

STANDARD TIME <u>12-HOUR CLOCK</u>	MILITARY TIME <u>24-HOUR CLOCK</u>	FORMAT TO ENTER ON <u>TIMESHEET</u>	SHIFT <u>WEEKDAY</u>	SHIFT <u>WEEKEND</u>
4:00 A.M.	4:00:00	4.0	1	W
5:00 A.M.	5:00:00	5.0	1	W
6:00 A.M.	6:00:00	6.0	1	W
7:00 A.M.	7:00:00	7.0	1	W
8:00 A.M.	8:00:00	8.0	1	W
9:00 A.M.	9:00:00	9.0	1	W
10:00 A.M.	10:00:00	10.0	1	W
11:00 A.M.	11:00:00	11.0	1	W
12:00 P.M.	12:00:00	12.0	1	W
1:00 P.M.	13:00:00	13.0	1	W
2:00 P.M.	14:00:00	14.0	1	W
2:59 P.M.	14:59:00		1	W
3:00 P.M.	15:00:00	15.0	2	X
4:00 P.M.	16:00:00	16.0	2	X
5:00 P.M.	17:00:00	17.0	2	X
6:00 P.M.	18:00:00	18.0	2	X
7:00 P.M.	19:00:00	19.0	2	X
7:59 P.M.	19:59:00		2	X
8:00 P.M.	20:00:00	20.0	3	Y
9:00 P.M.	21:00:00	21.0	3	Y
10:00 P.M.	22:00:00	22.0	3	Y
11:00 P.M.	23:00:00	23.0	3	Y
12:00 A.M.	24:00:00	24.0	3	Y
1:00 A.M.	1:00:00	1.0	3	Y
2:00 A.M.	2:00:00	2.0	3	Y
3:00 A.M.	3:00:00	3.0	3	Y
3:59 A.M.	3:59:00		3	Y

Time "in" and "out" should be noted in the closest 15 minute increments (.25 in military time).

<u>Quarter Hours</u>	<u>Standard Quarters</u>
:15	0.25
:30	0.50
:45	0.75

Example: employee arrives at 8:05 a.m. - should be noted as 8.0

Example: employee leaves at 4:40 p.m. - should be noted as 16.75