Adding Break Types Per Role

Last Modified on 09/25/2019 1:55 pm MDT

Use the following steps to setup additional Break types, ie**Paid Standar Breaks** and **10-Minute Paid Rest Breaks** assigned by Role

General Settings > under Other Settings, check Allow Custom Break Types and Save





Select a Role's Gearwheel to access break options for that role



Check the Breaks you'd like available for employees working this role

NOTE: Default will affect scheduled analytics expectations

NOTE: You can customize the color(s) of the Standard Break buttons by

selecting a color. The 10-Minute-Paid is automatically a unique blue color.



When an employee clocks out for a break, they will be presented with the applicable options

The following example shows a 10-Min Rest Break in addition to a standard unpaid meal break



The following example shows options for both Paid and Unpaid standard meal breaks

You clocked in at 3:28pm (2 Minutes) 0.09 hrs worked in current pay period



When [manager] is editing a break, you can add or edit breaks and designate the break type.

The "10" shown below indicated a 10-Minute-Rest Break, and the "\$" shown below indicates a Paid Break. Both may be toggled on or off.



Accordingly, Time Punch detail in the Daily Summary Report have indicators showing break type and paid status



10-Minute Rest Break

Analytics and Payroll will conform accordingly

NOTE: Overtime calculations include Paid Breaks