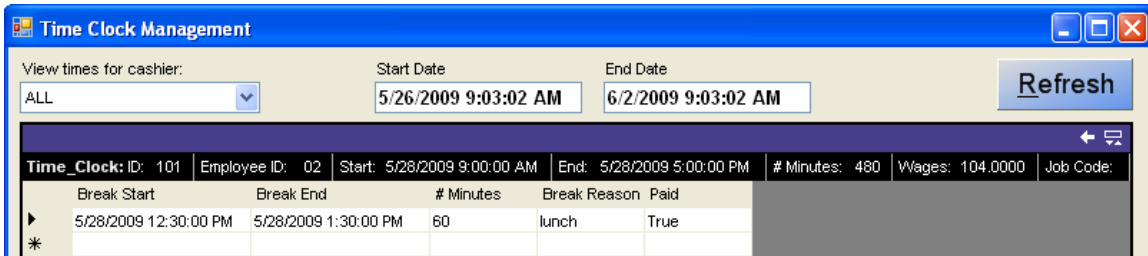


Using Paid and Unpaid Breaks



Time Clock ID	Employee ID	Start	End	# Minutes	Wages	Job Code
101	02	5/28/2009 9:00:00 AM	5/28/2009 5:00:00 PM	480	104.0000	

Break Start	Break End	# Minutes	Break Reason	Paid
5/28/2009 12:30:00 PM	5/28/2009 1:30:00 PM	60	lunch	True

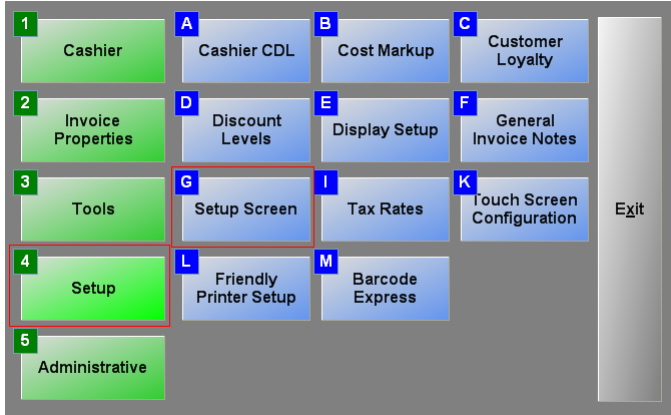
Employee breaks can be paid or unpaid, depending on the reason code that they select when leaving for the break.

For instruction on creating employees please see the document **Creating Employees** located at:

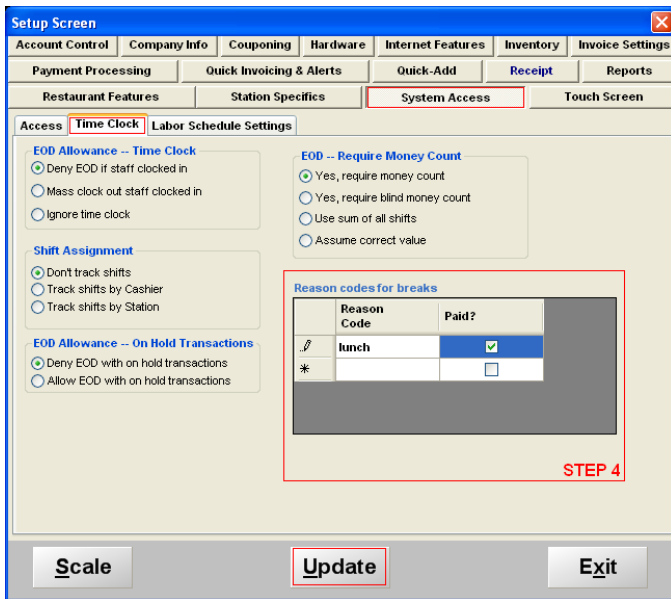
<http://faq.pcamerica.com>.

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



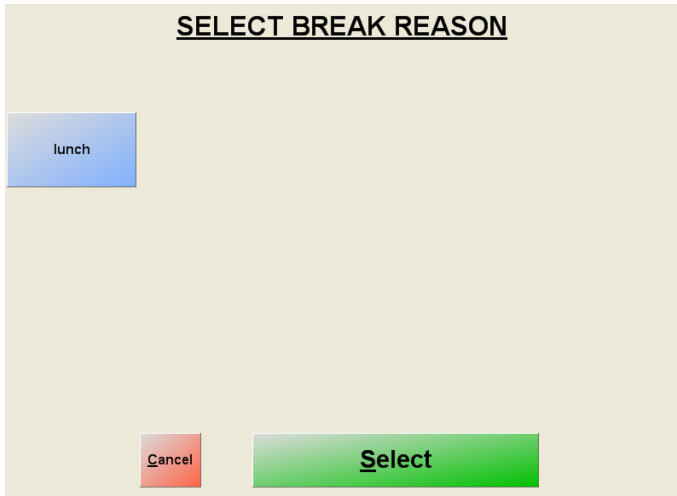
1. Select the clock icon on the lower right corner of the login screen.

A dialog box titled "Password" with a blue header. The main title is "Enter Password". It contains two text input fields. The first field is empty. The second field is preceded by the text "Enter cashier ID (if not administrator):". Below the input fields are three buttons: "Cancel", "Keyboard", and "OK".

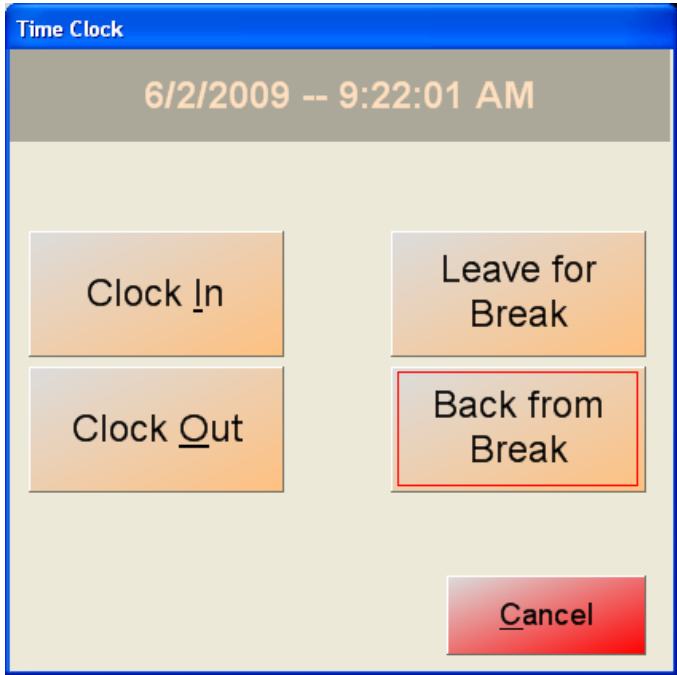
2. Provide the credentials of the employee in question and select **OK**.

A dialog box titled "Time Clock" with a blue header. The header displays the date and time "6/2/2009 -- 9:17:20 AM". The main area contains four buttons: "Clock In", "Leave for Break", "Clock Out", and "Back from Break". A "Cancel" button is located at the bottom right.

3. Select **Leave for Break**.



4. The employee will be given a choice of reason codes.



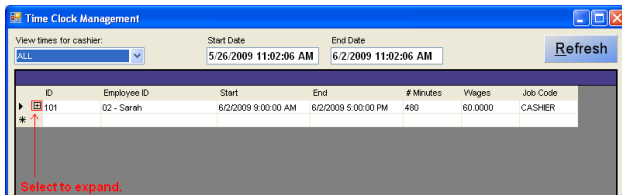
5. To return from break, follow steps 1-3 and select **Back from Break** instead of **Leave for Break**.

Tracking breaks that have been taken

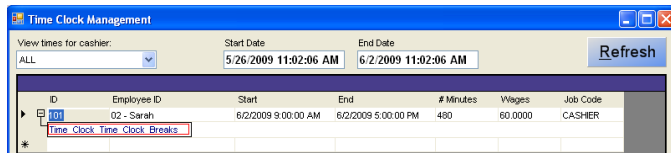
Open CRE/RPE, select **Manager**, provide the requested credentials, and then follow these steps.



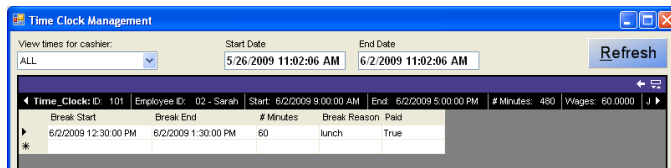
1. Select **Administrative** and then **Time Clock Management**.



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.