EXTENDED HOURS

	Clocked In	Clocked Out	Extension	Shift In	Shift Out
Show extended hours from 2013-09-07 to 2013-09-13 **Retrieve**					
☑	7-Sep-2013 4:17 AM	7-Sep-2013 8:45 AM	00:45:00	6-Sep-2013 11:00 PM	7-Sep-2013 8:00 AM
☐	9-Sep-2013 10:45 PM	10-Sep-2013 3:29 AM	00:15:00	9-Sep-2013 11:00 PM	10-Sep-2013 8:00 AM
☐	10-Sep-2013 4:14 AM	10-Sep-2013 8:15 AM	00:15:00	9-Sep-2013 11:00 PM	10-Sep-2013 8:00 AM
☐	11-Sep-2013 4:29 AM	11-Sep-2013 8:30 AM	00:30:00	10-Sep-2013 11:00 PM	11-Sep-2013 8:00 AM

APPLICATION

Sample: Applying for 30 minutes only

Step 2: Mode How would you like to apply your extended hours above?

○ **Normal Mode (Many-to-One):** Select this mode if you want to use one or many extended hour record(s) and apply it to one make up date only.

● **Staggered Mode (One-to-Many):** Select this mode if you want to use one extended hour record and apply it to several non-contiguous make up dates.

Step 3: Make Up Dates Define one or more dates for your make up.

From 2013-09-14 23:00:00 To 2013-09-14 23:30:00 **Add**

From	To	Actions

SUBMISSION

Please fix the following input errors:

- You must define at least one make up date.
- Your requested make up hours does not toal with your extended hours.
  APPLIED: 00:45
  REQUESTED: 00:00
- Staggered Mode Requirement: Define at least two(2) dates in the make up dates section.

Submit **Cancel**