



TCP- Meal Breaks

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Disabling Automatic Meal Breaks

- In Hours, Individual Hours select the work segment.
- Click **Manage, Edit**.
- Click **Extra**.

Edit Segment ?

N/A

Individual is clocked in

Time sheet entry

Edit actual time

Missed in punch

Missed out punch

Time in

Time out << Clocked In >>

Break type << NONE >>

Position

Position Location Select

Note

Extra Cancel Save

- Check "Disable automatic deduction for this segment".
- Click **Save, Save**.

Extra Information ?

Punch in information

Application TimeClock Manager - Manage Hours Individual

Location 134.53.202.115

Description N/A

Punch out information

Application N/A

Location N/A

Description N/A

Overtime

Do not force overtime

Force overtime 1

Force overtime 2

Comp Time

Disable comp time on qualifying segments

Allow comp time on qualifying segments

Force comp time on segment

Calculations

Disable automatic deduction for this segment

Disable segment minimum

Reset and Disable shift differential processing

Cancel Save



TCP- Meal Breaks

Manually Assigning a Meal Break

- In Hours, Individual Hours select the work segment.
- Click **Manage, Add Break**.
- Enter
 - Time when the break started.
 - Break length in minutes.
 - Note is optional.
- Click **Save**

Add Break



Time in 11/17/2020 08:00 AM
Time out 11/17/2020 05:00 PM

Date

Time

Break length

Break type

Note

Cancel

Save

	Break Length	Time In	Time Out	Hours	Shift Total	Day Total
	45u	11/17/2020 08:00 AM	11/17/2020 12:30 PM	4:30		
		11/17/2020 01:15 PM	11/17/2020 05:00 PM	3:45	8:15	8:15