



Track employees' break and lunch times using **Breaks**. This is an optional feature. Step One will discuss creating Breaks, and Step Two will discuss assigning these Breaks to specific employees.

**Step One:**

**Features tab, Breaks**

Create Breaks

Give your break or lunch a Report Display, Break/Lunch Button name, and choose a Pay Type.

Save Changes

There are 4 different options for Pay Types. "1<sup>st</sup> Break" and "2<sup>nd</sup> Break" are both PAID breaks. "Lunch" is an UNPAID break. (See below for more info)

The Break/Lunch Combo (Paid/Unpaid) Pay Type allows employees to clock into this combo, and a portion will be paid as a break, while the rest is unpaid and recorded as "Lunch." For more information on this feature, see help file: Break/Lunch Combo.

This will display on reports.

You can assign a time to breaks or lunches. (See below for more info)

Report Display	Break/Lunch Button	Internal Note	Button Width	Pay Type	Break Times	Min. Return	Button Status	Remove
Break	Break		Auto	1st Break (Paid)	N/A	Only For Lunch	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<input type="checkbox"/>
Lunch	Lunch		Auto	Lunch (Unpaid)	1/2 Hr	50%	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<input type="checkbox"/>
<b>Add New Project</b>								
			Auto	1st Break (Paid)	N/A	N/A	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<input type="checkbox"/>

When clocked in, this button will display on the employee's time card.

Optional for description.

This changes how buttons display on the time card. This is also optional- we suggest leaving it set to Auto.

This can only be used with the Pay Type "Lunch (Unpaid)." It requires employees to be clocked out for a certain amount of time before it will allow them to punch back in. This feature is not available with the use of a fingerprint or badge reader.

**Pay Type:** Does your company **pay for lunch time**? Go ahead and choose the "1<sup>st</sup> Break" or "2<sup>nd</sup> Break" Pay Type to make sure it's paid. As long as you name it "Lunch," reports and time cards will display appropriately.

**Break Times:** If an employee is assigned a paid break with a "Break Time" set, he will only be paid for **up to** that amount of time. For example, if an employee was clocked out for 20 minutes, but the Break Time is set to 15 minutes, the employee would receive his 15 minutes paid and the final 5 minutes unpaid. If the next employee only takes a 10 minute break, he forfeits the additional 5 minutes.



**Step Two:**

Assign Breaks to Employees

**Features tab, Assign Projects or Breaks**

If all employees have access to every break or lunch you've set up, leave this box **unchecked**. You're done!

**Assign Project Clock In, Lunch, and Break buttons by Employee**  
(Uncheck box for each Employee to have all the Project buttons)

If breaks or lunches vary by employee, **check** this box and Save Changes.

**Assign Project Clock In, Lunch, and Break buttons by Employee**  
(Uncheck box for each Employee to have all the Project buttons)

Filter by:

Department All Employee All

Employee	Reader, Quick Punch, and Group In/Out Default Project <small>[What's This?]</small>	Buttons Displayed on Time Card
Bathory, Elizabeth	None	<input type="checkbox"/> Break <input checked="" type="checkbox"/> Lunch
Berkowitz, David	None	<input type="checkbox"/> Break <input checked="" type="checkbox"/> Lunch
Bianchi, Kenneth	None	<input checked="" type="checkbox"/> Break <input checked="" type="checkbox"/> Lunch
Bittaker, Larry	None	<input type="checkbox"/> Break <input checked="" type="checkbox"/> Lunch
Brady, Ian	None	<input checked="" type="checkbox"/> Break <input checked="" type="checkbox"/> Lunch
Buono, Angelo	None	<input checked="" type="checkbox"/> Break <input checked="" type="checkbox"/> Lunch
Cianciulli, Leonarda	None	<input type="checkbox"/> Break <input checked="" type="checkbox"/> Lunch

This column is used for Projects. Breaks should not be used as a default.  
For more information on Projects, see help file: **Projects**.

Assign which breaks each employee will have access to.  
**Save Changes!**

For further assistance with Breaks, contact Customer Service.

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