

Auto Add Breaks to Time Punches

Last Modified on 03/16/2023 3:44 pm MDT

This feature is NOT recommended unless a company has a union or other contract where the automated addition of a break is contractually agreed to between a business and its employees.

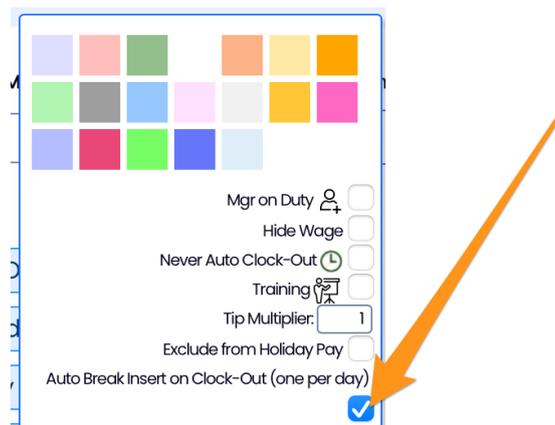
To engage automated breaks, take the following steps:

1. In the applicable Pay Group (from gearwheel menu > general settings), enter the break length desired and press SAVE SETTINGS

Punch Auto Inserted Break Length (minutes)

2. Indicate which ROLES should utilize the automated the break addition.

- From Gearwheel Menu > Role Settings, use the gearwheel menu associated with an applicable role, and select



Mgr on Duty

Hide Wage

Never Auto Clock-Out

Training

Tip Multiplier:

Exclude from Holiday Pay

Auto Break Insert on Clock-Out (one per day)

NOTE: The feature adds one break per day, not multiple

NOTE: Users should monitor time punches and verify that settings are applying breaks as expected