

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.