

How do I enter my time if I'm working overnight?

If you are working a time frame spanning multiple days, as most notably happens when delivering Respite services overnight, there are two options:

- Record our time using eTime Live by clocking in at the beginning of your shift and clocking out at the end. Nothing more is required.
- If recording time with eTime Entry, set the start date and time and the end date and time. There is no need to manually split the shift at midnight.



As of midnight 12/6/2020 you must use eTime Live and punch in and out for each shift's start and end. eTime Entry will no longer be an option for dates 12/7 and beyond except for PTO. [Learn more»](#)

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