Non-Exempt Timesheet Examples
Night Shift Employees

Non-exempt employee examples: Custodian, Trades, ADA, USA

Night Shift that Spans More than One Day (KB# 17038)

IN time as the start of the shift on the day you actually started working
Middle IN/OUT for lunch hours or other unpaid time is entered on day occurred
Last OUT time as the end of the shift is entered on the day you actually ended working

Example: Normal Shift is 5:00pm to 1:00am with no lunch
Shift starts on Monday – First IN would be 5:00pm on Monday
Shift ends on Tuesday – Last OUT would be 1:00am on Tuesday

View Timesheet following written instructions for visual of each scenario

Enter Comp Time Usage on Timesheet (KB# 16515)

1A. Add a row on far right of timesheet
2A. Enter in total hours using comp time on the day of the week
3A. Adjust regular hours accordingly
4A. Use Time Reporting Code drop down = CTUSE – Comp Time Taken

After Step 4A:
Continue on to steps of Example A3, 4, 5 *or* Example B2, *or* Example C3, 4, 5

A. Night Shift Employee Using Partial Day of Leave – working during first part of shift

1. Enter Absence in Request Absence (or on timesheet if using comp time)
2. Enter in time worked for that shift
3. Remove end of shift time
4. Use Time Reporting Code drop down = REG00 – Regular Hours
5. Enter 0 (zero) in Quantity Field

B. Night Shift Employee Using Partial Day of Leave – working during second part of shift

1. Enter Absence in Request Absence (or on timesheet if using comp time)
2. Enter in time worked for that shift
   i. Notice that the out time for the previous day shift still shows on the day you took off. That is correct.

C. Night Shift Employee Using Full Day of Leave – not working at all during that shift period

1. Enter Absence in Request Absence (or on timesheet if using comp time)
2. Remove first in and other in/out times if present on timesheet
   i. Notice that the out time for the previous day shift still shows on the day you took off. That is correct.
3. Remove end of shift time
4. Use Time Reporting Code drop down = REG00 – Regular Hours
5. Enter 0 (zero) in Quantity Field

Reminder: Be sure to hit the submit Submit button when done entering on timesheet

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Task Profile ID	Time Zone	Collection Device ID	Rule Element 1	Rule Element 2	Date
Sun	2/26	New								0.00	UW_DEFAUL		CST				2/26
Mon	2/27	Submitted	5:00:00PM		2	11:00:00PM	6.00						CST				2/27
		Approved						Prs Holday - PSHOL	1 2.00				CST				2/27
Tue	2/28	Submitted				3	4	REG00 - Regular Hours	0.00 5				CST				2/28
			5:00:00PM										CST				2/28
Wed	2/29	Submitted				1:00:00AM							CST				2/29
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAUL		CST				2/29
Thu	3/1	Submitted				1:00:00AM				8.00	UW_DEFAUL		CST				3/1
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAUL		CST				3/1
Fri	3/2	Submitted				1:00:00AM				8.00	UW_DEFAUL		CST				3/2
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAUL		CST				3/2
Sat	3/3	Submitted				1:00:00AM				0.00	UW_DEFAUL		CST				3/3
Sun	3/4	New								0.00	UW_DEFAUL		CST				3/4
Mon	3/5	Submitted	5:00:00PM				8.00			8.00	UW_DEFAUL		CST				3/5
Tue	3/6	Submitted				1:00:00AM				8.00	UW_DEFAUL		CST				3/6
		Approved						Prs Holday - PSHOL	1 8.00				CST				3/6
Wed	3/7	Submitted				2	3	REG00 - Regular Hours	0 4				CST				3/7
			5:00:00PM										CST				3/7
Thu	3/8	Submitted				1:00:00AM				8.00	UW_DEFAUL		CST				3/8
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAUL		CST				3/8
Fri	3/9	Submitted				1:00:00AM				8.00	UW_DEFAUL		CST				3/9
		Submitted	8:30:00PM	2			4.50						CST				3/9
		Approved						Vacation - VACTN	1 3.50				CST				3/9
Sat	3/10	Submitted				1:00:00AM							CST				3/10

Example A

Example C

Example B