



## Adding Meal Break to Timecard

Non-exempt employees in PW operations who take a meal break will need to have the break entered by the supervisor.

### Supervisor Instructions:

Employees timecard shows he is scheduled to work from 8:00am-4:30pm with a 30 minute break. He took a half hour lunch from 12:00pm to 12:30 pm. Hours were recorded on the Meal Break log sheet and turned into the supervisor.

The supervisor will need to enter the meal break for each day a meal break was taken.

To do this:

1. Add a line on the day the break was taken by clicking on the “+” key to the left of the date on the timecard.

				In	Out		
		Tue 2/27	8:00AM-4:30PM	8:00AM	4:30PM		

2. Add the out punch of (4:30PM) to the out punch on the second row, then change the (4:30 PM) out punch on first row to 12:00PM and the In Punch on second row to 12:30 PM

				In	Out		
		Tue 2/27	8:00AM-4:30PM	8:00AM	12:00PM		
				12:30PM	4:30PM		8:00

# HAMPTON VA



- 3. The employees timecard now shows 8 hours for the day with a meal break of 30 minutes.

\*\*\*\*You also have the option to delete the out punch for the day, then add it back to the second row after the breaks have been entered.

### Before break is added:

+	x	Tue 2/27	8:00AM-4:30PM	8:00AM	4:30PM				8:30
---	---	----------	---------------	--------	--------	--	--	--	------

### After break is added:

+	x	Tue 2/27	8:00AM-4:30PM	8:00AM	12:00PM				8:00
+	x			12:30PM	4:30PM				