Shift Ending at Midnight

If the shift ends at midnight, the end time can be entered one of two ways.

Shift Entered on Single Row

1. Navigate to the timesheet.

2. Enter the start time of the shift in the **Shift In** column.

3. If you take an unpaid break, enter the start of the break in the **Break Out** column and the time returned in the **Break In** column.

4. Enter the end time of 11:59:59PM in the **Shift Out** column.

5. Click the **Submit** button.
   - *Punch Total* field will show total hours entered
   - *Reported Hours* field (in the header) will total hours submitted for that period
   - The hourglass icon will appear in the *status* column.

Shift Entered on Separate Rows

1. Navigate to the timesheet.

2. Enter the start time of the shift in the **Shift In** column.

3. If you take an unpaid break, enter the start of the break in the **Break Out** column and the time returned in the **Break In** column.

4. On the next day (day shift ends) enter 12A in the **Shift Out** column.

5. Click the **Submit** button.
   - *Punch Total* field will show total hours entered
   - *Reported Hours* field (in the header) will total hours submitted for that period
   - The hourglass icon will appear in the *status* column.