Purpose:

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

Steps		Scre	ensh	ots					
To validate the lunch break, navigate to your Kronos Home Page. Click on the '+' and select Manage my Department.		M	My Inform	mation () d	+ Mana	age My D€	epartment		
			O - View	Approve					
 Use the Quick the employee v like to validate. Double click or 	Find Genie and search for who's information you would the employee name to	QuickFind V Lopez, S*							
open the Time	card.	2	ect All Colum Rows Select	mn Filter tion ID	People Prima Acc	ry Labor	Pay Rule	Share	Go To al Start and op Time
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.		Timec	ards z, Steven		- 1	of 1 🕨	200037		x
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:		Pay Rule: 2/11/2020 - forever; 12 FT OT40 NSE 60L STD 8 Accrual Profile:							
 If you do not s that employee minute lunch 	ou do not see any 'L' listed it means t employees has a standard 30 iute lunch break.		Code			Meaning			
If the employe incorrect reac and inform the	oloyees lunch break is reach out to your HR liaison, m them of the correct lunch		60L	60L		60 minute lunch break			
break.			45L		45 minute lunch break				
			NL	NL No lunch break					