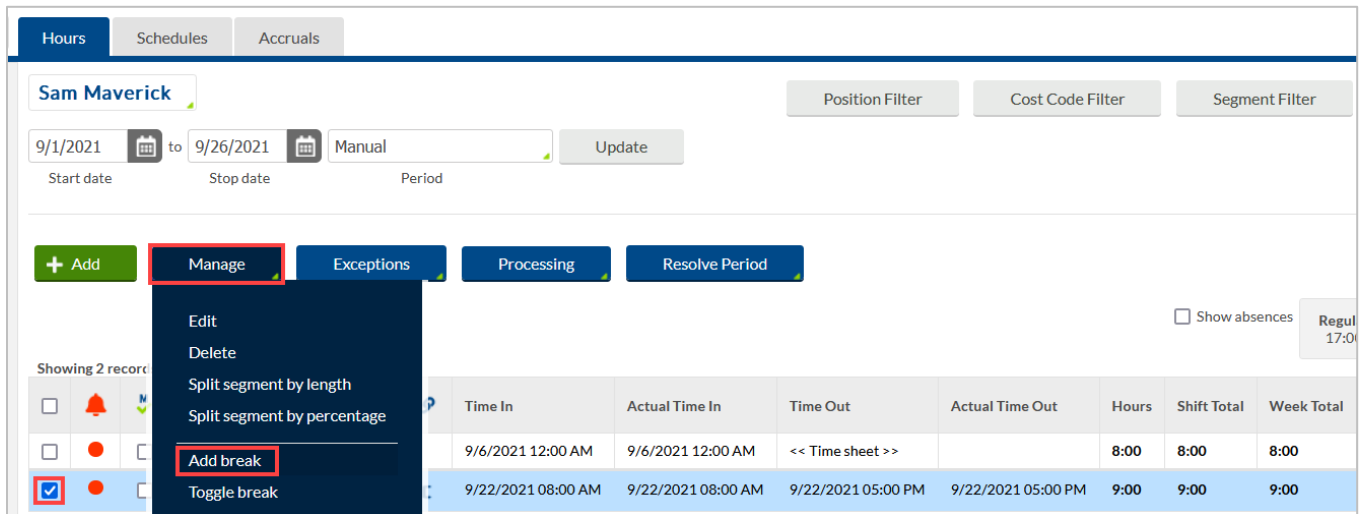# Add Lunch Break Job Aid

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.

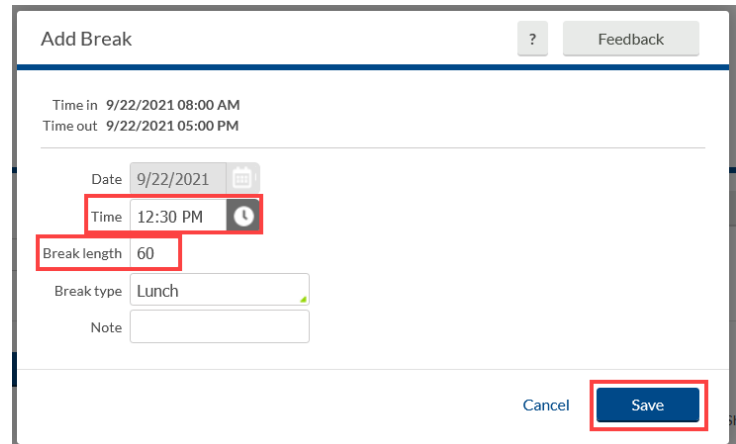5. If necessary, adjust the time the break started.

6. Enter the Break length as the number of minutes to be recorded for the break.

7. Click Save.

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