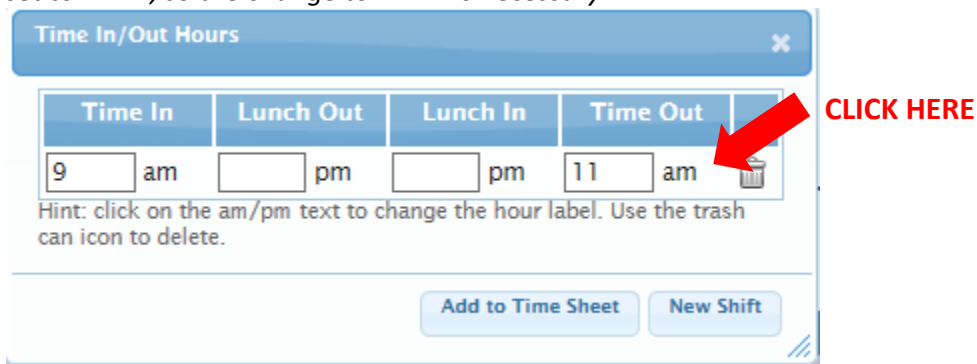


How to Change AM/PM in the Time In/Out Window


Non Exempt employees must enter time in/out for hours worked. Please note, a change may be required for AM/PM.

When **Add: Work Hours** is chose on the dropdown, the **Time In/Out Hours** window will appear. Click on the **am/pm text** to change the hour label.

In this example, the employee worked from 9AM to 11AM. The default time label for Time Out was set to "PM", so the change to "AM" is necessary.



Time In/Out Hours

Time In	Lunch Out	Lunch In	Time Out	
9 am	pm	pm	11 am	

Hint: click on the am/pm text to change the hour label. Use the trash can icon to delete.

[Add to Time Sheet](#) [New Shift](#)