



With our “Any Lunch” feature, lunch times are even easier to enter into the **Time Card Edit** page. When chosen, the Admin, Supervisor, or Employee with Edit Access can easily enter unique amounts of time for lunch breaks.

**Step One:**

Activate “Any Lunch”.

**Setup tab, General Setup Options**  
**Time Card Edit section**

Time Card Edit [What's This?]

- Display In / Out edited asterisk flags
- Edit Style column default to Hours
- Display Pay Period column
- Display Payroll Hours column
- Entry Note column (not displayed on reports)
- Email when there is a change request
- Email when there is an edit

Entry Style Lunch:  
 10 Min  15 Min  20 Min  30 Min  45 Min  1 Hr  1 1/2 Hr  2 Hr  Any Lunch

**Save Changes**

**Step Two:**

Enter Lunch Times.

**Time Card tab, Edit**

New Time Card Entries [Help]

Date	In Time	Out Time	Hours	Entry Style	Project/PTO	Entry Note
Thu 4/21/2016			1h 12m	Any Lunch	Client Management (Project)	
Fri 4/22/2016				In/Out	Night Stock (Project)	
Fri 4/22/2016				In/Out	Night Stock (Project)	
Fri 4/22/2016				In/Out	Night Stock (Project)	
Fri 4/22/2016				In/Out	Night Stock (Project)	

In **New Time Card Entries**, choose the correct date

Enter the amount of time taken for lunch in the **Hours** column

Under **Entry Style**, choose **Any Lunch**

If applicable, assign a **Project** to subtract the time from.

**Save Changes**

For further assistance with Any Lunch, contact Customer Service

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