

In addition to the “Clock In” and “Clock Out” buttons, you can add buttons for employees to use when taking **paid breaks** and **unpaid lunches**.

**Step One: Create Buttons for Employees**

Features menu: Breaks/Lunch

Report Display	Break/Lunch Button	Internal Note	Button Width	Pay Type	Break Times	Min. Return
Break 1	Break 1		Auto	1st Break (Paid)	15 Min	Only For Lunch
Break 2	Break 2		Auto	2nd Break (Paid)	15 Min	Only For Lunch
Lunch	Lunch		Auto	Lunch (Unpaid)	1/2 Hr	50%

**Report Display & Break/Lunch Button**

Name the Break or Lunch for reports, and for the buttons that employees will use.

**Pay Type**

Whether you are calling it Lunch, Break, Rest Period, or anything else, what really matters in the Pay Type is the indicator of (Paid) or (Unpaid). Employees will never see the Pay Type information.

ex. If you pay for lunch periods, you can set the pay type to “1st Break (Paid)” and name the button “Lunch.”

**Break Times**

Paid Breaks – Determines the maximum amount of time that is paid.

Unpaid Lunch – Only necessary if using “Min. Return.”

**Minimum Return**

For Unpaid Lunch, when a “Break Time” is set, this will require the employee to use a percentage of their Lunch time before the “Clock In” button is available for use again.

*\*Not compatible with the use of readers.*

**Step Two: Assign to Employees**

Features menu: Assign Projects or Breaks

If all employees will have access to use every Break and Lunch (and Project, if applicable), set to “**Everyone**.”

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

If there are limitations to who can use what Break or Lunch (or Project, if applicable), set to “**Individuals**” and assign accordingly.

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

Employee	Default Project for Reader, Quick Punch, and Edit <small>[What's This?]</small>	Buttons Displayed on Time Card
David Miller	None	<input checked="" type="checkbox"/> Break <input checked="" type="checkbox"/> Lunch
Elizabeth Lee	None	<input type="checkbox"/> Break <input checked="" type="checkbox"/> Lunch

What employees see:

Date	In	Out	Hours	Type	Day
Tue 12/6/2022	9:00 AM	<u>Time So Far</u>	0h 0m	Work	
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px;">Break</div> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px;">Clock Out</div> </div> <div style="display: flex; justify-content: center; align-items: center; margin-top: 10px;"> <div style="border: 1px solid #ccc; padding: 5px; margin: 5px;">Lunch</div> </div>					

\*Each Break or Lunch button can only be used once per day by the employee.

### FAQ

*Can Break/Lunch buttons be used on the reader?*

Yes, although the functionality is slightly different. You can assign Breaks or Lunches to “FKeys” on the reader. This will mean any employee can clock into Break or Lunch, with or without being assigned. Breaks and Lunches can also be reused throughout the day when using the reader. Breaks can be added to the reader in the Function Keys page, located in the Setup menu.

*What does the Pay Type “Break / Lunch (Paid / Unpaid)” do?*

When you set a Paid Break to “Break / Lunch” and assign it to an existing Lunch, it will apply paid time to the break portion, and label all additional time as “Lunch.”

Pay Type	Break Times	In	Out	Hours	Type	Day
Break / Lunch (Paid / Unpaid) ▼	Lunch ▼	9:00 AM	1:00 PM	4h 0m	Work	7h 20m Wrk RR 0h 15m Combo RR 7h 35m Total
Lunch (Unpaid) ▼	N/A ▼	1:40 PM	5:00 PM	0h 15m	Combo Break	
				0h 25m	Lunch	
				3h 20m	Work	

*What’s the difference between “1<sup>st</sup> Break” and “2<sup>nd</sup> Break?”*

Differentiating 1<sup>st</sup> and 2<sup>nd</sup> Break only matters if you use Shifts and want to restrict how early in the day the button is available for use. Otherwise, the two have the exact same functionality.

*Why can my employee not clock back in from Lunch?*

If you have a Min. Return set, the employee will see this message until the minimum percentage of Lunch has been used:

Date	In	Out	Hours	Type	Day
Tue 12/6/2022	11:00 AM	4:32 PM	5h 32m	Work	5h 32m Wrk RR
		<u>Time So Far</u>	0h 0m	Lunch	

You are clocked out for lunch and will be allowed to clock in once it gets closer to 5:02 PM.