

## Maximum Shift Length

If you get a clocking that should be an out but is showing as an In on the same line as a previous clocking or the second clocking is showing on the next line then check your Max Shift setting.

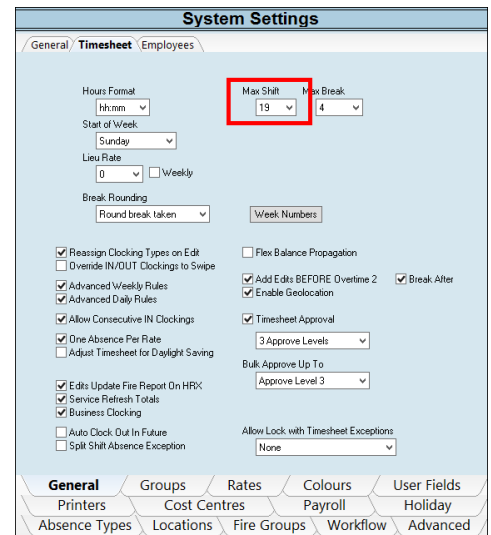
These are applied in the following preference order:

1. System Settings
2. Clocking Utilities
3. Employee Screen

The settings only take effect when the clockings are downloaded or when an edit takes place on the timesheet.

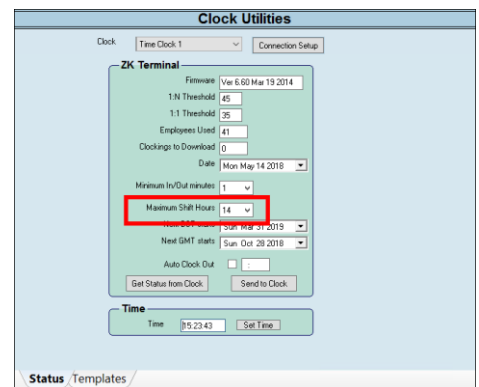
### 1.1 System Settings

The can be set generally on the System settings screen for all employees and then overridden for employees who occasionally work longer on their own Rules screen. This is useful when maintenance personnel sometimes work longer hours but you don't want to set the general setting higher as that can cause issues elsewhere when employees miss clockings.



### 1.2 Clock Utilities

Set the option here if you want to override the System Settings value for a particular clocking terminal but be aware that this will only take effect as the clockings are downloaded.



### 1.3 Employee Screen

Override the setting here for certain employees without effecting other employees on the system.

### 1.4 Note

If you change any of the values above but the Timesheet stays the same when you refresh it, click on the first IN clocking of the day and save that clocking. Then click on it again and click on Remove Edit. This sometimes re-orders the clockings and puts them in the correct columns without you needing to force them and leave and edit on the timesheet that isn't technically required. Sometimes you just need to override them manually.

