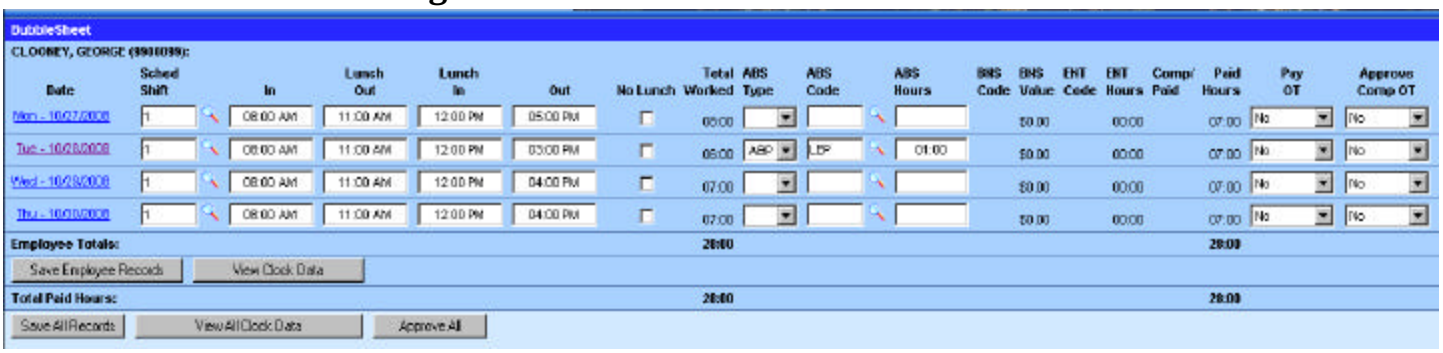
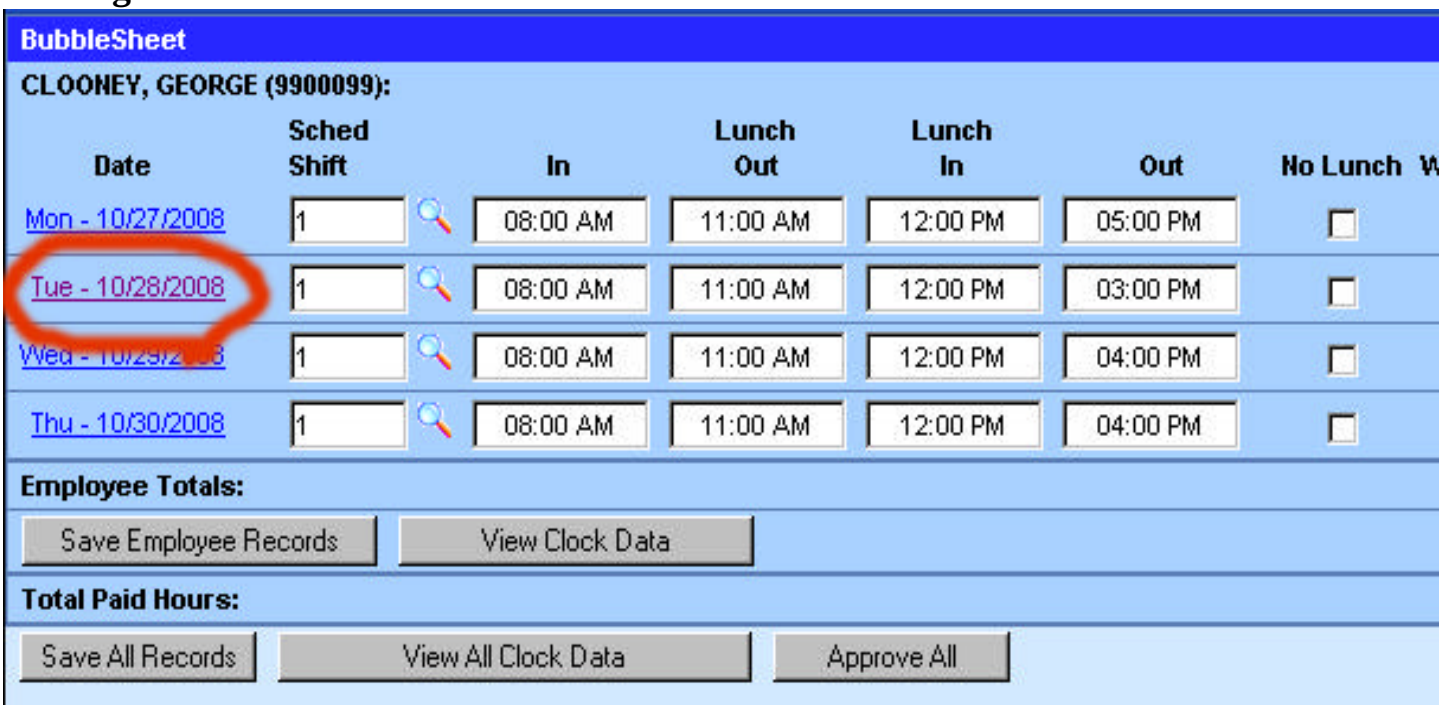
Entering a second shift for a night meeting

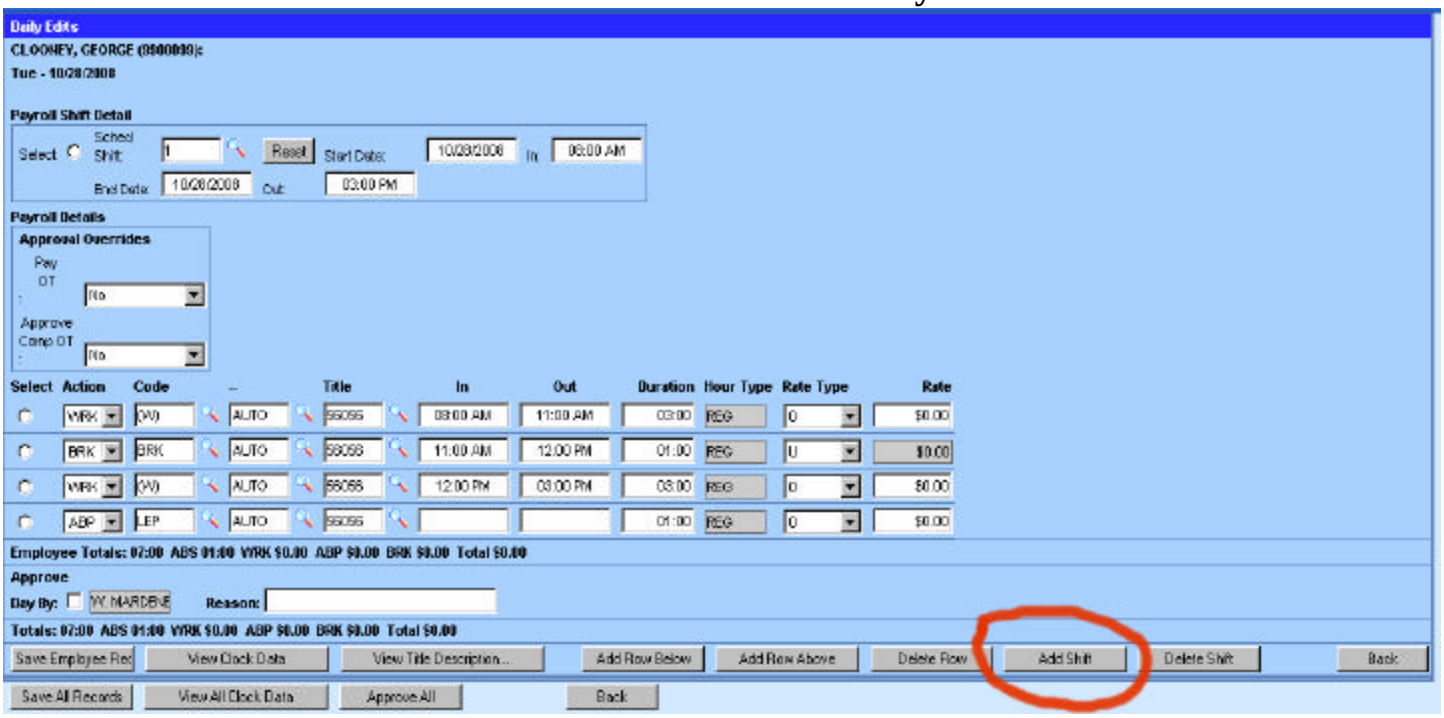
1. Enter the time for the regular work week and save the record.



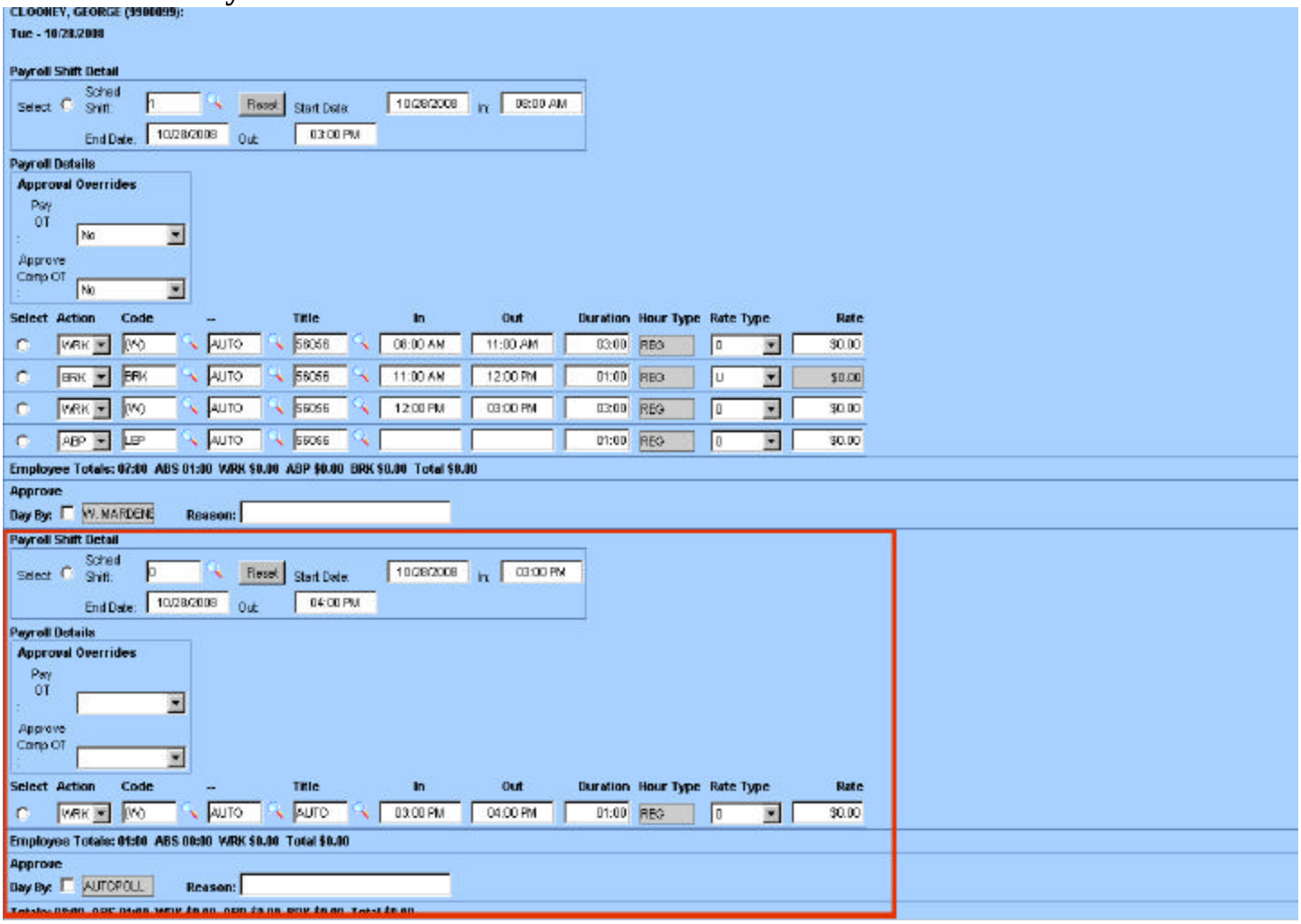
2. Place mouse pointer over the date on the bubblesheet for the night you want to enter the meeting and click.



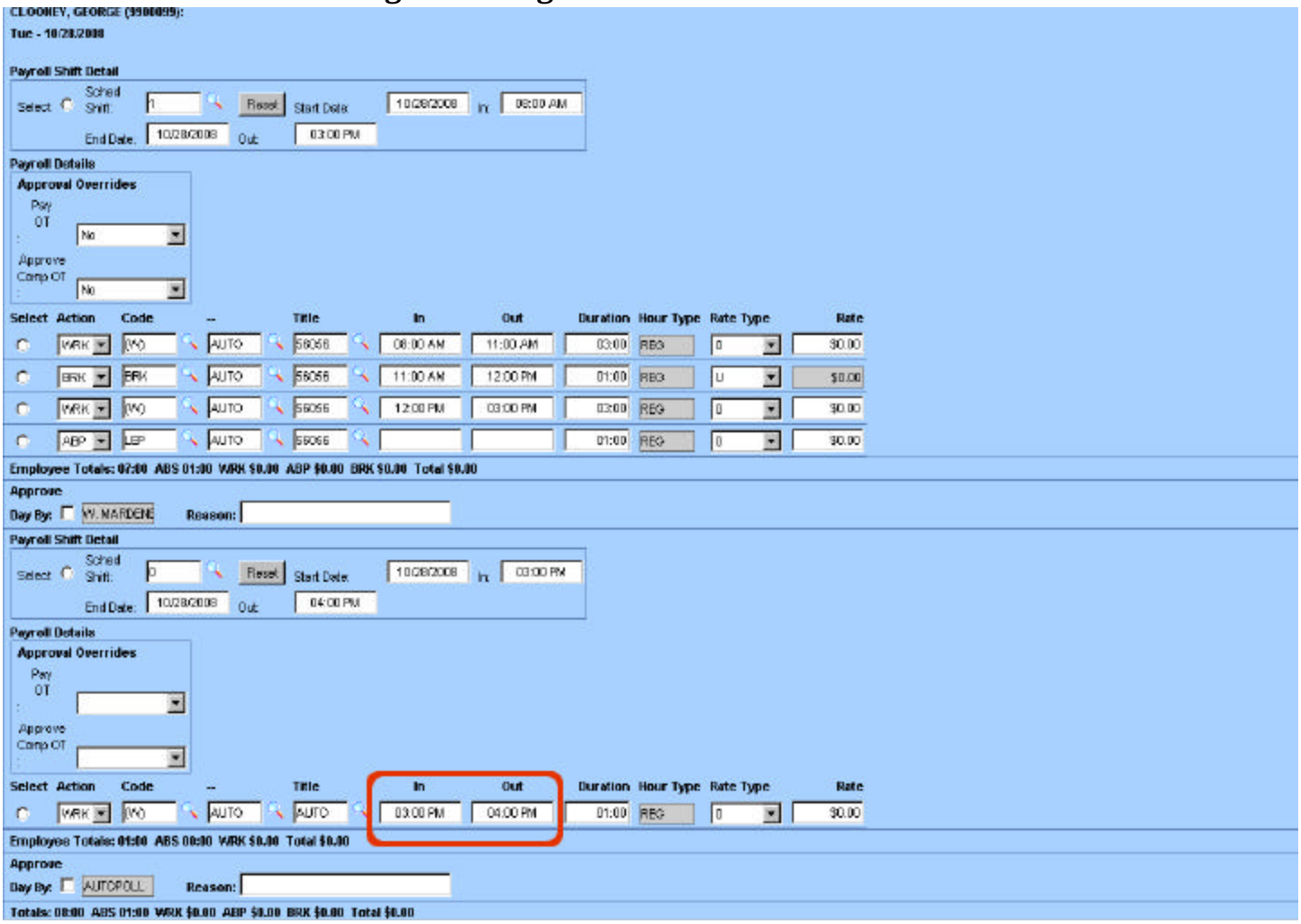
3. Click on the Add Shift button on the bottom of the daily edits screen



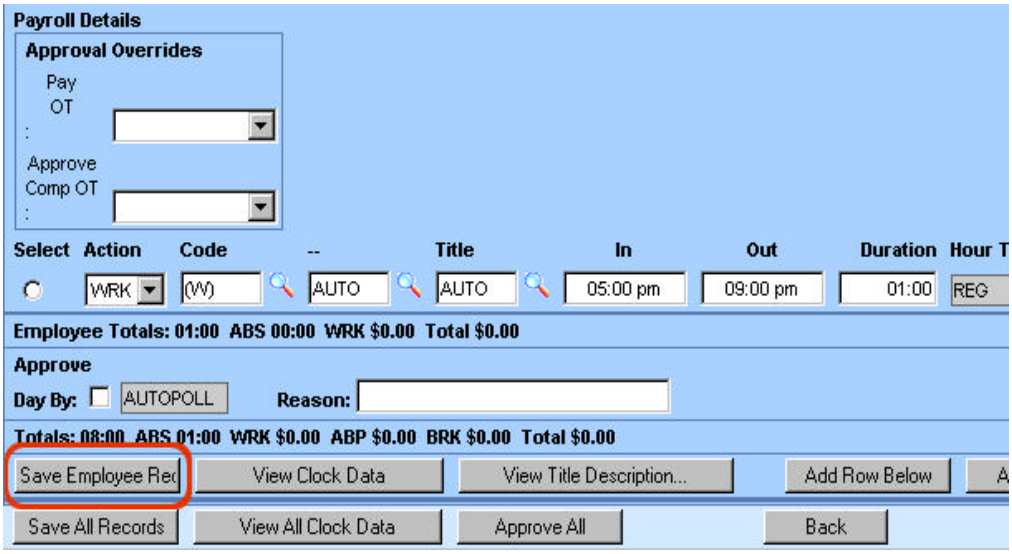
4. Under the day shift there will be a second shift.



5. Enter the time for the night meeting in the "IN" and "OUT" time boxes.



6. Save the record.



Now go back to the bubblesheet and approve the week. The overtime for the night meeting will be on the Friday so remember to approve the Friday so the comp time will be credited.