

Paid Breaks Setup

Last Modified on 08/21/2024 3:28 pm MDT

Adding paid break options involves engaging Custom Breaks in general settings, and configuring roles that can use the custom break types.

Gearwheel Menu > General Settings > Scroll to Other Settings

Check the the following option, SAVE, and login fresh

Allow Custom Break Types by Role



WITH THE ABOVE SETTING, BREAKS CAN BE SET OR UN-SET AS PAID

To provide break options for employees when clocking in/out for breaks, see the following section on setting breaks by role:

From Gearwheel Menu > Role Settings

Edit a Role that should have additional break types, such as Paid



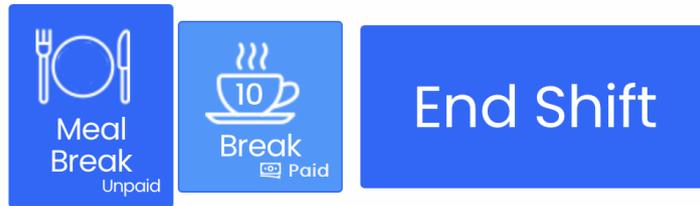
Set Default Behavior for Meal and Rest Breaks. The example shown below would allow for UNPAID Meal Breaks, and Paid 10-Minute Rest Breaks. This must be done for any role that uses multiple break options.



Break Buttons will appear for both types of breaks (when using the Teamwork App or POS

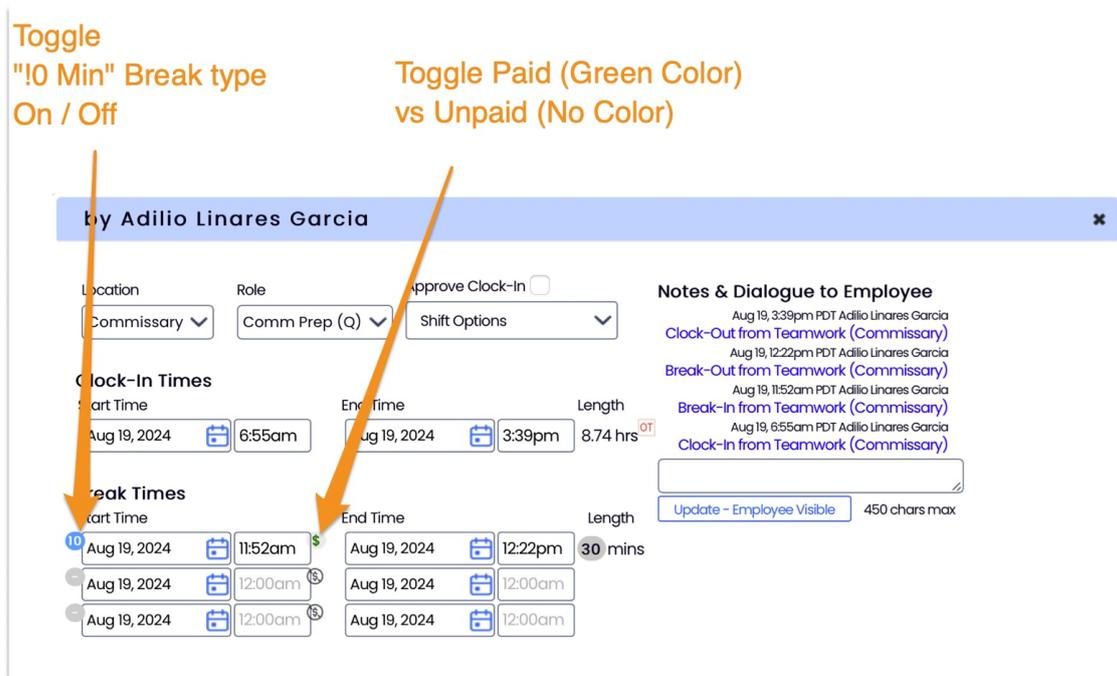
"Integrated Clock-In". Employees should select the intended break type.

Comm Prep
You clocked in at 6:55am (6.7 hours ago)



Editing Break Type and Paid Status

When adding or editing breaks, the Type (10min Type vs Meal Type) can be toggled, as well as the Paid vs Unpaid status, as shown below.



The status also shows in the Daily Summary view of time punches.

Unpaid

Caamal, Julio
Comm Prep \$24.00
Edit Clock-In

Scheduled: 7:00am 3:30pm Length 8.00
Worked: 6:56:33am 3:45:51pm 8.29

Breaks Expected 30 mins
Break(s) 11:51am 12:23pm 32 mins
Total Breaks 32 mins
Clock-in On-Time

Shift Audit:
Aug 19, 6:56am PDT Julio Caamal
Added Clock-In 6:56am to
Aug 12, 8:20am PDT Lane Milburn
Copied from week of Aug 12, 2024

Clock-In Audit:
Aug 19, 3:45pm PDT Julio Caamal
Clock-Out from Teamwork (Commissary)
Aug 19, 12:23pm PDT Julio Caamal
Break-Out from Teamwork (Commissary)
Aug 19, 11:51am PDT Julio Caamal
Break-In from Teamwork (Commissary)
Aug 19, 6:56am PDT Julio Caamal
Clock-In from Teamwork (Commissary)

Manager Approved
Clock-In Verification (N)
Update - Employee Visible 450 chars max

Limiting paid portion to 10-min: Work with a Teamwork Specialist
teamworksupport@spoton.com to configure.

10 min Paid Breaks constrained, excess is unpaid time



NOTE on rest break compliance

Teamwork default behavior for California rest break compliance involves capturing attestations on clock-out that rest breaks were "Made Available". While capturing 10-minute breaks may be desired, compliance is driven from the mentioned attestations.