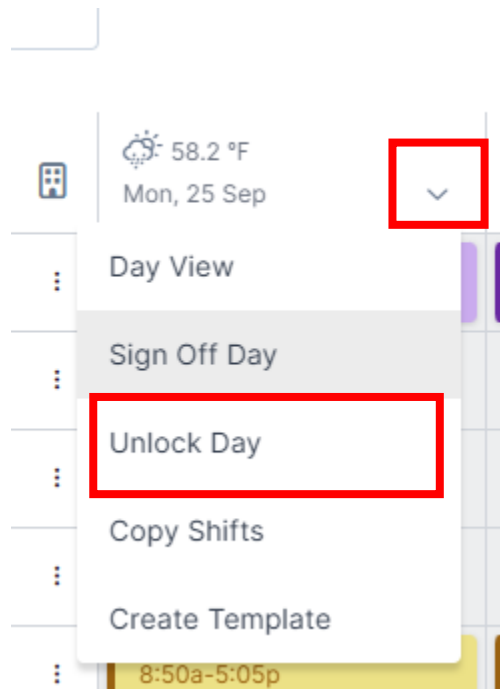


To adjust time keeping day after:

1. Go to the schedule editor and unlock the day by choosing the drop-down box next to the day of the week.



2. Once day is unlocked you have two options:
 - a. Choose Sign Off Day under the same drop down box
 - b. On the HRM, Schedule Management page you can choose end of night
3. Once you are in there, you will see a green note that says: “this shift has been confirmed,” to adjust the shift click on the “pencil” icon on the right and it will allow you to edit the shift

A screenshot of a form for configuring a shift. The form is divided into three main sections. The first section, labeled 'Times', has a dropdown menu set to '17:00-22:15' and a text input field containing '17:11-22:24'. Below this is a 'No Show' button. The second section, labeled 'Breaks', has a dropdown menu set to '0' and a text input field containing '0 Mins'. Below this is a 'Cancel Shift' button. The third section, labeled 'Duration', has a dropdown menu set to '5:15' and a text input field containing '5:13'. Below this is a 'Reset Shift' button. On the far right, there is an 'Apply' button with a pencil icon.