

ETC designates workdays to start and end at midnight. However, with the **Workday Past Midnight** feature, you are able to combine punches from different days into one day.

Setup tab, Location Setup

Your **Combine Range** can be set in the Location Setup page. When you select N/A, it will trigger what we call a **“Midnight Split.”** If an employee works a shift that crosses over midnight, this will clock the employee out and back in at midnight to truly define each workday. Otherwise, you can set a number of hours for the Combine Range to designate what punches should be combined. Let’s look at how each option displays on reports.

Combined Range – N/A
One in and out punch

Employee	Date	In	Out	Hours	Type	Day
Knorr, Theresa	Tue 7/25/2017	10:03 PM	Midnight	1h 57m	Work	1h 57m Wrk RR
Knorr, Theresa	Wed 7/26/2017	Midnight	4:17 AM	4h 17m	Work	4h 17m Wrk RR

Although the employee only clocked in once and out once, the system inserted a Midnight Split to separate the days.

Multiple in and out punches

Employee	Date	In	Out	Hours	Type	Day
Manuel, Peter	Tue 7/25/2017	10:03 PM	Midnight	1h 57m	Work	1h 57m Wrk RR
Manuel, Peter	Wed 7/26/2017	Midnight 12:45 AM	12:30 AM 4:17 AM	0h 30m 3h 32m	Work Work	4h 2m Wrk RR

The employee clocked out to take a break, and the system inserted a Midnight Split to separate the days.

Combined Range – 4-12 Hours
One in and out punch

Employee	Date	In	Out	Hours	Type	Day
Jones, Genene	Tue 7/25/2017	10:03 PM	7/26/17 4:17 AM	6h 14m	Work	6h 14m Wrk RR

The employee clocked in once and out once. All of the shift’s hours are posted in the first day.

Multiple in and out punches

Employee	Date	In	Out	Hours	Type	Day
Norris, Roy	Tue 7/25/2017	10:03 PM 7/26/17 12:45 AM	7/26/17 12:30 AM 7/26/17 4:17 AM	2h 27m 3h 32m	Work Work	5h 59m Wrk RR

The employee clocked out to take a break. All of the shift’s hours are combined into the first day.

Summary

“N/A” tells the system not to combine anything. So at clock out, the system inserts the Midnight Split.

Setting a Combine Range tells the system that you want to combine times punched on one day into the previous day.

How Combine Range Works

The Combine Range can be set anywhere from 4 to 12 hours. The system will measure the first clock in of the day to every subsequent clock in afterward. If it fits within the Combine Range, it will combine into the first punch.

Let’s look at an example!

Employee	Date	In	Out	Hours	Type	Day
Norris, Roy	Tue 7/25/2017	10:00 PM	7/26/17 12:15 AM	2h 15m	Work	7h 15m Work
		7/26/17 12:30 AM	7/26/17 2:15 AM	1h 45m	Work	
		7/26/17 2:30 AM	7/26/17 4:15 AM	1h 45m	Work	
		7/26/17 4:30 AM	7/26/17 6:00 AM	1h 30m	Work	
Norris, Roy	Wed 7/26/2017	10:00 AM	2:00 PM	4h 0m	Work	4h 0m Work

The Combine Range is set to **10 hours**.

- 10:00pm is the first “in” punch of the day. Every other punch will be measured from 10:00pm.
 - 12:30am – 2 ½ hours from 10:00pm
 - 2:30am – 4 ½ hours from 10:00pm
 - 4:30 am – 6 ½ hours from 10:00pm
 - 10:00am – 12 hours from 10:00pm

Because 10:00am is longer than the Combine Range, that punch does not get combined.

Be Aware: This will also take affect when crossing over a pay period. If you add time to the beginning of the pay period and notice it disappears, look back at the previous pay period.

Date Filter

Pay Period	Date Range
7/1/2017 - 7/15/2017 15 Days, 10 Weekdays	7/1/2017 - 7/15/2017 <input type="button" value="Change Date"/>


The first workwe

Date	Workday	In	Out	Hours
Sat 7/15/2017	<input type="checkbox"/> Combine	10:00 PM	7/16/2017 12:15 AM	2h 15m
	<input checked="" type="checkbox"/> Auto Set	7/16/2017 6:00 AM	7/16/2017 1:00 PM	7h 0m

Manual Changes

Checking the box “Allow changes with Time Card Edit” will allow you to manually combine punches. This can be used with or without a Combine Range set.

Date	Workday	In	Out
Tue 7/25/2017	<input type="checkbox"/> Combine	10:00 PM	7/26/2017 12:15 AM
	<input checked="" type="checkbox"/> Auto Set	7/26/2017 12:30 AM	7/26/2017 2:15 AM
	<input checked="" type="checkbox"/> Auto Set	7/26/2017 2:30 AM	7/26/2017 4:15 AM
	<input checked="" type="checkbox"/> Auto Set	7/26/2017 4:30 AM	7/26/2017 6:00 AM
Wed 7/26/2017	<input type="checkbox"/> Combine	10:00 AM	2:00 PM



Date	Workday	In	Out
Tue 7/25/2017	<input type="checkbox"/> Combine	10:00 PM	7/26/2017 12:15 AM
	<input checked="" type="checkbox"/> Auto Set	7/26/2017 12:30 AM	7/26/2017 2:15 AM
	<input checked="" type="checkbox"/> Auto Set	7/26/2017 2:30 AM	7/26/2017 4:15 AM
	<input checked="" type="checkbox"/> Auto Set	7/26/2017 4:30 AM	7/26/2017 6:00 AM
	<input checked="" type="checkbox"/> Combine	7/26/2017 10:00 AM	7/26/2017 2:00 PM

Important: If the system has automatically combined a punch based on the Combine Range set, you cannot undo the combine. To undo a combine, the Combine Range will need to be decreased or set to N/A.

When set back to N/A, all “in” punches return to their true day.

However, Midnight Split will not populate unless the Combine Range was set to N/A originally.

Date	Workday	In	Out
Tue 7/25/2017	<input type="checkbox"/> Combine	10:00 PM	7/26/2017 12:15 AM
Wed 7/26/2017	<input type="checkbox"/> Combine	12:30 AM	2:15 AM
	<input type="checkbox"/> Combine	2:30 AM	4:15 AM
	<input type="checkbox"/> Combine	4:30 AM	6:00 AM
	<input type="checkbox"/> Combine	10:00 AM	2:00 PM

FAQ

Can some employees have a Combine Range and others have the Midnight Split?

This setting is specific to Locations. To apply different Workday Past Midnight settings to different groups of employees, create a new Location in [Location Setup](#), and assign employees to each Location in [Employee Setup](#). Be aware, reports will now be separated by Location.

There should be punches at the beginning of the pay period, but they disappear every time I enter them!

Try using the Pay Period filter at the top of the Edit page to reference the previous pay period. The punches may be combining into the end of the previous pay period.

I have the Combine Range set to N/A, but one day doesn't show the Midnight Split. Why did it not trigger?

If the clock out punch was entered manually in the Edit or Change Request page, the system will not insert the Midnight Split.

My employee forgot to clock out. Why did it not clock him out at midnight?

The Midnight Split is triggered when the employee clocks out. If the employee does not clock out, the system will leave the “Out” column blank. ETC never assumes a clock out, as this might put you at risk for inaccurate compensation to the employee.