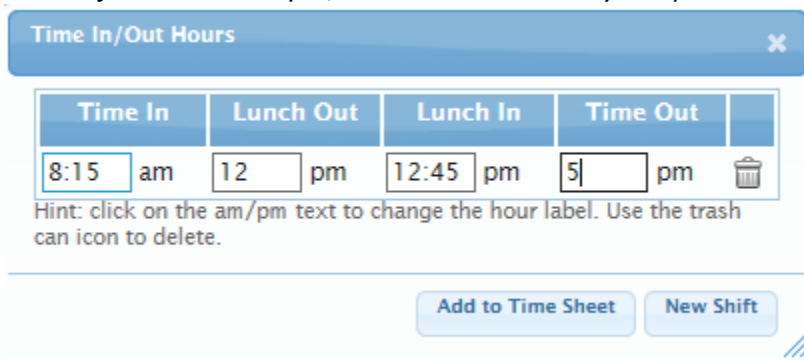


How to Record Time In/Out When Lunch and a Paid Break Are Combined

An employee may combine the Unpaid Lunch Break and the Paid Break to extend the time away for lunch time. Paid Breaks are not reported in TRS, so the lunch out/in should not reflect the Paid Break time used.

When **Add: Work Hours** is chose on the dropdown, the **Time In/Out Hours** window will appear. Only enter the Unpaid Lunch Time Out/In. Do not report the Paid Break time used.

In this example, the employee who works a full day (8 hours) has combined the 45 minute unpaid lunch break with the paid 15 break. The employee starts work at 8:15, leaves for lunch at 12pm, returns from lunch at 1pm, and ends the workday at 5pm. The time in/out is reported:



Time In	Lunch Out	Lunch In	Time Out
8:15 am	12 pm	12:45 pm	5 pm

Hint: click on the am/pm text to change the hour label. Use the trash can icon to delete.

[Add to Time Sheet](#) [New Shift](#)

The employee may choose to add a comment for his/her supervisor regarding the lunch break and the time taken as a reminder.

02/08 - 8:15am - 12pm, 12:45pm - 5pm.

Timesheet Comments

I took an hour at lunch on 1/8 using my 15 minute break. I left at 12pm and came back at 1pm.