

ETC offers a simple solution for employees who want to combine their unpaid lunch time with their paid break time.

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

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 ▼       |

*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 an established lunch.

Assign Break Times. This is how much time will be paid.

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

| Employee           | Reader, Quick Punch, and Group In/Out Default Project<br><small>[What's This?]</small> | Buttons Displayed on Time Card  |
|--------------------|--|---|
| Bathory, Elizabeth | Client Management ▼  | <input checked="" type="checkbox"/> Break 1<br><input checked="" type="checkbox"/> Break 2<br><input checked="" type="checkbox"/> Client Management<br><input checked="" type="checkbox"/> Combo<br><input checked="" type="checkbox"/> DataEntry<br><input type="checkbox"/> Dinner<br><input checked="" type="checkbox"/> Filing<br><input checked="" type="checkbox"/> Lunch |

Assign Individually:

Choose "Individual" at the top and assign which break options each employee can have by checking the boxes and Save Changes.

Assign to Everyone:

Choose "Everyone" at the top if every employee has access to all breaks (and Projects, if applicable).



What your employees see:

| Date  | In    | Out         | Hours | Worksite | Type              | Entry Note | Day | Week | Pay Period |
|---|-------|-------------|-------|----------|-------------------|------------|-----|------|------------|
| Mon 7/16/2018   | 09:30 | Time So Far | 0.00  |          | Client Management | •          |     |      |            |
| The current time is 7/16/2018 15:50:24  |       |             |       |          |                   |            |     |      |            |
| <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>Worksite Clock In</p> <p>WS 1 ▾</p> <p>Client Management</p> <p>DataEntry</p> <p>Filing</p> </div> <div style="width: 30%;"> <p>Break 1</p> <p>Break 2</p> <p>Combo</p> <p>Lunch</p> </div> <div style="width: 30%; text-align: right;"> <p>Clock Out</p> </div> </div> |       |             |       |          |                   |            |     |      |            |

What you see:

| Date          | In       | Out      | Hours  | Entry Style | Project/PTO                   |
|---------------|----------|----------|--------|-------------|-------------------------------|
| Mon 7/16/2018 | 9:30 AM  | 3:52 PM  | 6h 22m | In/Out ▾    | Client Management (Project) ▾ |
|               | 11:52 AM | 12:07 PM | 0h 15m | In/Out ▾    | Combo (Project) ▾             |
|               | 12:07 PM | 12:43 PM | 0h 36m | In/Out ▾    | Lunch (Lunch) ▾               |
|               | 12:34 PM | 5:00 PM  | 4h 26m | In/Out ▾    | Client Management (Project) ▾ |

Time Card Edit

| Date          | In       | Out     | Hours  | Type              | Day  | Week   | Pay Period                                     |
|---------------|----------|---------|--------|-------------------|--|--|--|
| Mon 7/16/2018 | 9:30 AM  | 3:52 PM | 6h 22m | Client Management | 10h 48m Client<br>0h 15m Combo<br>11h 3m Total | 10h 48m Client<br>0h 15m Combo<br>11h 3m Total | 10h 48m Client<br>0h 15m Combo<br>11h 3m Total |
|               |          |         | 0h 15m | Combo             |  |  |  |
|               | 0h 36m   | Lunch   |        |                   |  |  |  |
|               | 12:34 PM | 5:00 PM | 4h 26m | Client Management |  |  |  |

Detailed Report