

24-Hour Clock Cheat Sheet

Please note that VEGA Time Sheets must be entered using a 24 hour clock

Shifts should be recorded using time stamps as follows

12 a.m.	0:00	12 p.m.	12:00
1 a.m.	1:00	1 p.m.	13:00
2 a.m.	2:00	2 p.m.	14:00
3 a.m.	3:00	3 p.m.	15:00
4 a.m.	4:00	4 p.m.	16:00
5 a.m.	5:00	5 p.m.	17:00
6 a.m.	6:00	6 p.m.	18:00
7 a.m.	7:00	7 p.m.	19:00
8 a.m.	8:00	8 p.m.	20:00
9 a.m.	9:00	9 p.m.	21:00
10 a.m.	10:00	10 p.m.	22:00
11 a.m.	11:00	11 p.m.	23:00

