

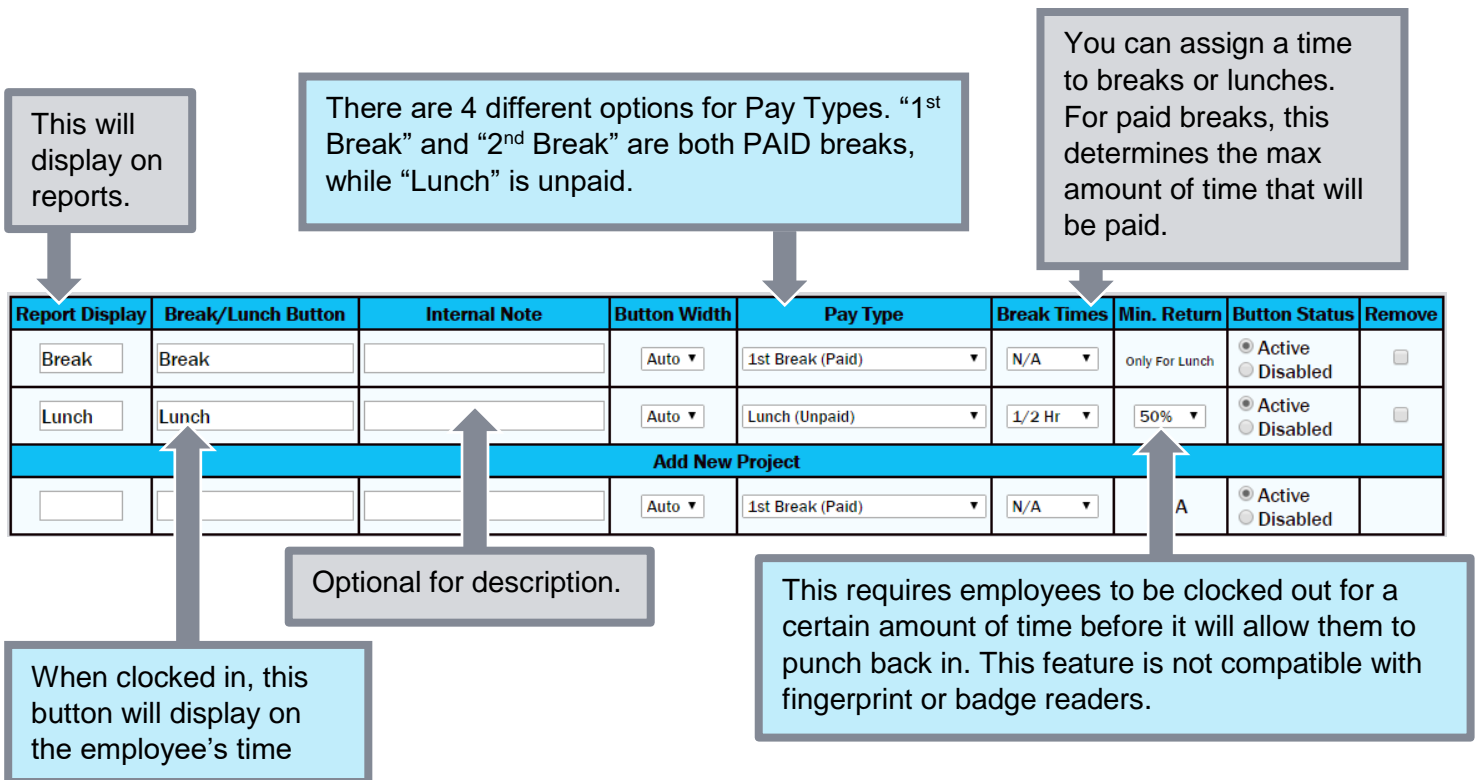
**Features tab, Breaks / Lunch**

**Step One:**

Create Breaks

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

Save Changes



This will display on reports.

There are 4 different options for Pay Types. "1<sup>st</sup> Break" and "2<sup>nd</sup> Break" are both PAID breaks, while "Lunch" is unpaid.

You can assign a time to breaks or lunches. For paid breaks, this determines the max amount of time that will be paid.

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 ▼	A	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<input type="checkbox"/>

Optional for description.

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

This 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 compatible with fingerprint or badge readers.

**Pay Type:** Does your company offer **paid lunches**? 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.

**Lunch/Break Combo (Paid/Unpaid):** This 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.



**Step Two:**

Assign Breaks to Employees

**Features tab, Assign Projects or Breaks**

**Assign Projects and Breaks for**  **(Choose 'Everyone' to give all Employees all options.)**

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

**Assign Projects and Breaks for**  **(Choose 'Everyone' to give all Employees all options.)**

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

Filter by:

Department  Employee

Employee	Reader, Quick Punch, and Group In/Out Default Project <small>[What's This?]</small>	Buttons Displayed on Time Card
Bathory, Elizabeth	<input type="text" value="None"/>	<input checked="" type="checkbox"/> Break <input checked="" type="checkbox"/> Lunch
Berkowitz, David	<input type="text" value="None"/>	<input checked="" type="checkbox"/> Break <input checked="" type="checkbox"/> Lunch
Bianchi, Kenneth	<input type="text" value="None"/>	<input checked="" 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.