

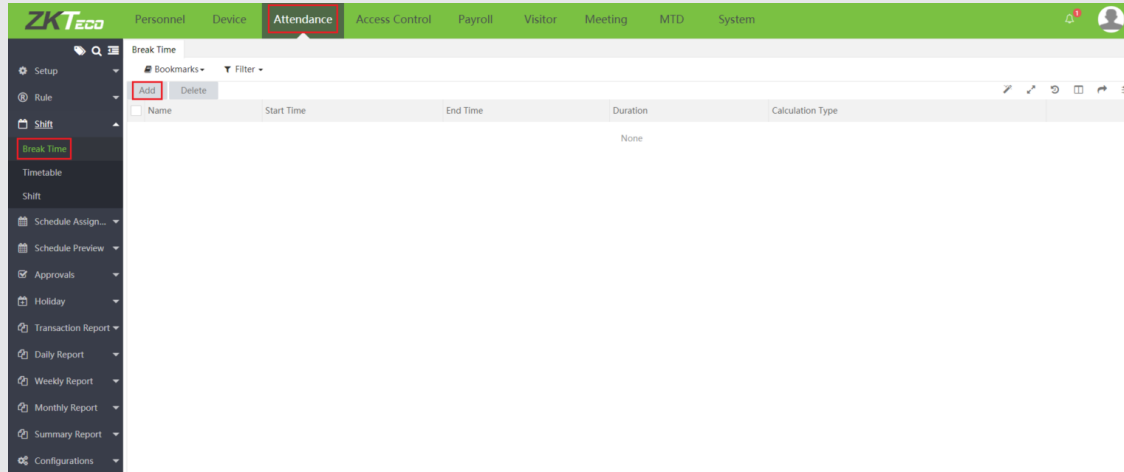
## Biotime 8 – How to add break time

Here you can add break time for your staff eg. Teatime, lunchtime

**Following are steps to take when you add Break times**

Attendance > Shifts > Break Time

Click on Add



**Name:** Unique Name for the break

**Calculation Type: Auto Deduct** – Whether the user punches or not, the break time will be deducted in the calculation of attendance. **Punch Time is required** – You must punch during the break time

**Start time to End time:** The user can take his/her lunch between these times

**Duration:** how long can they take for this break.

Add
×

Name\*

Calculation Type\*

Start Time\*

End Time\*

Duration\*

Select confirm.