted underline indicates that the full reading of an abbreviation, or more detail, is available in a tool-tip. Just hover your mouse over it and stop moving for one second, to have your browser display the tool-tip. You can also touch it, on smartphones or tablets, or click it with a mouse, to read the tool-tip in a pop-up window.

b. Time Input

- On daily times, input intervals for all types of your time on this appointment, rounded to the nearest 15 minutes.
- For adding multiple time intervals, TAPS automatically adds a blank one to the bottom of each row, after you input the last one.
- Don't worry about the order in which you input the intervals; they will be automatically sorted chronologically, when you save the timesheet.
- For a START or STOP time on the next day (i.e., after midnight), click the **+1d** calendar checkbox ("starts on next day", or "stops on next day").
- Input any unpaid minutes spent on break, e.g., lunch, under BREAK MIN. They are subtracted from the interval. If the breaks total an hour or more, still input minutes, e.g., 60, 90, etc.
- Select the **TYPE** of each time interval.

Night Differential

When calculating night differential for a time interval that spans both day and night, TAPS will assume that its break minutes are not at night, as much as possible, to maximize the night differential, without requiring the input of break start and stop times.

Time Interval Types

Interval TYPE	Description
Salaried	your work paid by salary, e.g., regular hours, actually worked. TAPS does not pay this salary, just night differential (NIGHT), if any, and counts these hours towards the overtime rate for Extra and Call-Out hours.
Extra	your work not paid by salary. TAPS pays this as OT (overtime), HOL (holiday overtime), or REG (regular hourly rate, for hours under the overtime threshold), as well as night differential (NIGHT or NIGHT OT), if any.
Vacation/Sick Leave	any type of paid leave (not work), actually. TAPS just counts this towards the overtime rate for Extra and Call-Out hours. Add a comment describing the type of leave.
Scheduled Holiday	your regular hours on an observed holiday (depending on your schedule). TAPS does not pay night differential for these hours, but counts them towards the overtime rate for Extra and Call-Out hours on other days, and pays holiday overtime for Extra and Call-Out hours on the same Daily Time. <div style="border: 1px solid green; padding: 10px; margin-top: 10px;"> <p> Working on a Holiday</p> <p>If you worked on your scheduled holiday, input <i>another</i> interval as Extra or Call-Out with the hours that you actually worked, in addition to the Scheduled Holiday interval, so TAPS will pay holiday overtime (HOL) for them. The Extra intervals may overlap your Scheduled Holiday interval.</p> </div>
Stand-By	when you are on stand-by duty.
Call-Out	when you are called back to work during stand-by duty. TAPS treats this similar to Extra.

Claiming Meals

If you work enough Extra or Call-Out time, you may be able to claim compensation for meals (that were not furnished by UH). Input the number of meals you are claiming in that Daily Time's OT MEALS section, up to the maximum allowed for each type of meal.



Deleting Time

On a Daily Time, click its **Clear Day** button to delete all of its time intervals, comments, and meal claims. Or, to delete just one time interval, blank it out by deleting its START, STOP, and BREAK MIN text, unchecking its **+1d** checkboxes, and changing its TYPE to **select...** That is the only way in the Easy Scheduler, which has no **Clear Day** button.

c. Daily Times

Daily Times display your fringe pay *per day*, broken down by hours:minutes per **pay type**, as well as meal compensation. In the example illustrated below:

- 4 hours of night differential are paid for Friday, because:
 - The salaried interval on Friday is four and a half hours (4:30 PM - 9:00 PM), minus 45 minutes of unpaid break, leaving 3:45;
 - TAPS assumes that the break minutes were before 6:00 PM, so 3 of those hours were at night (6:00 PM - 9:00 PM);
 - Because at least half of the salaried interval was at night, night differential is paid for the whole interval (3:45);
 - The night differential pay is rounded up from 3:45 to 4:00 hours.
- 1 hour of stand-by is paid for both Friday and Saturday, because:
 - This example is a half-time appointment (8 hours/day * FTE of 0.5 * 25% = 1 hour regular rate);
 - A normal, full-time appointment would pay 2 hours per stand-by interval. (The lengths of the stand-by intervals do not matter.)

DAILY TIMES													
DAY	DATE	ALERTS	START - STOP	BREAK MIN	TYPE	REG	OT	HOL	NIGHT	NIGHT OT	STAND-BY	MEAL	COMMENTS
Projecting 15:00 toward OT rate for any Extra hours in this week													
Fri	02/01/2019		4:30 PM - 9:00 PM 9:00 PM - 4:30 PM +1d	45	Salaried Stand-By	-	-	-	4:00	-	1:00	-	
Sat	02/02/2019		4:30 PM - 4:30 PM +1d		Stand-By	-	-	-	-	-	1:00	-	
WEEKLY SUB-TOTAL HOURS						-	-	-	4:00	-	2:00	-	

Pay Type Columns

Pay Type Column	Description
REG	regular hourly rate (for Extra or Call-Out hours below the overtime threshold, not salary)
OT	overtime (1.5 times regular rate)
HOL	holiday overtime (1.5 times regular rate), for Extra or Call-Out hours on a Scheduled Holiday
NIGHT	night differential, for 6 PM - 6 AM, may round up and include more hours
NIGHT OT	night differential on overtime (1.5 times regular night differential)
STAND-BY	stand-by pay, 25% of regular daily rate per interval, up to 2 per day
MEAL	meal compensation, in dollars, based on allowances of meal types claimed

Update or input time on each individual day, as needed, e.g.:

- **Extra** or **Call-Out** time worked,
- **Vacation/Sick Leave** taken,
- **Scheduled Holiday** (if not observed on default day),
- changed schedule,
- claimed meal allowances, etc.



Multiple Pay Types

A single time interval (which you input) can yield multiple pay types. For example, 3:45 **Extra** hours:minutes at night pays both 3:45 of OT (i.e., overtime at 1.5 times the regular rate, for hours over 40 per week), and 4:00 of NIGHT OT (i.e., night differential at 1.5 times the regular night differential rate), for the *same* time interval. The daily time displays all pay types, in parallel, because night differential is rounded differently than other pay types.



Total Pay Per Day

Each Daily Time displays your total fringe pay for all of its time intervals combined, not each time interval individually.

i Weekly Sub-Totals

To make complete weeks, the first and last weekly sub-totals may include pay from those weeks on the previous and following pay periods, for timesheets on the same appointment (if there are any), but not from timesheets on other appointments (if you have multiple appointments). Nevertheless, the totals in the timesheet summary section are from only that one timesheet itself. Days from adjacent timesheets are displayed on a darker background, and are not editable.

Extra (OT) Hours Example

As an example, if you work extra hours after your regular workday, add another interval, of TYPE **Extra**. (In the example below, the employee has worked less than 40 hours in the week, so the extra hours are paid at the regular rate, not at the overtime rate.)

DAY	DATE	ALERTS	START - STOP	BREAK MIN	TYPE	REG	OT	HOL	NIGHT	NIGHT OT	STAND-BY	MEAL	COMMENTS
Fri	02/01/2019		2:30 - 6:30	45	Salaried								
			4:30 PM - 11:30 PM		Extra								covering start of next shift
Sat	02/02/2019		4:30 PM - 4:30 PM		Sta								
WEEKLY SUB-TOTAL HOURS										6:30		1:00	

Paid Leave Example

Sometimes you only need to change the TYPE of an interval, instead of inputting a new interval. For example, if you take a day of sick leave or vacation, you should not claim night differential for hours that you did not actually work.

DAILY TIMES													
DAY	DATE	ALERTS	START - STOP	BREAK MIN	TYPE	REG	OT	HOL	NIGHT	NIGHT OT	STAND-BY	MEAL	COMMENTS
Projecting 15:00 toward OT rate for any Extra hours in this week.													
Fri	02/01/2019		4:30 PM - 9:00 PM 9:00 PM - 4:30 PM	45	Salaried Stand-By	-	-	-	4:00	-	1:00	-	
Sat	02/02/2019		4:30 PM - 4:30 PM			-	-	-	-	-	1:00	-	
WEEKLY SUB-TOTAL HOURS						-	-	-	4:00	-	2:00	-	

In that case, just change that interval TYPE from **Salaried** to **Vacation/Sick Leave**, to avoid getting night differential for hours that you did not actually work.

DAILY TIMES													
DAY	DATE	ALERTS	START - STOP	BREAK MIN	TYPE	REG	OT	HOL	NIGHT	NIGHT OT	STAND-BY	MEAL	COMMENTS
Projecting 15:00 toward OT rate for any Extra hours in this week.													
Fri	02/01/2019		4:30 PM - 9:00 PM 9:00 PM - 4:30 PM	45	Vacation/Sick Leave	-	-	-	-	-	1:00	-	sick
Sat	02/02/2019		4:30 PM - 4:30 PM		Sta	-	-	-	-	-	1:00	-	
WEEKLY SUB-TOTAL HOURS						-	-	-	-	-	2:00	-	

Projecting Time

TAPS calculates the hours in a week, to pay REG (your regular hourly rate) for **Extra** hours in a week up to 40, and OT (overtime, 1.5 times your regular rate) for over that. On an incomplete first and/or last week, with no adjacent timesheet, in order to categorize the pay type of any **Extra** hours as either REG or OT, TAPS automatically projects the total **Salaried**, **Vacation/Sick Leave**, and **Scheduled Holiday** hours for the missing days (within the effective appointment period), based on the corresponding days of the week of the timesheet's own complete, adjacent week. TAPS displays those projections, instead of the days from the adjacent timesheets, when those timesheets are missing. So, if you have **Extra** hours that TAPS has categorized incorrectly, because the projected hours are wrong, then you should create the adjacent timesheet and input your actual hours, instead. (However, you cannot create future timesheets, so you may need to wait until the next pay period starts.)

DAILY TIMES													
DAY	DATE	ALERTS	START - STOP	BREAK MIN	TYPE	REG	OT	HOL	NIGHT	OT	BY	MEAL	COMMENTS
			Projecting 15:00 toward OT rate for any Extra hours in this week.										
Fri	02/01/2019		4:30 PM - 9:00 PM 9:00 PM - 4:30 PM	45	Salaried Stand-By								This projection is based on 15:00 Salaried hours from this timesheet's next week (Sunday, 02/03/2019 to Thursday, 02/07/2019), because there is no timesheet for the previous pay period.
Sat	02/02/2019		4:30 PM - 4:30 PM		Stand-By	-	-	-	-	-	1:00	-	
WEEKLY SUB-TOTAL HOURS						-	-	-	4:00	-	2:00	-	
DAY	DATE	ALERTS	START - STOP	BREAK MIN	TYPE	REG	OT	HOL	NIGHT	OT	BY	MEAL	COMMENTS
Sun	02/03/2019		4:30 PM - 4:30 PM		Stand-By	-	-	-	-	-	1:00	-	
Mon	02/04/2019		4:30 PM - 9:00 PM 9:00 PM - 4:30 PM	45	Salaried Stand-By	-	-	-	4:00	-	1:00	-	
Tue	02/05/2019		4:30 PM - 9:00 PM 9:00 PM - 4:30 PM	45	Salaried Stand-By	-	-	-	4:00	-	1:00	-	
Wed	02/06/2019		4:30 PM - 9:00 PM 9:00 PM - 4:30 PM	45	Salaried Stand-By	-	-	-	4:00	-	1:00	-	
Thu	02/07/2019		4:30 PM - 9:00 PM 9:00 PM - 4:30 PM	45	Salaried Stand-By	-	-	-	4:00	-	1:00	-	
Fri	02/08/2019		4:30 PM - 9:00 PM 9:00 PM - 4:30 PM	45	Salaried Stand-By	-	-	-	4:00	-	1:00	-	
Sat	02/09/2019		4:30 PM - 4:30 PM		Stand-By	-	-	-	-	-	1:00	-	
WEEKLY SUB-TOTAL HOURS						-	-	-	20:00	-	7:00	-	

d. Comp. Time

Finally, if you have OT (overtime) or HOL (holiday overtime), you may elect to take comp. (compensatory) time in lieu of overtime/holiday pay. Near the bottom of the timesheet, in the **TIMESHEET SUMMARY** section, input the straight hours that you elect, up to 1.5 times the OT or HOL hours. (This comp. time is not automatically tracked.) The example below is taking all of the OT as comp. time, so it receives no OT pay.

TIMESHEET SUMMARY							
LATE TIMESHEET:	REG	OT	HOL	NIGHT	NIGHT OT	STAND-BY	MEAL
Total Late Hours:	-	10:00	-	-	8:30	12:00	\$12
- Elected Comp. Time (÷1.5):		15:00	of 15:00	of 0:00			
Total Compensated Hours:	-	-	-	-	0:00	12:00	\$12
Pay Type Totals:	-	-	-	-	\$8.28	\$519.12	\$12
PAYMENT TOTAL (scheduled 06/05/2019)		\$539.40					

4. Save your changes.



If there are any error messages, instead of confirmation, then your changes were not saved, so try to fix the errors and **save** again.

You can come back later and **Continue** to edit your timesheet.

The screenshot shows the 'MANAGE MY TIMESHEETS' section with a list of timesheets. A red box and arrow point to the selected timesheet, labeled 'select the appointment'. Another red box and arrow point to the 'Continue Timesheet' button, labeled 'continue editing pending timesheet'. Below this, there are sections for 'MY TIMESHEETS' (with 'Pending My Submission' circled in red), 'REPORTS', and 'CONTACT INFORMATION'.

5. Confirm pay type hours and amounts.

Confirm that the total pay type hours and amounts are what you expect, on all of your timesheets, before submitting any.

 See the [Troubleshooting](#) section, if any do not look right.

TIMESHEET SUMMARY							
LATE TIMESHEET:	REG	OT	HOL	NIGHT	NIGHT OT	STAND-BY	MEAL
Total Late Hours:	21:15	8:00	-	47:00	5:30	12:00	\$23.50
- Elected Comp. Time (±1.5):		9:00 of 12:00					of 0:00
Total Compensated Hours:	21:15	2:00	-	47:00	5:30	12:00	\$23.50
Pay Type Totals:	\$919.28	\$129.78	-	\$30.55	\$5.36	\$519.12	\$23.50
PAYMENT TOTAL (scheduled 06/20/2019) \$1,627.59							

ACCOUNT INFORMATION

Account distributions used by default

CHART	ACCOUNT	SUB	FO CODE	FO NAME	PERCENT	STATUS
HA	1135412		090	Horimoto, Susan	100%	

Override default account distributions

you can ignore this section

confirm your total pay type hours and amounts, before submitting

6. Submit your timesheet.

You cannot edit it after submitting, so only **submit** when it is ready (preferably before the deadline, to get paid on time). Submitting it will also save any changes.

After submitting it, back on the TAPS main menu, you can follow its status pending approval of your Supervisor, Business Office, and Payroll, advancing down to the Final status bucket, where it will remain. You can click on those buckets, to see your timesheets of that status.



MY TIMESHEETS

- 0 Pending My Submission
- 1 Pending Supervisor Action**
- 0 Pending Business Office Action
- 0 Pending Payroll
- 0 Final

 If there is a problem with your timesheet, it may be returned to you: you will receive an email about it, and it will move back up to your **Pending My Submission** status bucket. There you can edit it again (e.g., **Continue Timesheet**), to correct the problem, and resubmit it.

Troubleshooting

Wrong Salary

- Your regular salary is not included on TAPS timesheets; it is paid automatically by DAGS, regardless of timesheets. The Salaried hours on your TAPS timesheets do **not** pay REG (i.e., your regular hourly rate) nor OT (i.e., overtime) hours; they only:
 - pay night differential, depending on when the hours are, and
 - count towards the overtime rate.
- TAPS pays REG for Extra and Call-Out hours below the overtime rate (i.e., less than 40 hours per week, or 8 hours per day for certain Bargaining Units). This would normally apply to employees working less than full-time. Although REG pays your regular hourly rate, it is not salary; it is extra pay on an hourly basis, similar to overtime.

Wrong Overtime

- TAPS does not pay overtime for Salaried hours over 40 per week, nor 8 per day. They are implied to be your regular work hours, which you voluntarily rescheduled. If a schedule change was not voluntary, and was made without sufficient advanced notice, then you should input such hours as Extra, instead of Salaried, to get overtime pay for them.
- TAPS calculates the hours in a week over 40, or in a day over 8, to start paying the overtime rate (1.5 times the regular rate), and to allow for meal compensation, for Extra and Call-Out hours worked on the relevant appointments. Therefore, to make sure you receive the correct fringe pay amounts, you should:
 - input all of your time (for a single appointment), including salaried work, paid leave, and scheduled holidays, because it all counts toward receiving the overtime rate; (This differs from the previous system, Form D-55, where you input pay types, and could use multiple timesheets for different types of pay.)
 - create and submit timesheets for older periods first (across multiple appointments, if any), so TAPS already has all the hours in a week that started in the preceding period, if the starting week's [projected time](#) is incorrect;
 - create the timesheet for the subsequent period (across multiple appointments, if any), and input and save the salaried work, paid leave, and/or scheduled holidays of its first week, before submitting the timesheet for the preceding period, if the ending week's [projected time](#) is incorrect; (However, you cannot create a timesheet before the start of its work period.)
 - receive proper written authority to work overtime, if required by your Bargaining Unit's agreement (e.g., Unit 08), so your timesheet will be approved by your supervisor and business office.



Multiple Appointments

If you have multiple appointments that total less than full-time, and you work extra hours on both, to go into overtime, TAPS may automatically [reallocate the overtime](#) between the appointments, in the ratio of their FTE (full-time equivalency).

Reallocated Overtime

If you have multiple appointments that total less than full-time, and you work extra hours on both, to go into overtime, TAPS may automatically reallocate the overtime between the appointments, in the ratio of their FTE (full-time equivalency).

For example, if you have two part-time appointments, A and B, of 15 hours per week (FTE 0.375), and worked 10 extra hours on each in one week, that totals 50 hours for that week, so TAPS pays 10 hours as REG and 10 hours as OT. However, suppose that you worked all of A's 10 extra hours *before* B's 10 extra hours, as in the following two diagrams.

		time interval types	
		Salaried	Extra
appointments	A	Salaried A	Extra A
	B	Salaried B	Extra B

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	7:00 AM - 9:00 AM Extra A					
9:00 AM - 5:00 PM Extra A	9:00 AM - 12:00 PM Salaried A	9:00 AM - 5:00 PM Extra B				
	1:00 PM - 4:00 PM Salaried B					
					4:00 PM - 6:00 PM Extra B	

Chronologically, all of A's 10 extra hours are REG, and all of B's 10 extra hours are OT. The pay types would be categorized as follows.

pay types
no fringe pay
(REG)
(OT)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	7:00 AM - 9:00 AM Extra A (REG 2:00)					
9:00 AM - 5:00 PM Extra A (REG 8:00)	9:00 AM - 12:00 PM Salaried A	9:00 AM - 12:00 PM Salaried A	9:00 AM - 12:00 PM Salaried A	9:00 AM - 12:00 PM Salaried A	9:00 AM - 12:00 PM Salaried A	9:00 AM - 5:00 PM Extra B (OT 8:00)
	1:00 PM - 4:00 PM Salaried B	1:00 PM - 4:00 PM Salaried B	1:00 PM - 4:00 PM Salaried B	1:00 PM - 4:00 PM Salaried B	1:00 PM - 4:00 PM Salaried B	
					4:00 PM - 6:00 PM Extra B (OT 2:00)	

However, that wouldn't be fair. Both appointments are normally the same number of hours (i.e., have the same FTE), and both had the same number of extra hours, so TAPS reallocates 5 hours of OT to A's extra hours earlier in the week: both appointments pay 5 hours as REG and 5 hours as OT, as illustrated in the following diagram. You can see this if you look at the timesheet for each appointment. This is one reason to create both timesheets before submitting either one of them. Furthermore, if that week spans two pay periods, then this is one reason to create all four timesheets before submitting any of them.

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	7:00 AM - 9:00 AM Extra A (OT 2:00)					
(REG: 5:00) 9:00 AM - 5:00 PM Extra A (OT 3:00)	9:00 AM - 12:00 PM Salaried A	9:00 AM - 12:00 PM Salaried A	9:00 AM - 12:00 PM Salaried A	9:00 AM - 12:00 PM Salaried A	9:00 AM - 12:00 PM Salaried A	(REG 3:00) 9:00 AM - 5:00 PM Extra B (OT 5:00)
	1:00 PM - 4:00 PM Salaried B	1:00 PM - 4:00 PM Salaried B	1:00 PM - 4:00 PM Salaried B	1:00 PM - 4:00 PM Salaried B	1:00 PM - 4:00 PM Salaried B	
					4:00 PM - 6:00 PM Extra B (REG 2:00)	

Wrong Comp. Time

- Compensatory time is input in straight hours, up to 1.5 times the OT or HOL hours. This is confusing, because they are on a different scale (1 versus 1.5).
- For example, if an employee has 8 hours of OT, but elects to take 9 hours of comp. time, that leaves 2 hours of OT pay on the timesheet.
 - i.e., $8 - (9 / 1.5) = 2$
- Remaining OT or HOL hours and pay, if any, will appear in the TIMESHEET SUMMARY rows below the elected comp. time.