

# 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>).

The screenshot shows the 'Absence Management' interface for 'Victoria County Sc...'. A search bar at the top contains the text 'Hughes'. Below the search bar, there are several tabs: 'CREATE ABSENCE', 'CREATE VACANCY', 'ABSENCE MODIFY', 'DAILY REPORT', 'SCHOOL', 'FIND EMPLOYEE', 'FIND SUBSTITUTE', and 'DASHBOARD'. The 'FIND EMPLOYEE' tab is highlighted. Below the tabs, there are two main sections: 'Weekly Absence/Vacancy Chart' and 'Profile [My profile]'. The 'Profile' section is active, showing fields for 'Name' (Matt Smith (Victoria County School District)), 'Email' (Msmithlx1@gmail.com), and 'Level' (Organization User).

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.

The screenshot shows the 'Absence Times' section of the employee profile. It contains four input fields: 'Absence Start Time' with the value '00:30', 'Absence Half Day Break (1st Half End/2nd Half Start)' with values '05:30' and '20:59', 'Absence End Time' with the value '23:59', and 'Absence Hours Per Day' with the value '8'. There is an 'Override' checkbox next to the 'Absence Hours Per Day' field.

## 💡 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.

**Step 2: Fill out Absence Details for Hughes, Maes**

View by: Day Variation Next Step: Review & Confirm

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### Variation # 1 November 13 at Coal Hill School

Select the day(s) you will be out:

From To

Custom Date Selection Clear

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

**Absence Reason** Personal Day

**Time** Half Day  
Please enter a valid time range using the HH:MM AM format.  
08:59 PM to 11:59 PM

**Budget Code** Select One

**Accounting Code** Select One

**Substitute Required** Yes

**Hold Until** No Hold

+ Add New Variation Delete This Variation

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### Variation # 2 November 14 at Coal Hill School

Select the day(s) you will be out:

From To

11/14/2020 11/14/2020

SU	MO	TU	WE	TH	FR	SA
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	1	2	3	4	5

**Absence Reason** Personal Day

**Time** Half Day  
Please enter a valid time range using the HH:MM AM format.  
12:30 AM to 05:30 AM

**Budget Code** Select One

**Accounting Code** Select One

**Substitute Required** Yes

**Hold Until** No Hold

+ Add New Variation Delete This Variation

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**Notes & Attachments**

## 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=BAh7CjoHaWRsKwgzkrrGGgA6CXR5cGVJlgxhcnpY2xlBjoGRVQ6CHVyBEkic2h0dHBzOi8vYWJjZW5jZS1oZl-5a763f27b9526a1481364110dbbeb3883759d3c2](https://absence-help.frontlineeducation.com/hc/en-us/search/click?data=BAh7CjoHaWRsKwgzkrrGGgA6CXR5cGVJlgxhcnpY2xlBjoGRVQ6CHVyBEkic2h0dHBzOi8vYWJjZW5jZS1oZl-5a763f27b9526a1481364110dbbeb3883759d3c2))
- Updating Absence Times After Changing an Employee's Schedule  
([https://absence-help.frontlineeducation.com/hc/en-us/search/click?  
data=BAh7CjoHaWRsKwjzqBXHGGA6CXR5cGVJlgxhcnpY2xlBjoGRVQ6CHVyBEkiAYVodHRwczovL2Fic2VuY2Utaf-006c4559c696a126e204138eb5cd331247a89e98](https://absence-help.frontlineeducation.com/hc/en-us/search/click?data=BAh7CjoHaWRsKwjzqBXHGGA6CXR5cGVJlgxhcnpY2xlBjoGRVQ6CHVyBEkiAYVodHRwczovL2Fic2VuY2Utaf-006c4559c696a126e204138eb5cd331247a89e98))
- Importing Employee Data to Update Absence Times ([https://absence-help.frontlineeducation.com/hc/en-us/search/click?  
data=BAh7CjoHaWRsKwjYVbzGGgA6CXR5cGVJlgxhcnpY2xlBjoGRVQ6CHVyBEkif2h0dHBzOi8vYWJjZW5jZS1oZl-846b1c4a17f87e4c1912e6f994483effb50e7bf2](https://absence-help.frontlineeducation.com/hc/en-us/search/click?data=BAh7CjoHaWRsKwjYVbzGGgA6CXR5cGVJlgxhcnpY2xlBjoGRVQ6CHVyBEkif2h0dHBzOi8vYWJjZW5jZS1oZl-846b1c4a17f87e4c1912e6f994483effb50e7bf2))