

# 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

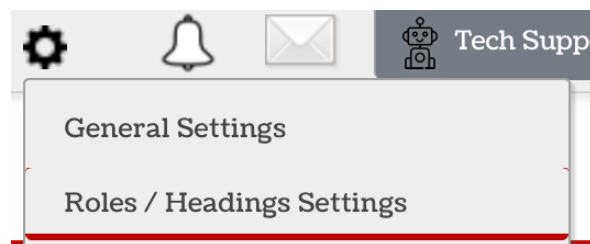
General Settings > under Other Settings, check **Allow Custom Break Types** and Save

## Other Settings

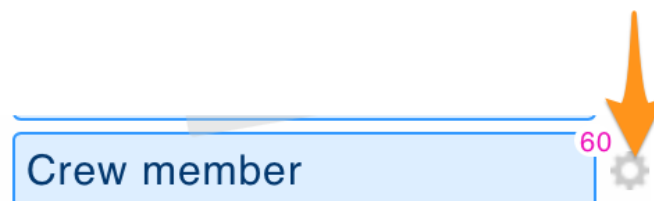
Allow Custom Break Types by Role



Gearwheel Menu > Roles



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

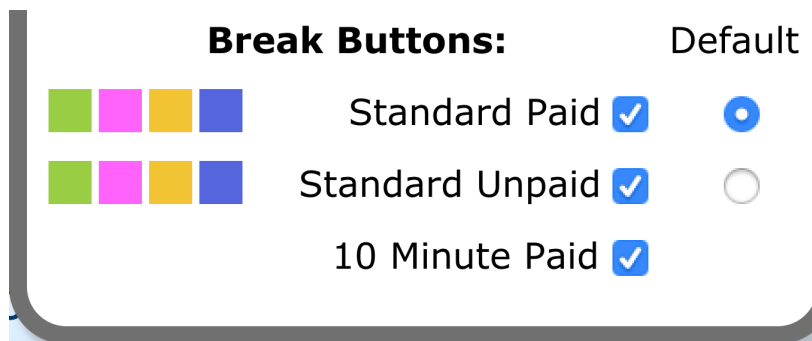


Check the Breaks you'd like available for employees working this role

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.

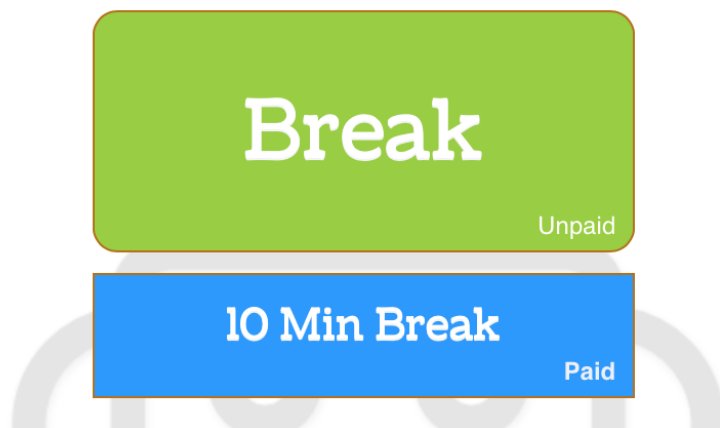


When an employee clocks out for a break, they will be presented with the applicable options

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

# You clocked in at 3:24pm ( 2 Minutes )

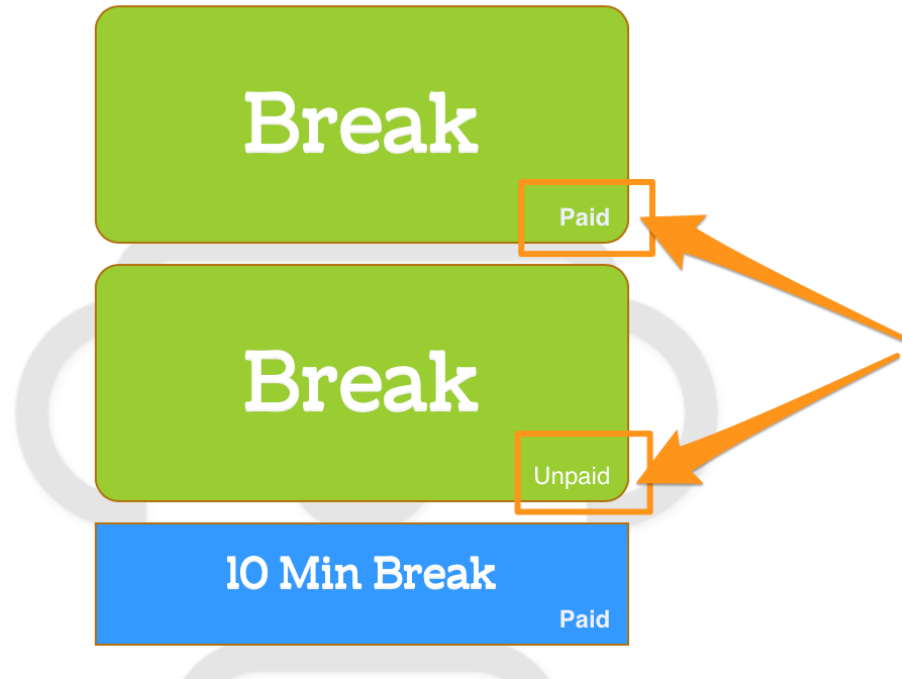
0.03 hrs worked in current pay period



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

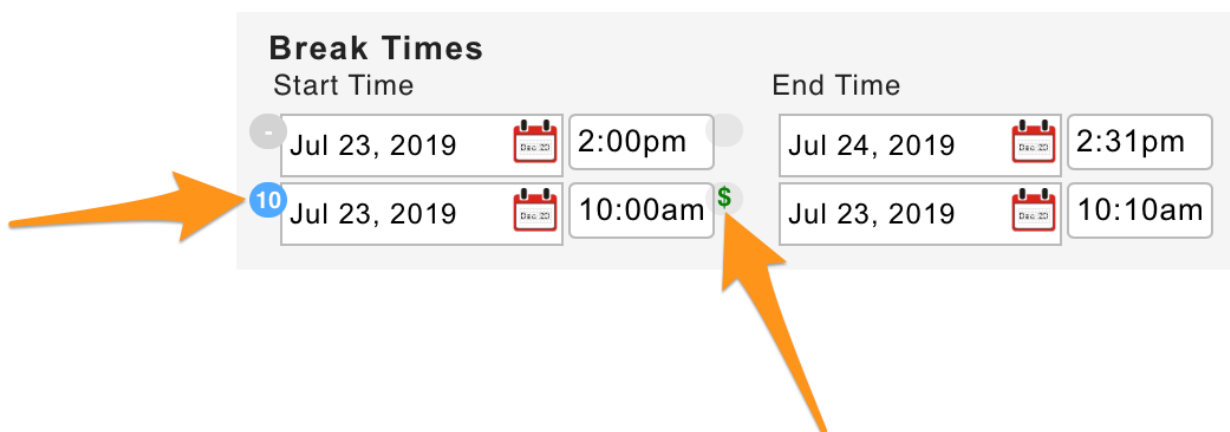
# You clocked in at 3:28pm ( 2 Minutes )

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

Paid

Unpaid

Tuesday

**Philip Billip**  
Barista  
[Edit Clock-In](#)

<b>Scheduled:</b>	8:00am	4:00pm	7.50
<b>Worked:</b>	8:00am	4:00pm	7.50
<b>Breaks Expected</b>			30 mins
<b>Break(s)</b>	11:45am	12:15pm	30 mins
	1:00pm	1:30pm	30 mins
<b>Total Breaks</b>			<b>60 mins</b>
	9:00am	9:12am	12 mins

10-Minute Rest Break

Analytics and Payroll will conform accordingly

NOTE: Overtime calculations include Paid Breaks