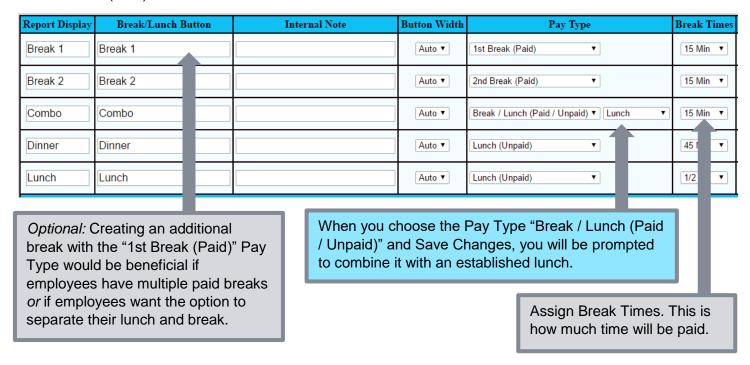


ETC offers a simple solution for employees who want to combine their unpaid lunch time with their paid break time.

To get started, go to the **Features** tab, **Breaks / Lunch**.

Create Project Break Buttons for each break/lunch option. Assign the appropriate Pay Types.

- 1. Lunch (Unpaid)
- 2. Break / Lunch Combo (Paid / Unpaid)
- 3. Break (Paid)



Click "Next" at the bottom of the page, or go to the Features tab, Assign Projects or Breaks.

Employee	Reader, Quick Punch, and Group In/Out Default Project [What's This?]	Buttons Displayed on Time Card
Bathory, Elizabeth	Client Management ▼	 ☑ Break 1 ☑ Break 2 ☑ Client Management ☑ Combo ☑ DataEntry ☑ Dinner ☑ Filing ☑ Lunch

Assign Individually:

Choose "Individual" at the top and assign which break options each employee can have by checking the boxes and Save Changes.

Assign to Everyone:

Choose "Everyone" at the top if every employee has access to all breaks (and Projects, if applicable).



What your employees see:

	Date	In	Out	Hours	Worksite	Type	Entry Note	Day	Week	Pay Period
Mon	7/16/2018	09:30	Time So Far	0.00		Client Management	•			
	The current time is 7/16/2018 15:50:24									
	Worksite Clock In				Break 1		Clock Ou	t		
WS	WS 1 V Client Management				Break 2					
	DataE				Combo					
	Filing				Lunch					

What you see:

Date	In	Out	Hours	Entry Style	Project/PTO		
Mon 7/16/2018	9:30 AM	3:52 PM	6 h 22 m	In/Out ∨	Client Management (Project)		
	11:52 AM	12:07 PM	0 h 15 m	In/Out ∨	Combo (Project)		
	12:07 PM	12:43 PM	0 h 36 m	In/Out ∨	Lunch (Lunch)		
	12:34 PM	5:00 PM	4 h 26 m	In/Out ∨	Client Management (Project)		

Time Card Edit

Date	In	Out	Hours	Туре	Day	Week	Pay Period
Mon 7/16/2018			0 h 15 m 0 h 36 m	Combo Lunch	10h 48m Client 0h 15m Combo 11h 3m Total		10h 48m Client 0h 15m Combo 11h 3m Total

Detailed Report