Lunch Break in Kronos

Purpose:
This job aid will help you to check if your employee has the proper lunch break in Kronos.

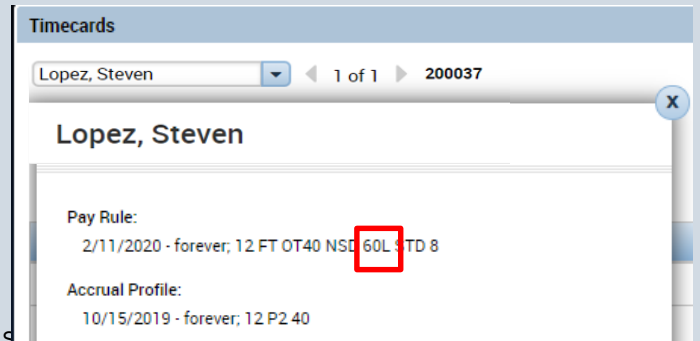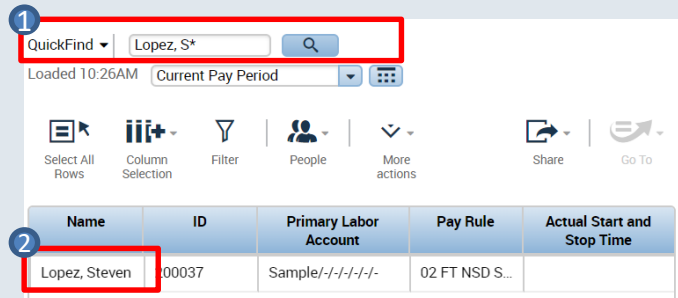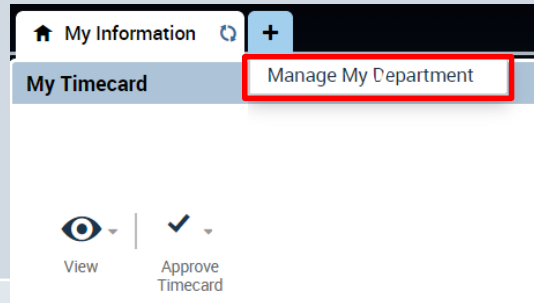| Steps	Screenshots
To validate the lunch break, navigate to your Kronos Home Page. Click on the '+' and select Manage my Department.	
1. Use the QuickFind Genie and search for the employee who's information you would like to validate. 2. Double click on the employee name to open the Timecard.	
Once on the Timecard, right click on the employee name in order to open their information. The information we will be looking for is their Pay Rule. If you see a number followed by an 'L' it means that person has a lunch break that is the number of minutes list. In this example, our employee has a 60 minute lunch break. **Notes:** • **If you do not see any 'L' listed it means that employees has a standard 30 minute lunch break.** • **If the employees lunch break is incorrect reach out to your HR liaison, and inform them of the correct lunch break.**	 Some common lunch types are as follows: | Code	Meaning
60L	60 minute lunch break
45L	45 minute lunch break
NL	No lunch break	