



Easy Time Clock offers a great way to automatically deduct lunch and break times from the time card so that employees do not have to clock in and out for lunch. This feature is also compliant with state laws that require an additional work hour to be added to the time card if a lunch is not taken.

Getting Started:

Go to the **Setup** tab, and **Automatic Lunch**. Use the “If Hours Exceed” column for determining length of time an employee must work before the lunch time will deduct. The “Add Lunch or Work” column offers the option to subtract (-) time for a lunch, or add (+) time for work hours.

If employee clocks in at 9:00 am, 30 minutes will be deducted after 3 pm.

Employee	If Hours Exceed Copy	Add Lunch or Work Copy	If Hours Exceed Copy	Add A Second Lunch Copy
Bathory, Elizabeth	6 Hours ▼	Lunch -1/2 Hour ▼	9 Hours ▼	15 Minutes ▼
Berkowitz, David	6 Hours ▼	Lunch -1/2 Hour ▼	9 Hours ▼	15 Minutes ▼
Bianchi, Kenneth	6 Hours ▼	Lunch -1/2 Hour ▼	9 Hours ▼	15 Minutes ▼
Bittaker, Larry	6 Hours ▼	Lunch -1/2 Hour ▼	9 Hours ▼	15 Minutes ▼
Brady, Ian	6 Hours ▼	Lunch -1/2 Hour ▼	9 Hours ▼	15 Minutes ▼

“If Hours Exceed” always starts from the original clock-in time.
If the employee clocks in at 9:00 am and does not clock out until after 6:00 pm, a total of 45 minutes will be deducted from the time card.

Add another lunch deduction if employee will be taking two lunches within the shift.

Employee	If Hours Exceed Copy	Add Lunch or Work Copy	If Hours Exceed Copy	Add A Second Lunch Copy
Bathory, Elizabeth	5 Hours ▼	Work +1 Hour ▼	10 Hours ▼	1/2 Hour ▼
Berkowitz, David	5 Hours ▼	Work +1 Hour ▼	10 Hours ▼	1/2 Hour ▼
Bianchi, Kenneth	5 Hours ▼	Work +1 Hour ▼	10 Hours ▼	1/2 Hour ▼
Bittaker, Larry	5 Hours ▼	Work +1 Hour ▼	10 Hours ▼	1/2 Hour ▼
Brady, Ian	5 Hours ▼	Work +1 Hour ▼	10 Hours ▼	1/2 Hour ▼

Using these settings, your employees will receive an extra, exempt work hour on their time cards after 5 hours, unless they clock out for a lunch break.

Optional: Set the second auto entry to deduct 30 minutes from the employees’ time cards if they work for 10 consecutive hours. This will only work if they do not clock out at all within the 10-hour period.

For more information on the California meal period law, search “meal periods” on www.dir.ca.gov.

For further assistance with Automatic Lunch, contact Customer Service.

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