

## Using Previous Day Indicator for Shift pay after Midnight

The purpose of the previous day indicator is to connect times worked after midnight that is recorded on the next day to the day on which the shift began. The previous day indicator must be used when a shift occurs at or after the midnight hour or if the employee has a break after the midnight hour.

When a shift begins before midnight and ends after midnight, with no breaks, time entry would appear as follows:

Data Entry Area														
LT	COAr	R..	Re...	R...	A/A...	Wa...	P...	Total	07/12	From	To	07/13	From	To
								8.00	8.00			0.00		
	ARK				ATTN			8.00	8.00	23:00	07:00			

The entire shift is paid on the day it began (7/12). The authorized shift pay will be based upon the start and end times identified on the shift eligibility table.

For employees who take a break after midnight, the first time pairs would indicate the beginning of the shift and the time the employee left for a break. The second time pair **“entered on the next day”** would indicate the time he/she returned from the break, as well as the end of the shift.

Without using the previous day indicator as in the example below, the second time pair would not be identified as a continuation of the previous day shift. The system will not calculate the time entered on 7/14 (4.50 hours) as shift differential eligible time for the 7/13 shift.

Data Entry Area																	
LT	COAr	R..	Re...	R...	A/A...	Wa...	P...	Total	07/12	From	To	07/13	From	To	07/14	From	To
								16.00	8.00			3.50			4.50		
	ARK				ATTN			16.00	8.00	23:00	07:00	3.50	23:00	02:30	4.50	03:00	07:30

To activate the Previous Day Indicator for the time pair that begins at or after midnight, double click in the “From” or the “To” field of the time pair.

From	To
03:00	07:30

Click in Previous Day Indicator box to add check mark:

<Continue > .

As noted in the example below, the eight (8) hours on the total line for 7/13 represents both times that were entered on 7/13 (3.50 hours) and 7/14 (4.50 hours).

Data Entry Area																		
LT	COAR	R...	Re...	R...	AA...	Wa...	P...	Total	07/12	From	To	07/13	From	To	07/14	From	To	0
								16.00	8.00			8.00			0.00			
	ARK				ATTN			16.00	8.00	23:00	07:00	3.50	23:00	02:30	4.50	03:00	07:30	

<Save> .

Time pairs for the entire shift are now identified for the day on which the shift began and the shift differential will pay accordingly after all time processes are successfully completed.