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.