

Adding Meal Breaks to Timecard

Pay Date Range: 2018-01-22 to 2018-01-28

1

Date	In	Out	Hours
Mon 01/22/2018	8am	12pm	
Tue 01/23/2018			
Wed 01/24/2018			
Thu 01/25/2018			
Fri 01/26/2018			
Sat 01/27/2018			
Sun 01/28/2018			

Change the date to today's date to add a meal break.

Pay Date Range: 2018-01-22 to 2018-01-28

2

Date	In	Out	Hours
Mon 01/22/2018	8am	12pm	
Mon 01/22/2018	1230pm	5pm	
Wed 01/24/2018			
Thu 01/25/2018			
Fri 01/26/2018			
Sat 01/27/2018			
Sun 01/28/2018			
Mon 01/22/2018			

Enter the *In* and *Out* times for 2nd part of shift. Click SAVE to capture changes.

There's always a blank line at the bottom of timecard with current date that can also be used for breaks.

Save Timecard

Pay Date Range: 2018-01-22 to 2018-01-28

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Date	In	Out	Hours
Mon 01/22/2018	08:00 AM	12:00 PM	4.00
Mon 01/22/2018	12:30 PM	05:00 PM	4.50
Tue 01/23/2018			
Wed 01/24/2018			
Thu 01/25/2018			
Fri 01/26/2018			
Sat 01/27/2018			

A new line will appear for the next calendar day.