# Using Paid and Unpaid Breaks

Employee breaks can be paid or unpaid, depending on the reason code that they select when leaving for the break.

For instruction on creating employees please see the document **Creating Employees** located at:
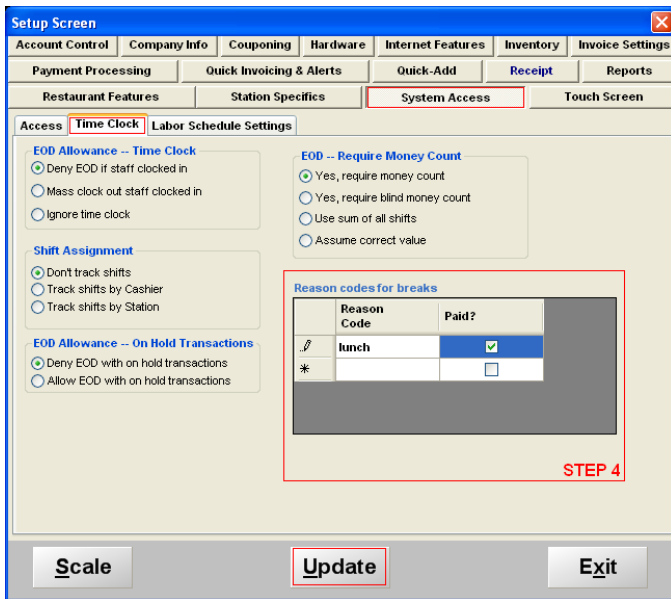
http://faq.pcamerica.com.

Setting up paid and unpaid breaks

Open CRE/RPE, select **Manager**, provide the requested credentials, and then follow these steps.
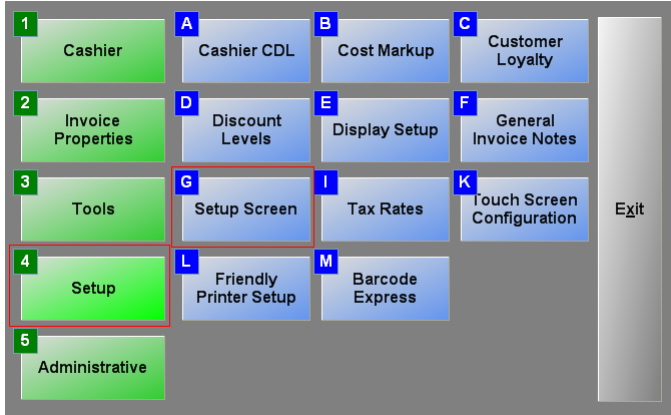
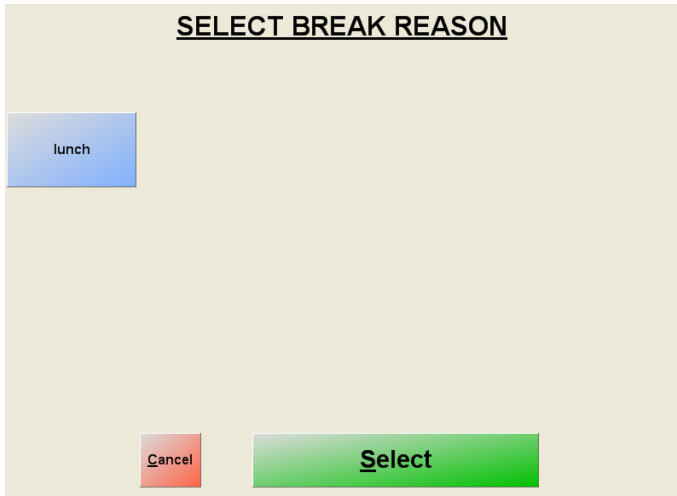|	
	1. Select **Setup** and then **Setup Screen**.
	2. Select the **System Access** tab. 3. Select the **Time Clock** tab. 4. Enter reason codes for breaks and whether those breaks are paid or unpaid. If checked, the break is paid. 5. Select **Update**.

Leave and returning from break

	1. Select the clock icon on the lower right corner of the login screen.
Password **Enter Password** Enter cashier ID (if not administrator): Cancel Keyboard **OK**	2. Provide the credentials of the employee in question and select **OK**.
Time Clock 6/2/2009 -- 9:17:20 AM Clock In Leave for Break Clock Out Back from Break Cancel	3. Select **Leave for Break**.

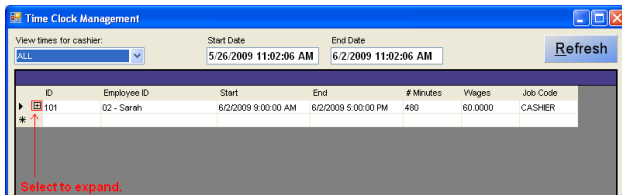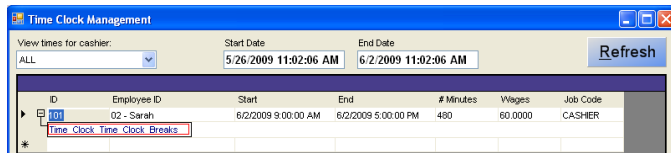|	
SELECT BREAK REASON lunch Cancel **Select**	4. The employee will be given a choice of reason codes.
Time Clock 6/2/2009 -- 9:22:01 AM Clock In Leave for Break Clock Out Back from Break Cancel	5. To return from break, follow steps 1-3 and select **Back from Break** instead of **Leave for Break**.
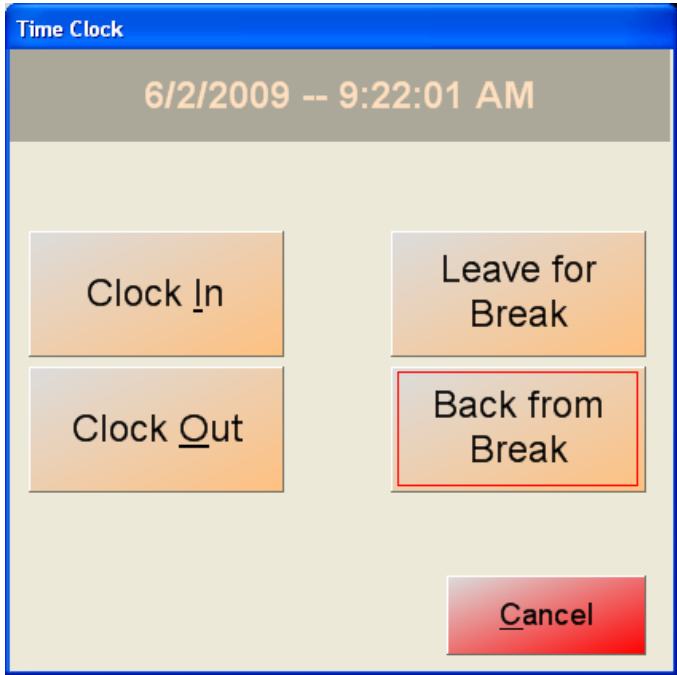
Tracking breaks that have been taken

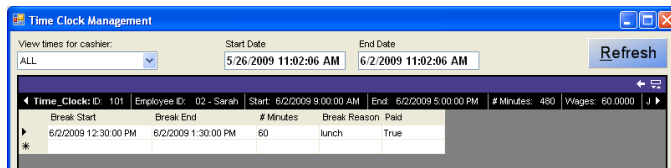Open CRE/RPE, select **Manager**, provide the requested credentials, and then follow these steps.

	1. Select **Administrative** and then **Time Clock Management**.
	2. You can view an employee's breaks by expanding a shift.
	3. Select **Time Clock Time Clock Breaks**.
	You will be presented with a screen containing information about the breaks taken by the employee, including an indication as to whether the break was paid or unpaid.