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.

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.

**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

<table>
<thead>
<tr>
<th>Interval Type</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaried</td>
<td>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.</td>
</tr>
<tr>
<td>Extra</td>
<td>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.</td>
</tr>
<tr>
<td>Vacation/Sick Leave</td>
<td>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.</td>
</tr>
<tr>
<td>Scheduled Holiday</td>
<td>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.</td>
</tr>
</tbody>
</table>

**Working on a Holiday**

If you worked on your scheduled holiday, input another 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.

| 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.
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.)

Pay Type Columns

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

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.
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.)
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.

<table>
<thead>
<tr>
<th>DAY</th>
<th>DATE</th>
<th>ALERTS</th>
<th>START</th>
<th>STOP</th>
<th>BREAK MIN</th>
<th>TYPE</th>
<th>REG</th>
<th>OT</th>
<th>HOL</th>
<th>NIGHT</th>
<th>STAND-BY</th>
<th>MEAL</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Fri</td>
<td>02/01/2019</td>
<td></td>
<td>4:30 PM</td>
<td>9:00 PM</td>
<td>45</td>
<td>Salaried</td>
<td>-</td>
<td>-</td>
<td>4:00</td>
<td>-</td>
<td>1:00</td>
<td>-</td>
<td></td>
</tr>
<tr>
<td>Sat</td>
<td>02/02/2019</td>
<td></td>
<td>4:30 PM</td>
<td>4:30 PM</td>
<td>-</td>
<td>Stand-By</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1:00</td>
<td>-</td>
<td></td>
</tr>
</tbody>
</table>

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.
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.)
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.

<table>
<thead>
<tr>
<th>TIMESHEET SUMMARY</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>LATE TIMESHEET:</strong></td>
</tr>
<tr>
<td>Total Late Hours:</td>
</tr>
<tr>
<td>- Elected Comp. Time (+1.5):</td>
</tr>
<tr>
<td>Total Compensated Hours:</td>
</tr>
<tr>
<td>Pay Type Totals:</td>
</tr>
<tr>
<td><strong>PAYMENT TOTAL</strong> (scheduled 06/05/2019)</td>
</tr>
</tbody>
</table>

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.
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**

<table>
<thead>
<tr>
<th>Late Timesheet</th>
<th>REG</th>
<th>OT</th>
<th>HOL</th>
<th>Night</th>
<th>Night OT</th>
<th>Stand By</th>
<th>Meal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Total Late Hours:</td>
<td>21:15</td>
<td>8:00</td>
<td>-</td>
<td>47:00</td>
<td>5:30</td>
<td>12:00</td>
<td>$23.50</td>
</tr>
<tr>
<td>Elected Comp. Time (1.5x):</td>
<td>9:00</td>
<td>12:00</td>
<td>0:00</td>
<td>0:00</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Compensated Hours:</td>
<td>21:15</td>
<td>2:00</td>
<td>-</td>
<td>47:00</td>
<td>5:30</td>
<td>12:00</td>
<td>$23.50</td>
</tr>
<tr>
<td>Pay Type Totals:</td>
<td>$919.28</td>
<td>$129.78</td>
<td>-</td>
<td>$30.55</td>
<td>$5.36</td>
<td>$519.12</td>
<td>$23.50</td>
</tr>
</tbody>
</table>

**Payment Total** (scheduled 06/20/2019) **$1,827.58**

**Account Information**

- Account distributions used by default
- Chart: HA 1135412
- Account: 090
- FO CODE: Hortmoto, Susan
- Percent: 100%
- Status

You can ignore this section.

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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.

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.
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.

<table>
<thead>
<tr>
<th>Sun</th>
<th>Mon</th>
<th>Tue</th>
<th>Wed</th>
<th>Thu</th>
<th>Fri</th>
<th>Sat</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 AM - 5:00 PM Extra A</td>
<td>7:00 AM - 9:00 AM Extra A</td>
<td>9:00 AM - 12:00 PM Salaried A</td>
<td>9:00 AM - 12:00 PM Salaried A</td>
<td>9:00 AM - 12:00 PM Salaried A</td>
<td>9:00 AM - 12:00 PM Salaried A</td>
<td>9:00 AM - 5:00 PM Extra B</td>
</tr>
</tbody>
</table>

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.