

Shifts Crossing Midnight

If the shift crosses two days (starting on one day and crossing over midnight to another day), Shift In is entered on the starting day and Shift Out entered on the ending day.

1. Navigate to the [timesheet](#).
2. Enter the start time of the shift in the **Shift In** column for the date that the shift began.
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.

NOTE:

 - If your break begins and ends before midnight – use the Break In/Out fields on the same row as the Shift In punch.
 - If your break begins and ends after midnight – use the Break In/Out fields on the next day, the same row where you will record your Shift Out.
 - If your break begins before midnight and ends after midnight – Use the Break Out field on the first day and the Break In field on the second day.
4. Enter the end time of the shift in the **Shift Out** column (in the next day’s row)
5. Click the **Submit** button.
 - *Punch Total* field will show total hours entered
 - *Reported Hours* field will total hours submitted for that period
 - The hourglass icon will appear in the *status* column.
6. If the next shift begins on the same day your previous shift ended:
 - a. Click the **plus sign** to add a row.
 - b. Enter the shift start time on the new row.
 - c. If this shift also crosses midnight, repeat steps 2-5.

Select for Delete				Date	Status	Shift In	Break Out	Break In	Shift Out	Punch Total	Time / Absence Code	Quantity
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>	Sun	8/5							
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>	Mon	8/6	8:00:00PM				6.00		
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>	Tue	8/7				2:00:00AM			
<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>	<input type="button" value="⋮"/>			1:00:00PM			3:00:00PM	2.00		

Delete Selected Rows
Submit
Copy from Previous Week