



With our “Any Lunch” feature, lunch times are even easier to enter into the **Time Card Edit** page. When chosen, the Admin, Supervisor, or Employee with Edit Access can easily enter unique amounts of time for lunch breaks.

Step One:

Activate “Any Lunch”.

Setup tab, General Setup Options
Time Card Edit section

Time Card Edit [What's This?]

- Display In / Out edited asterisk flags
- Edit Style column default to Hours
- Display Pay Period column
- Display Payroll Hours column
- Entry Note column (not displayed on reports)
- Email when there is a change request
- Email when there is an edit

Entry Style Lunch:

10 Min
 15 Min
 20 Min
 30 Min
 45 Min
 1 Hr
 1 1/2 Hr
 2 Hr
 Any Lunch

Save Changes

Step Two:

Enter Lunch Times in the New Time Card Entries section.

Time Card tab, Edit

New Time Card Entries [Help]

Date	In Time	Out Time	Hours	Entry Style	Project/PTO	Entry Note
Thu 4/21/2016 ▾			1h 12m	Any Lunch ▾	Client Management (Project) ▾	
Fri 4/22/2016 ▾				In/Out ▾	Night Stock (Project) ▾	
Fri 4/22/2016 ▾				In/Out ▾	Night Stock (Project) ▾	
Fri 4/22/2016 ▾				In/Out ▾	Night Stock (Project) ▾	
Fri 4/22/2016 ▾				In/Out ▾	Night Stock (Project) ▾	

1. Choose the date

2. Under **Entry Style**, choose **Any Lunch**

3. Enter the amount of time taken for lunch in the **Hours** column

4. If applicable, assign a **Project** to subtract the time from.

Save Changes