

The Workday Past Midnight (**WPM**) feature is used for **overnight workers** whose workday ends at a time later than midnight.

Setup menu: Location Setup

What it does by default...

When your account is created, WPM is set to “N/A.” This creates what we call a “Midnight Split.”

Workday Past Midnight Automatic combine range:
 Allow changes with Time Card Edit

If an employee’s shift crosses over the midnight mark, at the time of clock out, the system will split the shift with a midnight punch, to more accurately define the workday as starting and ending at midnight.

Employee	Date	In	Out	Hours	Type	Day
David Miller	Tue 10/4/2022	9:30 PM	Midnight	2h 30m	Work	2h 30m Wrk RR
David Miller	Wed 10/5/2022	Midnight	4:30 AM	4h 30m	Work	4h 30m Wrk RR

If this is what you want the system to do, just keep it set to N/A. But if you need all of the time combined into one day, you can set the WPM to any of the values available. Options range from 4 to 12 hours.

Setting a Combine Range Value

Setting WPM to anything other than N/A means you’ll be combining days to create a workday that ends at a time later than midnight.

Employee	Date	In	Out	Hours	Type	Day
David Miller	Tue 10/4/2022	9:30 PM	10/5/22 4:30 AM	7h 0m	Work	7h 0m Wrk RR

With the same punches as the previous example, this is how the report will look when WPM is set to a value. The 4:30am punch is notated as the next day, but all of the time is combined into the previous day.

What Combine Range Value to Choose

If your employee only clocks in at the beginning of the shift and out at the end, and never clocks out for lunch or any other reason, which value you choose is not important. If you want the time combined into one day, the only thing you’ll need is to set the WPM to anything but N/A.

Specific value matters only if your employee has multiple punches through the day, like for lunch or breaks. In this case, as a general rule of thumb, the longer the shift runs, the larger the value should be. But there’s more to it than that...

How WPM Combine Range Works

When Combine Range is set to a value, the system will measure the first clock in of the day to every subsequent clock in afterward. If it fits within the Combine Range, the new clock in will be combined into the previous day.

Example:

The Admin has the Combine Range set to 12 hours.

Workday Past Midnight

Automatic combine range:
 Allow changes with Time Card Edit

The employee clocks in for the day at 9:30pm. This is the first punch of the day, so every clock in that comes after will be measured from 9:30pm.

Date	In	Out	Hours	Type	Day
Tue 10/4/2022	9:30 PM		0h 0m	Work	

The employee clocks out for lunch at 1:00am, and back in at 1:30am. Because 1:30 is only 4 hours after 9:30pm, it is smaller than the Combine Range of 12. So it is combined into the previous day.

Date	In	Out	Hours	Type	Day
Tue 10/4/2022	9:30 PM	10/5/22 1:00 AM	3h 30m	Work	3h 30m Wrk RR
	10/5/22 1:30 AM		0h 0m	Work	

The same happens when the employee clocks out again at 5:00am and back in at 5:30am. The newest clock in is still within the Combine Range, being only 8 hours after 9:30pm.

Date	In	Out	Hours	Type	Day
Tue 10/4/2022	9:30 PM	10/5/22 1:00 AM	3h 30m	Work	7h 0m Wrk RR
	10/5/22 1:30 AM	10/5/22 5:00 AM	3h 30m	Work	
	10/5/22 5:30 AM		0h 0m	Work	

But when the employee clocks out again, and then back in at 9:31am, the punch is pushed down into the next day. This is because 9:31am is 1 minute over the 12-hour Combine Range.

Date	In	Out	Hours	Type	Day
Tue 10/4/2022	9:30 PM	10/5/22 1:00 AM	3h 30m	Work	10h 30m Wrk RR
	10/5/22 1:30 AM	10/5/22 5:00 AM	3h 30m	Work	
	10/5/22 5:30 AM	10/5/22 9:00 AM	3h 30m	Work	
Wed 10/5/2022	9:31 AM		0h 0m	Work	

Something to Consider...

In the previous example, the first clock in of the new workday is 9:31am.

Date	In	Out	Hours	Type	Day
Tue 10/4/2022	9:30 PM	10/5/22 1:00 AM	3h 30m	Work	10h 30m Wrk RR
	10/5/22 1:30 AM	10/5/22 5:00 AM	3h 30m	Work	
	10/5/22 5:30 AM	10/5/22 9:00 AM	3h 30m	Work	
Wed 10/5/2022	9:31 AM		0h 0m	Work	

This means that if the employee works a night shift again that day, no punches after midnight will be combined. Because no punches after midnight can fit within a 12-hour Combine Range when measuring from 9:31am.

Date	In	Out	Hours	Type	Day
Tue 10/4/2022	9:30 PM	10/5/22 1:00 AM	3h 30m	Work	10h 30m Wrk RR
	10/5/22 1:30 AM	10/5/22 5:00 AM	3h 30m	Work	
	10/5/22 5:30 AM	10/5/22 9:00 AM	3h 30m	Work	
Thu 10/6/2022	9:31 AM	11:30 AM	1h 59m	Work	5h 29m Wrk RR
	9:30 PM	10/7/22 1:00 AM	3h 30m	Work	
Fri 10/7/2022	1:30 AM	5:00 AM	3h 30m	Work	3h 30m Wrk RR

The solution to this problem would be to **manually combine** the punches.

Setup menu: Location Setup

When setting a Combine Range value (and even if you leave it set to N/A), you can choose to open a column in the Time Card Edit page that allows you to manually combine punches that the system couldn't combine.

Workday Past Midnight

Automatic combine range: 12 Hours

Allow changes with Time Card Edit

Date	Workday	In	Out
Thu 10/6/2022	<input type="checkbox"/> Combine	9:31 AM	11:30 AM
	<input type="checkbox"/> Combine	9:30 PM	10/7/2022 1:00 AM
Fri 10/7/2022	<input type="checkbox"/> Combine	1:30 AM	5:00 AM

Time Card menu: Edit

Date	Workday	In	Out
Thu 10/6/2022	<input type="checkbox"/> Combine	9:31 AM	11:30 AM
	<input type="checkbox"/> Combine	9:30 PM	10/7/2022 1:00 AM
Fri 10/7/2022	<input checked="" type="checkbox"/> Combine	1:30 AM	5:00 AM

Date	Workday	In	Out
Thu 10/6/2022	<input type="checkbox"/> Combine	9:31 AM	11:30 AM
	<input type="checkbox"/> Combine	9:30 PM	10/7/2022 1:00 AM
	<input checked="" type="checkbox"/> Combine	10/7/2022 1:30 AM	10/7/2022 5:00 AM

How Pay Periods are Affected

The Combine Range rules will apply every day consistently, regardless of when the day falls in the pay period. So if you add time to the very first day of a pay period and that time seems to disappear when you save, check the previous pay period to see if it combined into the previous day.

FAQ

When I entered a clock out time for my employee, why did the Midnight Split not trigger?

The Midnight Split function triggers upon a natural clock out. If a clock out time is manually entered, the Midnight Split will also need to be manually entered.

I'm trying to manually uncombine punches from the previous day. Why will it not save?

When using the Workday column in Time Card Edit, you can only manually combine punches, or uncombine punches that were previously manually combined. You cannot uncombine punches that fall within the Combine Range. The only way to uncombine those punches is to redefine your Combine Range to a smaller value.