

Easy Time Clock monitoring features save managers time by identify problems quickly.

Supervisor/Managers can monitor the time your employees take for unpaid Lunch and/or paid Break plus send an email notification if an employee is taking too long for lunch or break.

Break – paid work time - that is an optional benefit

Some companies offer a benefit of paid break time in the morning and in the afternoon for employees to take care of personal needs, such as a refreshment break. This benefit is not mandatory but a benefit given to employees at the discretion of the company.

How does Break Time work within the Easy Time Clock program?

The break is a paid benefit and can only be recorded for the time allowed by the company. Anytime past the allow break minutes is considered unpaid time. For example, if an employee takes 15 minutes for break when the company allows only 10 minutes, the time clock will only record 10 minutes paid time and clock in at the time they returned from break to clock in for work. The employer is not paying for more break time than allowed.

Lunch-unpaid benefit

Most companies give employees a scheduled block of time set for mandatory lunch breaks. A lunch break is usually an unpaid block of time set by the company most commonly 30 minutes to 1 hour. Most companies do not allow employees to clock back in early to work during their scheduled lunch break to earn extra work time that at times puts them into earning unneeded overtime. This monitoring feature will save companies hundreds of dollars of unneeded overtime payments to their employees.

How does Lunch Break Monitoring work within the Easy Time Clock program?

Easy Time Clock program will inform Managers of their employee's work habits by monitoring the time & attendance at work. If an employee is taking too long of a lunch break, the manager is email notified immediately to identify any attendance problems so it can be addressed quickly. (The email address listed in the **Employee Maintenance | Employee Monitor** page is the email address that the system will use. If the field is blank, the Admin contact email address is used.)

Within the Easy Time Clock program, you set the time allowed for the employee's lunch break. The system will not display the Clock In button until "Min Return" of the break time has passed so that employees are not allowed to clock in to work during lunch break, thus keeping unwanted overtime earnings under control.

Button Display Options-The number of hours that an employee works per day could change according to their work schedule so that a lunch or second break is not necessary for that day. The system now allows you to set the display time so that the time card is not cluttered with clock in break/lunch buttons that are not necessary. Select the "Min Show" time to set the min hours the employee has to work before the break or lunch button appears in their time card. This will keep employees from clicking on the wrong button by accident.

How to setup the Lunch Break Feature:

After you enable the Break and Lunch buttons option, the time cards will add a new **Break/Lunch** column to display how much time your employees take for each lunch and break. The unpaid lunch hours tracked is not included in payroll hours. The paid break time is included in the payroll hours as a company benefit. The following are instructions on how to setup the Lunch and Break clock out buttons.

- Go to **Employee Maintenance | Employee Monitor** page to type in the email address that you want the email notifications to go to for each employee. Copy and paste the email address and save changes.

Employee	Notify Email	Notify Clock In	Notify Clock Out
Bridge, Carol	manager@sample.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Jones, John	manager@sample.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Reese, Bob	manager@sample.com	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

- Go to **Project Maintenance | Project Break Button Setup**
- Check the box** to enable the Lunch and Break Time Tracking and save changes to activate fields in your reports.

Unpaid Lunch and Paid Break time can be tracked separately by checking the box below.

Enable Break and Lunch Buttons

- Report/Display** – Type in a short initial that will be displayed in your reports. Long names will make your report wide on the screen. It is recommended to have short names for the report.
- Break/Lunch Button** - Create a button name for **Lunch** and/or for **Break(s)**. This will display in the employee's time card, so you can be as descriptive as you want. See break and lunch clock in buttons name samples below.

Unpaid Lunch and Paid Break time can be tracked separately by checking the box below.

Enable Break and Lunch Buttons

Report Display	Break/Lunch Button	Administrator Reference	Button Width	Pay Type	Min. Show	Break Times	Min. Return	Button Status	Remove
Bk-1	AM Break	after 1 hours displays break	Auto	Break	1 Hr	15 Min	N/A	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<input type="checkbox"/>
Lh-30	Lunch-30	after 3 hours displays lunch	Auto	Lunch	3 Hr	1/2 Hr	97%	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<input type="checkbox"/>
Bk-2	PM Break	after 5 hours displays break	Auto	Break	5 Hr	15 Min	N/A	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	<input type="checkbox"/>
New Project									
			Auto	Break	N/A	N/A	N/A	<input checked="" type="radio"/> Active <input type="radio"/> Disabled	

Save Changes

- Administrator Reference** - This is for Admin notes only. It is not displayed in any other place.
- Button Width** – This is where you can make the buttons all uniform in width or automatic width is set which varies depending on the name of the button.

- **Assign Pay Type**
 - **Break** is paid time included in payroll hours worked.
 - **Lunch** is unpaid time not included in payroll hours worked.
- **Min. Show** – Select the hours the employee is required to work before the break and lunch button displays in the employee’s time card. For example, after the employee clocks in the time clock system tracks hours from clock in and once the employee reaches 2 hours, the 1st break will display. Once an employee works 4 hours the lunch button displays. The buttons can only be used once a day to avoid duplication.
- **Break Times** – Select the amount of time you want the break and lunch to be allowed. If an employee goes over the break time allowed, the system will only record the minutes allowed and then clock in time as returning to work so that the overage is not paid time. Lunch break will display a message in the employee’s time card the time the employee is allowed to clock back in from lunch.
- **Min Return** – This is for Lunch only. The minimum return time is the percentage of the time has to pass before the clock in button is displayed.
- Go to **Assign Project Clock In Button by Employee** – **Uncheck** the box if you want all of the employees to have the lunch and break buttons.
- **Note:** If you are tracking projects along with the breaks and check the box to assign projects, you will need to assign each individual projects plus the break and lunch buttons to each employee. The system still will display the break buttons according to the min show selected.

Assign Project Clock In Buttons By Employee
(Uncheck box for each Employee to have all the projects)

Employee	Projects
Bridge, Carol	<input type="checkbox"/> AM Break <input type="checkbox"/> Lunch-60 <input type="checkbox"/> PM Break
Jones, John	<input type="checkbox"/> AM Break <input type="checkbox"/> Lunch-60 <input type="checkbox"/> PM Break
Reese, Bob	<input type="checkbox"/> AM Break <input type="checkbox"/> Lunch-60 <input type="checkbox"/> PM Break

The employee’s time card will have a lunch and/or break clock out buttons available when the min show time has been reached after the employee has clocked in for the day. These lunch/break buttons can only be used once to avoid any duplication entries in their time card. To activate the allowed break time and automatic email notification to the administrator/managers, you need to set the “Break Times”.

Pay Type	Min. Show	Break Times	Min. Return
Break ▾	1 Hr ▾	15 Min ▾	N/A
Lunch ▾	3 Hr ▾	1/2 Hr ▾	97% ▾
Break ▾	5 Hr ▾	15 Min ▾	N/A
Break ▾	N/A ▾	N/A ▾	N/A

When the lunch break button is used, the clock in button will display when they are allowed to clock back in for work. The system will only allow an employee to clock back in when 97% of the scheduled time has passed. The employee will be able to clock back in from Lunch at the time specified in their time card. Sample:

You are clocked out for lunch and will be allowed to clock in once it gets closer to 1:04 PM.

See sample below.

- Click to begin work.
- Click button to clock out for Lunch (or Break Button)
- Click Return from Lunch or Break.
- Click at the end work day.

Sample of the break/lunch buttons:

Break / Lunch

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-
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Sample of the Time card entries.

7/25/2010 - 8/7/2010 ▾

The Day column is set for 5 minute rounding

Date	Work		Break / Lunch		Hours	Type	Day	Week	Pay Period	Payroll Hours	Mileage	Notes	
	In	Out	Out	In									
Tue 8/3/2010	6:00 AM	12:40 PM	12:40 PM	1:42 PM	6.67	Wrk	11.67 Wrk	11.67 Wrk	11.67 Wrk	8.00 RR			
	1:42 PM	6:43 PM			1.03	5.02				Lh	3.67 OT		
											11.67 Tot		

The current time is 8/3/2010 8:46:30 AM

Note: to see the full name of a time abbreviation, hover your mouse over the abbreviation