



Cape Girardeau Public Schools Removal of the Automatic Break

1. Here you can see the employee has a 30-minute Automated break.
 - a. If the employee did not take a break, this break can be removed by selecting the segment to the left where you see the blue check box. Once the segment is selected, go to the Blue Manage box.
 - b. Within the blue Manage box go to Edit.

Hours Schedules Accruals

Timmy Timeclock Jo

7/1/2020 to 7/4/2020 Manual Update

Start date Stop date Period

[+ Add](#) [Manage](#) [Exceptions](#) [Processing](#) [Resolve Period](#)

Showing 1 records of 1 Selected 1 records

<input checked="" type="checkbox"/>					Notes	Edited		Break Length	Time In	Time Out	Hours	Shift Total	Week Total	Job Code
<input checked="" type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y		30u	7/1/2020 09:00 AM	7/1/2020 03:00 PM	5:30	5:30	5:30	105 - Accounts Payable Specialist

2. The Edit option will bring up the Edit Segment Box.
 - a. Select Extra at the bottom

Edit Segment

? Feedback

Segment Length: 6:00

<input type="checkbox"/> Individual is clocked in	Time in	7/1/2020	09:00 AM	
<input type="checkbox"/> Time sheet entry	Time out	7/1/2020	03:00 PM	
<input type="checkbox"/> Edit actual time	Break type	<< NONE >>		
<input type="checkbox"/> Missed in punch	Job Code	105 - Accounts Payable Spe		
<input type="checkbox"/> Missed out punch	Rate	0.00		
	Note			

Custom Extra Cancel Save

3. The Extra Information window looks like this. What removes the Automatic break is under the "Calculations" column. Select "Disable automatic Deduction for this Segment"
 - a. Hit save at the bottom right hand corner.



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Extra information ? Feedback

Punch in information

Application: TimeClock Manager - Manage Hours Individual
Location: 47.212.229.24
Description: N/A

Punch out information

Application: WebClock - Clock Operation
Location: 47.212.229.24
Description: N/A

Overtime

Do not force overtime

Force overtime 1

Force overtime 2

Comp Time

Disable comp time on qualifying segments

Allow comp time on qualifying segments

Force comp time on segment

Calculations

Enable automatic deduction for this segment

Enable segment minimum

Cancel Save

4. It will bring you back to this page. Hit save again.

Edit Segment ? Feedback

Individual is clocked in

Time sheet entry

Edit actual time

Missed in punch

Missed out punch

Segment Length: 6:00

Time in: 7/1/2020

Time out: 7/1/2020

Break type: -- NONE --

Job Code: 105 - Accounts Payable Spe

Rate: 0.00

Note:

Custom

Extra

Cancel Save

5. The break has now been removed and the employees' segment now looks like this.

Hours | Schedules | Accruals

Timmy Timeclock

7/1/2020 Manual Update

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<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Notes	Edited	Time In	Time Out	Hours	Shift Total	Week Total	Job Code
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		Y	7/1/2020 09:00 AM	7/1/2020 03:00 PM	6:00	6:00	6:00	105 - Accounts Payable Specialist