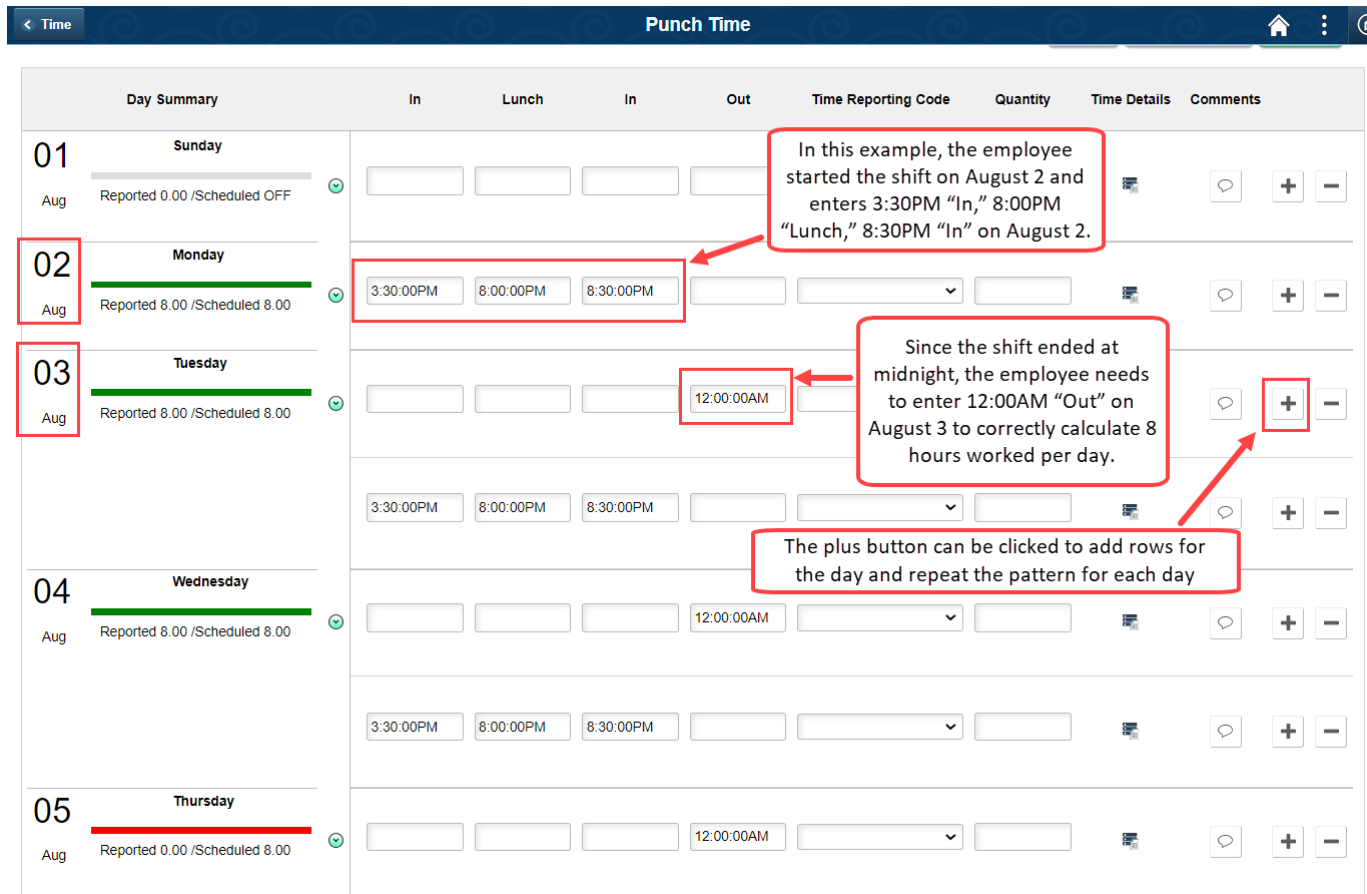


Punch Time Entries – Shift Crosses Days

You may work a shift that starts in the evening of one day and ends in the morning of the next day. The starting time of the day in HIP is 12:00am. Therefore, in the case that your work shift crosses day, you will need to input time in the appropriate day/time slot to calculate the hours correctly. Payable time will be recorded on the day that has the most hours of the shift. If the shift hours are split equally between the two days, then payable time will be recorded on the day the shift started.

Example 1: Employee work shift is 3:30PM to 12:00AM with a half hour break on the same day. On the day the shift starts, enter the start time of the shift in the “In” time slot, then enter the breaks times in the “Lunch” and “In”. When the shift ends at 12:00AM, enter 12:00 on the next day in the “Out” time slot.



The screenshot shows the 'Punch Time' interface with a table of entries for August 01 to 05. The table has columns for Day Summary, In, Lunch, In, Out, Time Reporting Code, Quantity, Time Details, and Comments. Red annotations provide the following information:

- August 02 (Monday):** The first 'In' slot contains '3:30:00PM', the 'Lunch' slot contains '8:00:00PM', and the second 'In' slot contains '8:30:00PM'. A callout box states: "In this example, the employee started the shift on August 2 and enters 3:30PM 'In,' 8:00PM 'Lunch,' 8:30PM 'In' on August 2."
- August 03 (Tuesday):** The 'Out' slot contains '12:00:00AM'. A callout box states: "Since the shift ended at midnight, the employee needs to enter 12:00AM 'Out' on August 3 to correctly calculate 8 hours worked per day." A red box highlights the plus button (+) to the right of the entry.
- A callout box at the bottom states: "The plus button can be clicked to add rows for the day and repeat the pattern for each day".

Example 2: Employee work shift is 10:00PM to 6:30AM with a half hour break on the next day. On the day the shift starts, enter the start time of the shift in the “In” time slot. On the next day, enter the break times in “Lunch” and “In,” then enter the end of shift time in the “Out” time slot.

Punch Time

In this example, the employee started the shift on July 15 and enters 10:00PM "In." This was submitted on the prior pay period timesheet.

Day	Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
15 Jul	Thursday Reported 4.50 / Scheduled 8.00	10:00:00PM							
16 Jul	Friday Reported 3.50 / Scheduled 8.00		2:30:00AM	3:00:00AM	6:30:00AM				
17 Jul	Saturday Reported 0.00 / Scheduled OFF								
18 Jul	Sunday Reported 4.50 / Scheduled OFF	10:00:00PM							
19 Jul	Monday Reported 3.50 / Scheduled 8.00		2:30:00AM	3:00:00AM	6:30:00AM				
20 Jul	Tuesday Reported 0.00 / Scheduled 8.00								
21 Jul	Wednesday								

Since the break time and end of shift occurs on the next day, 2:30AM "Lunch" 3:00AM "In" and 6:30AM "Out" is entered on July 16.

Example 3: Employee work shift is 7:00PM to 3:30AM with a half hour break starting on the first day and ending on the next day. On the day the shift starts, enter the start time of the shift in the "In" time slot and enter the start of the break on the "Lunch" time slot of the same day. On the next day enter the end of break time in the "In" and end of shift time in the "Out" slot.

The screenshot displays a 'Punch Time' interface with a table of daily entries. The table has columns for 'Day Summary', 'In', 'Lunch', 'In', 'Out', 'Time Reporting Code', 'Quantity', 'Time Details', and 'Comments'. The days shown are August 01 (Sunday), 02 (Monday), 03 (Tuesday), 04 (Wednesday), and 05 (Thursday). Annotations with red boxes and arrows explain the data entry process for a 7:00PM to 3:30AM shift with a break.

Day Summary	In	Lunch	In	Out	Time Reporting Code	Quantity	Time Details	Comments
01 Sunday Aug Reported 0.00 / Scheduled OFF								
02 Monday Aug Reported 4.50 / Scheduled 8.00	7:00:00PM	11:30:00PM						
03 Tuesday Aug Reported 8.00 / Scheduled 8.00	12:00:00AM			3:30:00AM				
04 Wednesday Aug Reported 3.50 / Scheduled 8.00	12:00:00AM			3:30:00AM				
05 Thursday Aug Reported 0.00 / Scheduled 8.00								

Annotations:

- Monday (02):** The employee started the shift on August 2 and enters 7:00PM "In". The break started at 11:30PM, and that time is entered in the "Lunch" time slot.
- Tuesday (03):** The employee returned from break at 12:00AM and enters that time on August 3 as the "In" time.
- Tuesday (03):** The shift ends at 3:30AM and that is entered in the "Out" time slot.
- Wednesday (04):** The plus button can be clicked to add rows for the day and repeat the pattern for each day.