## Employee Absence Times for Overnight Schedules

For employees who work an overnight schedule, the process of adding default absence times to their profile can be tricky! To do this, you will first need to locate the employee in question and access his/her "General Information" page, as outlined here (https://absence-help.frontlineeducation.com/hc/en-us/articles/115003263787).



Once opened, scroll down to the "Absence Times" section of the "General Information" page.

It's important to understand that the absence times entered here are a default for this employee and may be overridden if the employee is allowed to use the "Custom" absence scheduling option.

There are four fields to enter absence times. Namely, "Absence Start Time", "Absence Half Day Break (1st Half End/2nd Half Start)", "Absence End Time" and "Absence Hours Per Day". You'll need to think about these fields a bit differently when entering the schedule for an overnight employee.

The following image depicts an example of an employee record whose working a schedule of 9:00 PM - 5:30 AM, with a half hour break.



## Pro Tip:

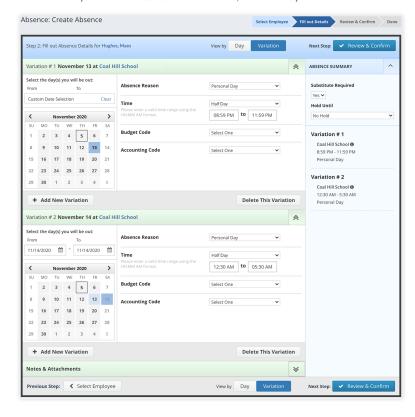
Consider the following when entering an overnight schedule:

- When entering hours, think of this employee's day in terms of their evening and
  morning shifts. The morning shift is what you'll enter first, starting with when they first
  work after midnight. In this example, the start time is set to 00:30, to accommodate
  the 30-minute break the employee has during their shift.
- Don't forget to enter all times in 4-digit, 24-hour clock format.
- 24:00 is not a valid entry for the "Absence End Time". We recommend offsetting that
  time by one minute to 23:59. You may also want to offset the "Absence Half Day Break
  (1st Half End/2nd Half Start)" time so that the one minute offset will not impact the
  overall duration of the absence.
- Some overnight employees will require the override on the "Absence Hours Per Day" field. The default hours per day will count from the start through the end time without factoring in the mid-day break.
- When entering an overnight schedule, any break must be accounted for by using the "Absence End Time" or "Absence Start Time". This is because the schedule must be divided at midnight, and there is currently no option to split an employee's shift into

more than two segments. So, like the example, the duration of the break can be noted by moving the "Absence Start Time" forward.

• Don't forget to save your changes to the employee general information page!

When entering an absence for this employee, the half day shift type should be used to enter a half day PM on the first date of the absence, and a half day AM on the second date.



## Additional Resources

For more information, we recommend that you review the following articles.

- Creating an Absence Across Midnight (https://absence-help.frontlineeducation.com/hc/en-us/search/click?
  data=BAh7CjoHaWRsKwgzkrrGGgA6CXR5cGVJlgxhcnRpY2xlBjoGRVQ6CHVybEkic2h0dHBzOi8vYWJzZW5jZS1oZl-5a763f27b9526a1481364110dbbeb3883759d3c2)
- Updating Absence Times After Changing an Employee's Schedule
   (https://absence-help.frontlineeducation.com/hc/en-us/search/click?
   data=BAh7CjoHaWRsKwjzqBXHGgA6CXR5cGVJlgxhcnRpY2xlBjoGRVQ6CHVybEkiAYVodHRwczovL2Fic2VuY2Uta(-006c4559c696a126e204138eb5cd331247a89e98)
- Importing Employee Data to Update Absence Times (https://absence-help.frontlineeducation.com/hc/en-us/search/click?
  data=BAh7CjoHaWRsKwjYVbzGGgA6CXR5cGVJIgxhcnRpY2xIBjoGRVQ6CHVybEkif2h0dHBzOi8vYWJzZW5jZS1oZ-846b1c4a17f87e4c1912e6f994483effb50e7bf2)