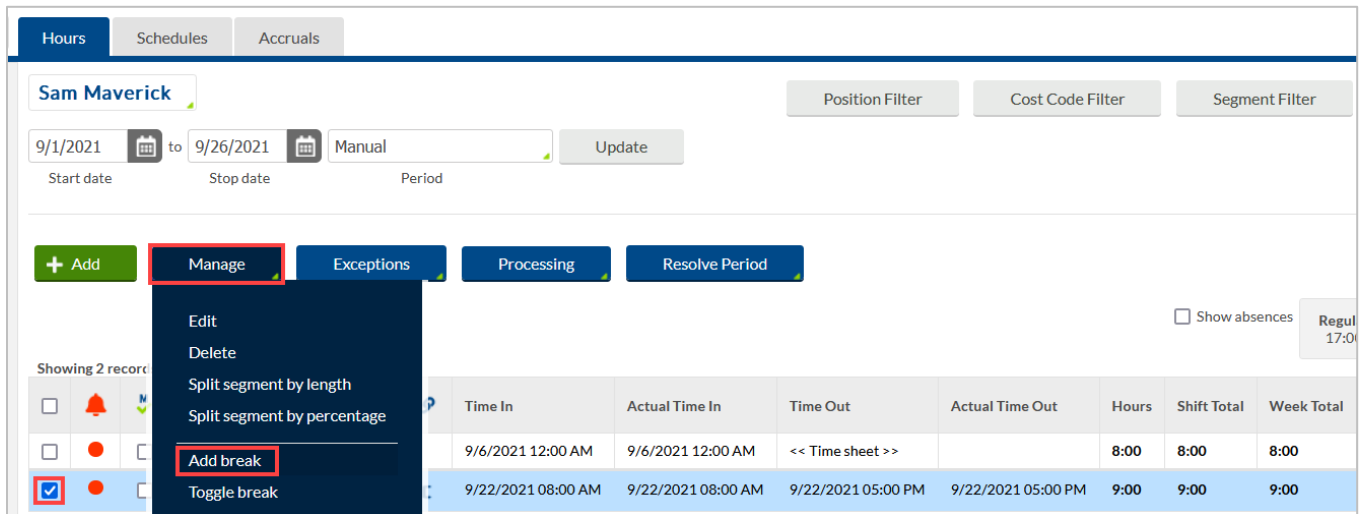


Add Lunch Break Job Aid

The purpose of this job aid is to explain how to add a lunch break to a punch-time segment.

1. On either the Individual (Hours > Individual Hours) or Group (Hours > Group Hours) Hours screen, navigate to the employee for which the lunch break needs to be entered.
2. Adjust the Start and Stop dates if necessary to find the date on which the lunch break needs to be added.
3. Select the hours segment needing the break using the checkbox.
4. Click on the blue Manage button and select Add break. Or, right-click on the hours segment and select Add break.



Sam Maverick

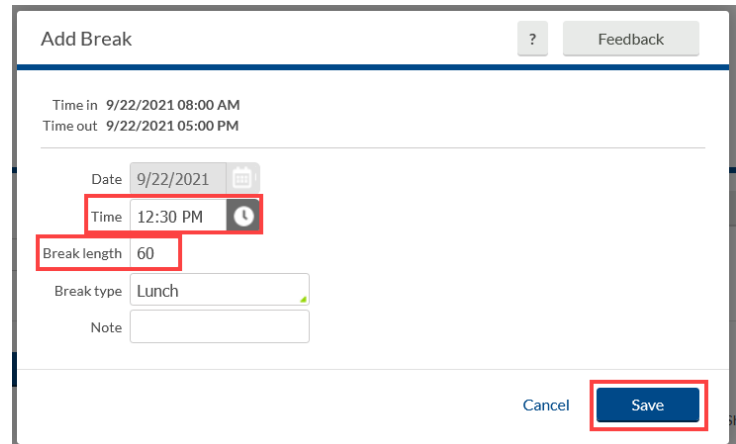
9/1/2021 to 9/26/2021 Manual Update

Buttons: Add, Manage, Exceptions, Processing, Resolve Period

Showing 2 records

	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Week Total
<input type="checkbox"/>	9/6/2021 12:00 AM	9/6/2021 12:00 AM	<< Time sheet >>		8:00	8:00	8:00
<input checked="" type="checkbox"/>	9/22/2021 08:00 AM	9/22/2021 08:00 AM	9/22/2021 05:00 PM	9/22/2021 05:00 PM	9:00	9:00	9:00

5. If necessary, adjust the time the break started.
6. Enter the Break length as the number of minutes to be recorded for the break.
7. Click Save.



Add Break

Time in 9/22/2021 08:00 AM
Time out 9/22/2021 05:00 PM

Date 9/22/2021

Time 12:30 PM

Break length 60

Break type Lunch

Note

Cancel Save

8. There will now be two rows for the day, separated by the indicated break.

Showing 3 records of 3 Selected 1 records

	Break Length	Time In	Actual Time In	Time Out	Actual Time Out	Hours	Shift Total	Week Total
<input type="checkbox"/>		9/6/2021 12:00 AM	9/6/2021 12:00 AM	<< Time sheet >>		8:00	8:00	8:00
<input checked="" type="checkbox"/>	60u	9/22/2021 08:00 AM	9/22/2021 08:00 AM	9/22/2021 12:30 PM	9/22/2021 12:30 PM	4:30		
<input type="checkbox"/>		9/22/2021 01:30 PM	9/22/2021 01:30 PM	9/22/2021 05:00 PM	9/22/2021 05:00 PM	3:30	8:00	8:00