

How to setup multiple breaks and meal

296 [Frank Mateo](#) Fri, Jul 22, 2011 [Time Guardian Pro 3.7 or lower, Time Guardian Series \(TG 5.x, TG Plus 2.x, TG Pro 4.x\)](#) 0 7665

How to setup multiple breaks & meal:

- 3x paid 5mins
- 1x paid 15mins with deduct amount over when over
- 1x 30mins unpaid amount taken when over

Scenario:

Each production employee gets a 15 minute break for which they do not receive a deduction in worked time. This break should

happen at roughly 10:45 but this is not a hard rule and sometimes the employee takes their 15 minute break AFTER their lunch

break. This break can be identified by the following guideline. The break is more than seven minutes and less than twenty. They

are credited for the time they took up to fifteen minutes but not more than fifteen minutes. For example: They take seventeen

minutes they will get credited for fifteen minutes and docked/charged for two minutes.

Employees who take more than three breaks of five minutes or less should have the record flagged for that day.

Employees are expected to take a thirty minute lunch break for which they are not paid. If the employee takes more than thirty

minutes they should have the total time of their break deducted from their time worked.

Any employee record that shows their breaks totaled more than sixty minutes for the day should be flagged.

The employees are allowed up to three five minute bathroom breaks with no impact on hours worked.

See attachment for more details.

Requirements: ADV_MEAL module

Note: Applies to Time Guardian 5.x (or higher), Plus, and Pro

Online URL: <http://tkb.amano.com/article.php?id=296>