

Shift Hours Versus Hours in the Business Day

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Scheduled and worked hours, for analytics and payroll, will always align with the boundaries of **the defined business day**.

Because the length of a shift or a time punch may span across two business days, a day's total hours may reflect a *portion* of a shift or as punch.

In the example below, portions of a single shift fall into two different business days:

Business Day Start in Example = 2:00 AM

6 Hours Schedule:
4 Hours Current Day / 2 Hours Next Day

7 Hours Worked:
4 Hours Current Day / 3 Hours Next Day

Sun Oct 18		Mon Oct 19		Tue Oct 20		Wed Oct 21		Thu Oct 22		Fri Oct 23		Sat Oct 24					
Unassigned																	
Hrs Worked: 0.00																	
Hrs: 0.00 Shifts: 0																	
Sagan, Peter																	
Hrs Worked: 7.00																	
Hrs: 6.00 Shifts: 1																	
Shib, Bib																	
Hrs Worked: 0.00																	
Hrs: 0.00 Shifts: 0																	
Test, Manager																	
Hrs Worked: 0.00																	
Hrs: 0.00 Shifts: 0																	
Add New Employee																	
Sched		Act		Sched		Act		Sched		Act		Sched		Act			
Hours	0	0	Hours	0	0	Hours	4	4	Hours	2	3	Hours	0	0	Hours	0	0
\$_Hrly	\$0	\$0	\$_Hrly	\$0	\$0	\$_Hrly	\$40	\$40	\$_Hrly	\$20	\$30	\$_Hrly	\$0	\$0	\$_Hrly	\$0	\$0

Hours and labor fall into their respective business days.

When approving time punches, Teamwork redundantly shows a shift / punch activity on the the day that the shift / punch crosses into:

Daily Summary

Cafe

Oct 21, 2020 - Wednesday Approve All for Wednesday

Peter Sagan
Barista

Scheduled: Oct 20 10:00pm - Oct 21 4:00am 6.00

Worked: Oct 20 10:00:00pm - Oct 21 5:00:00am 7.00

Breaks Expected 0 mins

Total Breaks 0 mins ▲

Manager Approved

Not Employee Validated

Clock-In Verification

30 min break violation @ 5hrs

Shift Audit:
Oct 26, 10:32am Tech Support
Shift Created from Dialog

Clock-In Audit:
Oct 26, 10:49am Tech Support
Clock-Out chg Oct 21 4:00am to Oct 21 5:00am
Oct 26, 10:32am Tech Support
Clock-In by Manual Entry on Desktop
Oct 26, 10:32am Tech Support
New Clock-In

update 450 characters max

Regular+OT Scheduled Hrs: 6.00 | Regular+OT Worked Hrs: 7.00
Regular+OT Constrained Hrs: 3.00

Start of Business Day is a Payroll Setting, per Pay-Group:

Payroll Settings

Starting Day of Week

Sunday ▼

Start Time (email support@dolceclock.com to change)

2:00am