

PLEASE SUBMIT TIMESHEET TO YOUR DEPARTMENT TIMEKEEPER

Human Resources/TAP
 1111 Spruce St.
 Riverside , CA 92507
 (951) 955 -9178



1 EMPLOYEE NAME(required)	2 EMPLOYEE NUMBER(6 digits required)
3 PAY PERIOD NUMBER	
4 DATES COVERED	5 DEPARTMENT NAME/WORK NUMBER

Day	Date	HOURS WORKED	OVT HOURS	SHIFT DIFFERENTIALS		COMMENTS	TAP OFFICE USE ONLY	TIME TABLE
				Z01	Z02			
Thursday	6	7	8	9	10	11		1-6 MIN= 0.1
Friday								7-12 MIN=0.2
Saturday								13-18 MIN=0.3
Sunday								19-24 MIN = 0.4
Monday								25-30 MIN = 0.5
Tuesday								31-36 MIN= 0.6
Wednesday								37-42 MIN= 0.7
Thursday								43-48 MIN= 0.8
Friday								49-54 MIN= 0.9
Saturday								55-60 MIN= 1.0
Sunday								
Monday								
Tuesday								
Wednesday								

	HOURS WORKED	SHIFT	
TOTALS	12	13	14

TAP OFFICE USE ONLY				
REG	XOT	OVT	Z01	Z02

TAP employees are eligible for the following differentials only:
 **Shift differential Z01 = hours worked from 6pm till 11pm or if starting after 1pm differential pay starts at 3pm till 11pm
 **Shift differential Z02 = any hours worked between 11pm and 7am

I certify the above hours are accurate. EMPLOYEE'S SIGNATURE 15	DATE	I approve the hours/shift worked. SUPERVISOR'S SIGNATURE 16	DATE	SUPERVISOR'S PHONE NUMBER 17
--	------	--	------	--

DID YOU REMEMBER TO INCLUDE YOUR NAME AND EMPLOYEE NUMBER???

TAP Timesheet Instructions

- 1 Fill in employee's name
- 2 Fill in Employee's Employee ID Number
- 3 Fill in the Pay Period Number (refer to the payroll calendar)
- 4 Fill in the date range of the pay period
- 5 Fill in the department the employee works in
- 6 Fill in the individual dates of the pay period
- 7 Fill in the total hours worked on the specific day up to 40 hours for the pay week.
The county's pay week is from Thursday-Wednesday.
Any hours in excess of 40 hours for the pay week are not recorded in the "Hours Worked" column. These hours are carried over to the next column
- 8 Fill in any hours worked in excess of 40 hours for the pay week.
Ex: If you worked a total of 42 hours in the pay week and you worked 10 hours on Wednesday you would input 8 hours on the "Hours Worked" column and 2 hours in the "OVT Hours" column
- 9 Shift Differential is payable to employees whose regularly-scheduled shift ends after 6:00pm
Z01 is payable for hours worked between 6 pm and 11 pm.
If an employee worked past 6 pm they will claim Shift Differential Z01 prorated from 3 pm. Ex: An employee worked from 9 am to 6:30 pm with a 1/2 hour lunch, they would claim 9 hours for "Hours Worked" and 3.5 hours for "Z01" (3-6:30pm)
- 10 Z02 is payable for hours worked between 11:01 pm and 7 am but only if the shift originally works through 11 pm
Ex: An employee worked from 6 pm to 12:30 am with 1/2 hour lunch, they would claim 6 hours for "Hours Worked", 4.5 hours "Z01" (6pm-11pm), and 1.5 hour for "Z02" (11:01pm- 12:30am)
Shift Differential pay is paid in addition to regular hours worked
- 11 The Comments column is used to record the timeframe worked if claiming shift differential pay
This helps the reviewer verify that the claimed shift differential pay is valid to pay
- 12 Fill in the total of the "Hours Worked" column. If "OVT Hours" are claimed this total is also recorded here. Ex: If an employee worked 80 hours in the "Hours Worked" column and 2 hours in the "OVT Hours" column, it should be recorded as 80/2 in this space.
- 13 Fill in the total Z01 hours
- 14 Fill in the Total Z02 hours
- 15 The Employee must sign and date their timesheet
- 16 The Supervisor must review the employee's timesheet for accuracy and sign and date their timesheet approving the hours worked.
- 17 The Supervisor is to fill in their phone number should there be any questions