

Easy Time Clock now offers a simple solution for employees who want to combine their lunch time with their break time.

To get started, go to the **Features** tab, **Breaks**.

Create Project Break Buttons for each break/lunch option. Assign the appropriate Pay Types.

1. Lunch (Unpaid)
2. Break / Lunch Combo (Paid / Unpaid)
3. Break (Paid)

Report Display	Break/Lunch Button	Internal Note	Button Width	Pay Type	Break Times
Break 1	Break 1		Auto ▼	1st Break (Paid) ▼	15 Min ▼
Break 2	Break 2		Auto ▼	2nd Break (Paid) ▼	15 Min ▼
Combo	Combo		Auto ▼	Break / Lunch (Paid / Unpaid) ▼ Lunch ▼	15 Min ▼
Dinner	Dinner		Auto ▼	Lunch (Unpaid) ▼	45 Min ▼
Lunch	Lunch		Auto ▼	Lunch (Unpaid) ▼	1/2 Hr ▼

*Optional:* Creating an additional break with the “1st Break (Paid)” Pay Type would be beneficial if employees have multiple paid breaks or if employees want the option to separate their lunch and break.

When you choose the Pay Type “Break / Lunch (Paid / Unpaid)” and Save Changes, you will be prompted to combine it with another established break. Make sure to combine it with another break with Pay Type of “Lunch.”

Assign Break Times accordingly. The “Combo” is actually a paid break that is being combined with “Lunch.”

Click “Next” at the bottom of the page, or go to the **Features** tab, **Assign Projects or Breaks**.

Bathory, Elizabeth	Night Stock ▼	<input checked="" type="checkbox"/> 1st Break <input checked="" type="checkbox"/> 2nd Break <input checked="" type="checkbox"/> Client Management <input type="checkbox"/> Data Entry <input type="checkbox"/> Filing <input type="checkbox"/> Management <input type="checkbox"/> Night Stock <input type="checkbox"/> Packing/Shipping <input checked="" type="checkbox"/> Prospective Clients <input type="checkbox"/> Reception <input checked="" type="checkbox"/> Trade Show
--------------------	---------------	--

Check the box next to the breaks to assign to each employee and Save Changes.

Now let's take a look at how your employees use the Lunch/Break Combo...

Now when your employees are clocked in, they will see the break buttons in which you've applied on their time cards.

Clock In	1st Break	Clock Out
Client Management	2nd Break	Out with 15 Minute Break
Prospective Clients		Out with 30 Minute Lunch
Trade Show		Post Office

With Break 1 & Break 2 set to 15 minutes, Combo set to 15 minutes, and Lunch set to ½ hour, let's look at a few scenarios.

1. Wesley decides to take his break in the morning, and his lunch later in the day. At 10:45 AM, he clocks into **Break**. At 11:00 AM, he clocks back into work. At 1 PM, Wesley clocks out with the **Lunch** button, and clocks back in at 1:30 PM. This is how these breaks are reflected in his time card:

9:00AM	10:45AM	Work	1h 45m
10:45AM	11:00AM	Break	15m Paid
11:00AM	1:00PM	Work	15m Paid
1:00PM	1:30PM	Lunch	30m Unpaid
1:30PM	5:00PM	Work	3h 30m Paid
Total Paid			7h 30m

2. David wants to take a longer lunch so that he can run an errand. At 12 PM, he clocks into **Combo**. He returns and clocks back into work at 12:45 PM. This is how these breaks are reflected in his time card:

9:00AM	12:00PM	Work	3h Paid
12:00PM	12:45PM	Combo	15m Paid/ 30m Unpaid
12:45PM	5:00PM	Work	4h 15m Paid
Total Paid			7h 30m

3. Kenneth also wants to take his break and lunch together. But he decided to come back early, and clocks back into work at 12:35. The paid break occurs first. This is how these breaks are reflected in his time card:

9:00AM	12:00PM	Work	3h Paid
12:00PM	12:35PM	Combo	15m Paid/ 20m Unpaid
12:35PM	5:00PM	Work	4h 25m Paid
Total Paid			7h 40m

For further help with the Lunch/Break Combo, contact Customer Support.

(405) 314-2436 • [support@easytimeclock.com](mailto:support@easytimeclock.com)