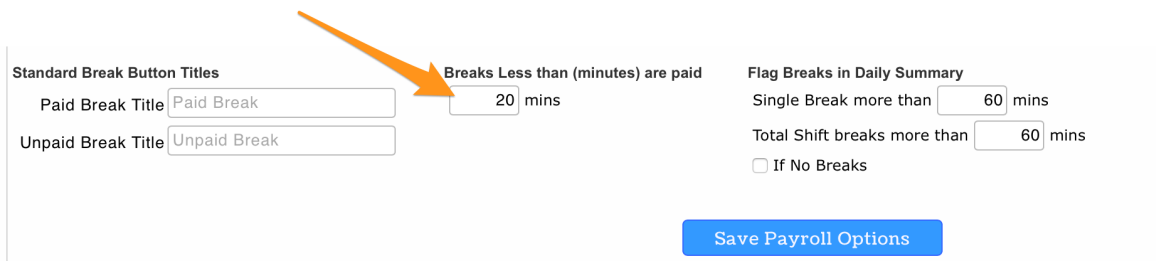


Setting Breaks Less Than a Set Time to be Paid Breaks

Last Modified on 10/10/2019 10:34 pm MDT

Gearwheel Menu > General Settings > Payroll Settings

Enter a "Less than" value as shown below, and **Save Payroll Options**



Standard Break Button Titles

Paid Break Title

Unpaid Break Title

Breaks Less than (minutes) are paid

Flag Breaks in Daily Summary

Single Break more than mins

Total Shift breaks more than mins

If No Breaks

[Save Payroll Options](#)

When reviewing time punches in the Daily Summary view, the "\$" symbol indicates that the break is set to **Paid**. See below:

Worked:	10:15:00am	11:19:44pm	13.08
Breaks Expected			0 mins
Break(s)	11:15am	11:25am	11 mins
Total Breaks			11 mins

