
Using Date and Date/Time in Formulas

Salesforce, Spring '22



CONTENTS

Using Date, Date/Time, and Time Values in Formulas	1
Sample Date Formulas	5

USING DATE, DATE/TIME, AND TIME VALUES IN FORMULAS

Date formulas are useful for managing payment deadlines, contract ages, or any other features of your organization that are time or date dependent.

Two data types are used for working with dates: Date and Date/Time. One data type, Time, is independent of the date for tracking time such as business hours. Most values that are used when working with dates are of the Date data type, which store the year, month, and day. Some fields, such as `CreatedDate`, are Date/Time fields, meaning they not only store a date value, but also a time value (stored in GMT but displayed in the users' time zone). Date, Date/Time, and Time fields are formatted in the user's locale when viewed in reports and record detail pages. A Time value's precision is in milliseconds. A Date/Time value's precision is in seconds.

You can use operations like addition and subtraction on Date, Date/Time, and Time values to calculate a future date or elapsed time between two dates or times. If you subtract one date from another, for example, the resulting value will be the difference between the two initial values in days (Number data type). The same operation between two Date/Time values returns a decimal value indicating the difference in number of days, hours, and minutes. The same operation between two Time values returns millisecond

For example, if the difference between two Date/Time values is 5.52, that means the two values are separated by five days, 12 hours (0.5 of a day), and 28 minutes (0.02 of a day). You can also add numeric values to Dates and Date/Times. For example, the operation `TODAY() + 3` returns three days after today's date. For more information and examples of working with dates, see the list of [Sample Date Formulas](#).

Throughout the examples, the variables `date` and `date/time` are used in place of actual Date and Date/Time fields or values.

Keep in mind that complex date functions tend to compile to a larger size than text or number formula functions, so you might run into issues with formula compile size. See [Tips for Reducing Formula Size](#) for help with this problem.

TODAY(), NOW() and TIMENOW()

The `TODAY()` function returns the current day, month, and year as a Date data type. This function is useful for formulas where you are concerned with how many days have passed since a previous date, the date of a certain number of days in the future, or if you just want to display the current date.

The `NOW()` function returns the Date/Time value of the current moment. It's useful when you are concerned with specific times of day as well as the date.

The `TIMENOW()` function returns a value in GMT representing the current time without the date. Use this function instead of the `NOW()` function if you want the current hour, minute, seconds, or milliseconds. This value is useful for tracking time like work shifts or elapsed time,

For details on how to convert between Date values and Date/Time values, see [Converting Between Date/Time and Date](#).

The DATE() Function

The `DATE()` function returns a Date value, given a year, month, and day. Numerical Y/M/D values and the `YEAR()`, `MONTH()`, and `DAY()` functions are valid parameters for `DATE()`. For example `DATE(2013, 6, 1)` returns June 1, 2013. Similarly, `DATE(YEAR(TODAY()), MONTH(TODAY()) + 3, 1)` returns the Date value of the first day three months from today in the current year, assuming the date is valid (for example, the month falls between 1 and 12).

EDITIONS

Available in: both Salesforce Classic and Lightning Experience

Available in: **All Editions**

If the inputted Y/M/D values result in an invalid date, the `DATE()` function returns an error, so error checking is an important part of working with Date values. You can read about methods for handling invalid dates in [Sample Date Formulas](#).

Converting Between Date/Time and Date

Date and Date/Time aren't interchangeable data types, so when you want to perform operations between Date and Date/Time values, you need to convert the values so they are both the same type. Some functions (such as `YEAR()`, `MONTH()`, and `DAY()`) also only work on Date values, so Date/Time values must be converted first.

Use the `DATEVALUE()` function to return the Date value of a Date/Time. For example, to get the year from a Date/Time, use `YEAR(DATEVALUE(date/time))`.

You can convert a Date value to a Date/Time using the `DATETIMEVALUE()` function. The time will be set to 12:00 a.m. in Greenwich Mean Time (GMT), and then converted to the time zone of the user viewing the record when it's displayed. For a user located in San Francisco, `DATETIMEVALUE(TODAY())` returns 5:00 p.m. on the previous day (during Daylight Saving Time) rather than 12:00 a.m. of the current day. See [A Note About Date/Time and Time Zones](#) for more information.

Converting Between Date/Time and Time

The `TIMEVALUE()` function returns a Time data type value in "HH:MM:SS.MS" (hours:minutes:seconds.milliseconds) format using a 24-hour clock. Numerical H/M/S/MS values and the `HOUR()`, `MINUTE()`, `SECONDS()`, and `MILLISECONDS()` functions are valid parameters for `TIMEVALUE()`.

Use the `TIMEVALUE()` function to return the Time value of a Date/Time type, text, merge field or expression. For example, extract the time from a ClosedDate Date/Time value with `TIMEVALUE(ClosedDate)`.

Converting Between Date and Text

If you want to include a date as part of a string, wrap the Date value in the `TEXT()` function to convert it to text. For example, if you want to return today's date as text, use:

```
"Today's date is " & TEXT( TODAY() )
```

This returns the date in the format "YYYY-MM-DD" rather than in the locale-dependent format. You can change the format by extracting the day, month, and year from the date first and then recombining them in the format you want. For example:

```
"Today's date is " & TEXT( MONTH( date ) ) & "/" & TEXT( DAY( date ) ) & "/" & TEXT( YEAR( date ) ) )
```

You can also convert text to a Date so you can use the string value with your other Date fields and formulas. You'll want your text to be formatted as "YYYY-MM-DD". Use this formula to return the Date value:

```
DATEVALUE( "YYYY-MM-DD" )
```

Converting Between Date/Time and Text

You can include Date/Time values in a string using the `TEXT()` function, but you need to be careful of time zones. For example, consider this formula:

```
"The current date and time is " & TEXT( NOW() )
```

Using Date, Date/Time, and Time Values in Formulas

In this formula, `NOW()` is offset to GMT. Normally, `NOW()` would be converted to the user's time zone when viewed, but because it's been converted to text, the conversion won't happen. So if you execute this formula on August 1st at 5:00 PM in San Francisco time (GMT-7), the result is "The current date and time is 2013-08-02 00:00:00Z".

When you convert a Date/Time to text, a "Z" is included at the end to indicate GMT. `TEXT (date/time)` returns "Z" if the field is blank. So if the Date/Time value you're working with might be blank, check for this before converting to text:

```
IF (
  ISBLANK ( date/time ),
  "",
  TEXT ( date/time )
)
```

To convert a string to a Date/Time value, use `DATETIMEVALUE()` passing in a string in the format "YYYY-MM-DD HH:MM:SS". This method returns the Date/Time value in GMT.

Converting Between Time and Text

If you want to include time as part of a string, wrap the Time value in the `TEXT()` function to convert it to text. For example, if you want to return the current time as text, use:

```
"The time is " & TEXT( TIMENOW() )
```

This function returns the time in the format "HH:MM:SS.MS".

You can also convert text to a Time data type so you can use the string value with your other Time fields and formulas. Format your text as "HH:MM:SS.MS" on a 24-hour clock. Use the `TIMEVALUE()` function:

```
TIMEVALUE ("17:30:45.125")
```

A Note About Date/Time and Time Zones

Date and Date/Time values are stored in GMT. When a record is saved, field values are adjusted from the user's time zone to GMT, and then adjusted back to the viewer's time zone when displayed in record detail pages and reports. With Date conversions this doesn't pose a problem, since converting a Date/Time to a Date results in the same Date value.

When working with Date/Time fields and values, however, the conversion is always done in GMT, not the user's time zone. Subtracting a standard Date/Time field from another isn't a problem because both fields are in the same time zone. When one of the values in the calculation is a conversion from a Text or Date value to a Date/Time value, however, the results are different.

Let's say a San Francisco user enters a value of 12:00 AM on August 2, 2013 in a custom Date/Time field called `Date_Time_c`. This value is stored as 2013-08-02 07:00:00Z, because the time difference in Pacific Daylight Time is GMT-7. At 12:00 p.m. PDT on August 1st, the user views the record and the following formula is run:

```
Date_Time_c - NOW()
```

In the calculation, `NOW()` is 2013-08-01 19:00:00Z, and then subtracted from 2013-08-02 07:00:00Z, to return the expected result of 0.5 (12 hours).

Suppose that instead of `NOW()`, the formula converts the string "2013-08-01 12:00:00" to a Date/Time value:

```
Date_Time_c - DATETIMEVALUE ( "2013-08-01 12:00:00" )
```

In this case, `DATETIMEVALUE ("2013-08-01 12:00:00")` is 2013-08-01 12:00:00Z, and returns a result of 0.79167, or 19 hours.

Using Date, Date/Time, and Time Values in Formulas

There's no way to determine a user's time zone in a formula. If all of your users are in the same time zone, you can adjust the time zone difference by adding or subtracting the time difference between the users' time zone and GMT to your converted values. However, since time zones can be affected by Daylight Saving Time, and the start and end dates for DST are different each year, this is difficult to manage in a formula. We recommend using Apex for transactions that require converting between Date/Time values and Text or Date values.

SAMPLE DATE FORMULAS

Find the Day, Month, or Year from a Date

Use the functions `DAY (date)`, `MONTH (date)`, and `YEAR (date)` to return their numerical values. Replace **date** with a value of type Date (for example, `TODAY ()`).

To use these functions with Date/Time values, first convert them to a date with the `DATEVALUE ()` function. For example, `DAY (DATEVALUE (date/time))`.

EDITIONS

Available in: both Salesforce Classic and Lightning Experience

Available in: **All Editions**

Find Out If a Year Is a Leap Year

This formula determines whether a year is a leap year. A year is only a leap year if it's divisible by 400, or if it's divisible by four but not by 100.

```
OR (
  MOD ( YEAR ( date ) , 400 ) = 0 ,
  AND (
    MOD ( YEAR ( date ) , 4 ) = 0 ,
    MOD ( YEAR ( date ) , 100 ) != 0
  )
)
```

Find Which Quarter a Date Is In

For standard quarters, you can determine which quarter a date falls in using this formula. This formula returns the number of the quarter that *date* falls in (1–4) by dividing the current month by three (the number of months in each quarter) and taking the ceiling.

```
CEILING ( MONTH ( date ) / 3 )
```

The formula for shifted quarters is similar, but shifts the month of the date by the number of months between January and the first quarter of the fiscal year. The following example shows how to find a date's quarter if Q1 starts in February instead of January.

```
CEILING ( ( MONTH ( date ) - 1 ) / 3 )
```

To check whether a date is in the current quarter, add a check to compare the date's year and quarter with `TODAY ()`'s year and quarter.

```
AND (
  CEILING ( MONTH ( date ) / 3 ) = CEILING ( MONTH ( TODAY ( ) ) / 3 ) ,
  YEAR ( date ) = YEAR ( TODAY ( ) )
)
```

Find the Week of the Year a Date Is In

To find the number of a date's week of the year, use this formula:

```
IF(
  CEILING( ( date - DATE( YEAR( date ), 1, 1) + 1) / 7) > 52,
  52,
  CEILING( ( date - DATE( YEAR( date ), 1, 1) + 1) / 7)
)
```

To find the current week number, determine the days to date in the current year and divide that value by 7. The `IF()` statement ensures that the week number the formula returns doesn't exceed 52. So if the given date is December 31 of the given year, the formula returns 52, even though it's more than 52 weeks after the first week of January.

Find Whether Two Dates Are in the Same Month

To determine whether two Dates fall in the same month, say for a validation rule to determine whether an opportunity Close Date is in the current month, use this formula:

```
AND(
  MONTH( date_1 ) == MONTH( date_2 ),
  YEAR( date_1 ) == YEAR( date_2 )
)
```

Find the Last Day of the Month

The easiest way to find the last day of a month is to find the first day of the next month and subtract a day.

```
IF(
  MONTH( date ) = 12,
  DATE( YEAR( date ), 12, 31 ),
  DATE( YEAR( date ), MONTH( date ) + 1, 1 ) - 1
)
```

Display the Month as a String Instead of a Number

To return the month as a text string instead of a number, use:

```
CASE (
  MONTH( date ),
  1, "January",
  2, "February",
  3, "March",
  4, "April",
  5, "May",
  6, "June",
  7, "July",
  8, "August",
  9, "September",
```

Sample Date Formulas

```
10, "October",  
11, "November",  
"December"  
)
```

If your organization uses multiple languages, you can replace the names of the month with a custom label:

```
CASE (  
  MONTH( date ),  
  1, $Label.Month_of_Year_1,  
  2, $Label.Month_of_Year_2,  
  3, $Label.Month_of_Year_3,  
  4, $Label.Month_of_Year_4,  
  5, $Label.Month_of_Year_5,  
  6, $Label.Month_of_Year_6,  
  7, $Label.Month_of_Year_7,  
  8, $Label.Month_of_Year_8,  
  9, $Label.Month_of_Year_9,  
  10, $Label.Month_of_Year_10,  
  11, $Label.Month_of_Year_11,  
  $Label.Month_of_Year_12  
)
```

Find and Display the Day of the Week from a Date

To find the day of the week from a Date value, use a known Sunday, for example, January 7, 1900, and subtract it from the date, for example, TODAY(), to get the difference in days. The MOD() function finds the remainder of this result when divided by 7 to give the numerical value of the day of the week between 0 (Sunday) and 6 (Saturday). The formula below finds the result and then returns the text name of that day.

```
CASE (  
  MOD( date - DATE( 1900, 1, 7 ), 7 ),  
  0, "Sunday",  
  1, "Monday",  
  2, "Tuesday",  
  3, "Wednesday",  
  4, "Thursday",  
  5, "Friday",  
  "Saturday"  
)
```

This formula only works for dates after 01/07/1900. If you work with older dates, use the same process with any Sunday before to your earliest date, for example, 01/05/1800.

You can adjust this formula if your week starts on a different day. For example, if your week starts on Monday, you can use January 8, 1900 in your condition. The new formula looks like this:

```
CASE (  
  MOD( date - DATE( 1900, 1, 8 ), 7 ),  
  0, "Monday",  
  1, "Tuesday",  
  2, "Wednesday",  
  3, "Thursday",  
  4, "Friday",
```

Sample Date Formulas

```
5, "Saturday",  
"Sunday"  
)
```

Like the formula for getting the name of the month, if your organization uses multiple languages, you can replace the names of the day of the week with a variable like `$Label.Day_of_Week_1`, and so on.

Find the Next Day of the Week After a Date

To find the date of the next occurrence of a particular day of the week following a given `Date`, get the difference in the number of days of the week between a `date` and a `day_of_week`, a number 0–6 where 0 = Sunday and 6 = Saturday. By adding this difference to the current date, you can find the date of the `day_of_week`. The `IF()` statement in this formula handles cases where the `day_of_week` is before the day of the week of the `date` value (for example `date` is a Thursday and `day_of_week` is a Monday) by adding 7 to the difference.

```
date + ( day_of_week - MOD( date - DATE( 1900, 1, 7 ), 7 ) )  
+  
IF(  
  MOD( date - DATE( 1900, 1, 7 ), 7 ) >= day_of_week,  
  7,  
  0  
)
```

You can substitute either a constant or another field in for the `day_of_week` value based on your needs.

Find the Number of Days Between Two Dates

To find the number of days between two dates, `date_1` and `date_2`, subtract the earlier date from the later date: `date_1 - date_2`

You can alter this slightly if you want to determine a date that's a certain number of days in the past. For example, to create a formula to return true if some date field is more than 30 days before the current date and false otherwise, use a formula such as the following:

```
TODAY() - 30 > date
```

Find the Number of Weekdays Between Two Dates

Calculating how many weekdays passed between two dates is slightly more complex than calculating total elapsed days. In this example, weekdays are Monday through Friday. The basic strategy is to choose a reference Monday from the past and find out how many weeks and any additional portion of a week have passed between the reference date and your date. These values are multiplied by five for a five-day work week, and then the difference between them is taken to calculate weekdays.

```
(5 * ( FLOOR( ( date_1 - DATE( 1900, 1, 8 ) ) / 7 ) ) + MIN( 5, MOD( date_1 - DATE( 1900,  
1, 8 ), 7 ) ) )  
-  
(5 * ( FLOOR( ( date_2 - DATE( 1900, 1, 8 ) ) / 7 ) ) + MIN( 5, MOD( date_2 - DATE( 1900,  
1, 8 ), 7 ) ) )
```

In this formula, `date_1` is the more recent date and `date_2` is the earlier date. If your work week runs shorter or longer than five days, replace all fives in the formula with the length of your week.

Find the Number of Months Between Two Dates

To find the number of months between two dates, subtract the year of the earlier date from the year of the later date and multiply the difference by 12. Next, subtract the month of the earlier date from the month of the later date, and add that difference to the value of the first set of operations.

```
((YEAR(date_1) - YEAR(date_2))*12) + (MONTH(date_1) - MONTH(date_2))
```

Add Days, Months, and Years to a Date

If you want to add a certain number of days to a date, add that number to the date directly. For example, to add five days to a date, the formula is **date** + 5.

Adding years to a date is fairly simple, but do check that the future date is valid. That is, adding five years to February 29 (a leap year) results in an invalid date. The following formula adds *num_years* to *date* by checking if the date is February 29 and if the future date is not in a leap year. If these conditions hold true, the formula returns March 1 in the future year. Otherwise the formula sets the Date to the same month and day *num_years* in the future.

```
IF (
  AND (
    MONTH( date ) = 2,
    DAY( date ) = 29,
    NOT (
      OR (
        MOD( YEAR( date ) + num_years, 400 ) = 0,
        AND (
          MOD( YEAR( date ) + num_years, 4 ) = 0,
          MOD( YEAR( date ) + num_years, 100 ) != 0
        )
      )
    )
  ),
  DATE( YEAR( date ) + num_years, 3, 1 ),
  DATE( YEAR( date ) + num_years, MONTH( date ), DAY( date ) )
)
```

Adding months to a date is slightly more complicated because months vary in length and the cycle of months restart with each year. So a valid day in one month, January 31, might not be valid in another month, February 31. A simple solution is to approximate each month's length as 365/12 days:

```
date + ( ( 365 / 12 ) * Number_months )
```

This formula is a good estimate but it doesn't return an exact date. For example, if you add two months to April 30 using this method, the formula will return June 29 instead of June 30. Returning an exact date depends on your organization's preference. For example, when you add one month to January 31, should it return February 28, the last day of the next month, or March 2, 30 days after January 31?

This formula does the following:

- Returns March 1 if the future month is a February and the day is greater than 28. This portion of the formula performs the same for both leap and non-leap years.
- Returns the first day of the next month if the future month is April, June, September, or November and the day is greater than 30.

Sample Date Formulas

- Otherwise, it returns the correct date in the future month.

This example formula adds two months to a given date. You can modify the conditions on this formula if you prefer different behaviors for dates at the end of the month.

```
DATE (
  YEAR( date ) + FLOOR( ( MONTH ( date ) + 2 - 1 ) / 12 ),
  MOD( MONTH ( date ) + 2 - 1 +
    IF( DAY ( date ) > CASE( MOD( MONTH( date ) + 2 - 1, 12 ) + 1,
      2, 28,
      4, 30,
      6, 30,
      9, 30,
      11, 30,
      31 ), 1, 0 ), 12 ) + 1,
  IF( DAY( date ) > CASE( MOD( MONTH( date ) + 2 - 1, 12 ) + 1,
    2, 28,
    4, 30,
    6, 30,
    9, 30,
    11, 30,
    31 ),
    1, DAY( date )
  )
)
```

If you use these formulas for expiration dates, you can subtract a day from the return value to make sure that some action is completed *before* the calculated date.

Add Business Days to a Date

This formula finds three business days from a given *date*.

```
CASE (
  MOD( date - DATE( 1900, 1, 7 ), 7 ),
  3, date + 2 + 3,
  4, date + 2 + 3,
  5, date + 2 + 3,
  6, date + 1 + 3,
  date + 3
)
```

This formula finds the day of the week of the *date* field value. If the date is a Wednesday, Thursday, or Friday, the formula adds five calendar days, two weekend days, three weekdays, to the date to account for the weekend. If *date* is a Saturday, you need four additional calendar days. For any other day of the week Sunday Tuesday, simply add three days. You can easily modify this formula to add more or fewer business days. The tip for getting the day of the week is useful to use to adjust this formula.

Find the Hour, Minute, or Second from a Date/Time

To get the hour, minute, and second from a Date/Time field as a numerical value, use the following formulas where *TZoffset* is the difference between the user's time zone and GMT. For hour in 24-hour format:

```
VALUE ( MID ( TEXT ( date/time - TZoffset ), 12, 2 ) )
```

For hour in 12-hour format:

```
IF (
  OR (
    VALUE ( MID ( TEXT ( date/time - TZoffset ), 12, 2 ) ) = 0,
    VALUE ( MID ( TEXT ( date/time - TZoffset ), 12, 2 ) ) = 12
  ),
  12,
  VALUE ( MID ( TEXT ( date/time - TZoffset ), 12, 2 ) )
  -
  IF (
    VALUE ( MID ( TEXT ( date/time - TZoffset ), 12, 2 ) ) < 12,
    0,
    12
  )
)
```

For minutes:

```
VALUE ( MID ( TEXT ( date/time - TZoffset ), 15, 2 ) )
```

For seconds:

```
VALUE ( MID ( TEXT ( date/time - TZoffset ), 18, 2 ) )
```

And, to get "AM" or "PM" as a string, use:

```
IF (
  VALUE ( MID ( TEXT ( date/time - TZoffset ), 12, 2 ) ) < 12,
  "AM",
  "PM"
)
```

To return the time as a string in "HH:MM:SS A/PM" format, use the following formula:

```
IF (
  OR (
    VALUE ( MID ( TEXT ( date/time - TZoffset ), 12, 2 ) ) = 0,
    VALUE ( MID ( TEXT ( date/time - TZoffset ), 12, 2 ) ) = 12
  ),
  "12",
  TEXT ( VALUE ( MID ( TEXT ( date/time - TZoffset ), 12, 2 ) )
  -
  IF (
    VALUE ( MID ( TEXT ( date/time - TZoffset ), 12, 2 ) ) < 12,
    0,
    12
  )
)
```

Sample Date Formulas

```
)  
& ":" &  
MID( TEXT( date/time - TZoffset ), 15, 2 )  
& ":" &  
MID( TEXT( date/time - TZoffset ), 18, 2 )  
& " " &  
IF(  
    VALUE( MID( TEXT( date/time - TZoffset ), 12, 2 ) ) < 12,  
    "AM",  
    "PM"  
)
```

When working with time in formula fields, always consider the time difference between your organization and GMT. See [A Note About Date/Time and Time Zones](#) on page 3 for more information about the time zone offset used in this formula.

Find the Elapsed Time Between Date/Times

To find the difference between two Date values as a number, subtract one from the other like so: **date_1** - **date_2** to return the difference in days.

Finding the elapsed time between two Date/Time values is slightly more complex. This formula converts the difference between two Date/Time values, **datetime_1** and **datetime_2**, to days, hours, and minutes.

```
IF(  
    datetime_1 - datetime_2 > 0 ,  
    TEXT( FLOOR( datetime_1 - datetime_2 ) ) & " days "  
    & TEXT( FLOOR( MOD( (datetime_1 - datetime_2) * 24, 24 ) ) ) & " hours "  
    & TEXT( ROUND( MOD( (datetime_1 - datetime_2) * 24 * 60, 60 ), 0 ) ) & " minutes",  
    ""  
)
```

Find the Number of Business Hours Between Two Date/Times

The formula to find business hours between two Date/Time values expands on the formula to find elapsed business days. It works on the same principle of using a reference Date/Time, in this case 1/8/1900 at 16:00 GMT, or 9:00 AM PDT, and then finding your Dates' respective distances from that reference. The formula rounds the value it finds to the nearest hour and assumes an 8-hour, 9:00 AM-5:00 PM work day.

```
ROUND( 8 * (  
    ( 5 * FLOOR( ( DATEVALUE( date/time_1 ) - DATE( 1900, 1, 8 ) ) / 7 ) +  
    MIN( 5,  
        MOD( DATEVALUE( date/time_1 ) - DATE( 1900, 1, 8 ), 7 ) +  
        MIN( 1, 24 / 8 * ( MOD( date/time_1 - DATETIMEVALUE( '1900-01-08 16:00:00' ), 1 ) ) )  
    )  
    )  
    )  
    -  
    ( 5 * FLOOR( ( DATEVALUE( date/time_2 ) - DATE( 1900, 1, 8 ) ) / 7 ) +  
    MIN( 5,  
        MOD( DATEVALUE( date/time_2 ) - DATE( 1996, 1, 1 ), 7 ) +  
        MIN( 1, 24 / 8 * ( MOD( date/time_2 - DATETIMEVALUE( '1900-01-08 16:00:00' ), 1 ) ) )  
    )  
    )
```


Sample Date Formulas

```
)  
 )  
 )  
 ),  
0 )
```

You can change the eights in the formula to account for a longer or shorter work day. If you live in a different time zone or your work day doesn't start at 9:00 AM, change the reference time to the start of your work day in GMT. See [A Note About Date/Time and Time Zones](#) for more information.