## **Meal Break Change**

Non-exempt employees default into Kronos with a 1-hour meal and temp/student employees default into Kronos with no meal break. The meal break is deducted after 5 1/2 hours of work. Please follow directions below to update an employee's meal break.

- 1. Log into Kronos
- 2. Select employees name
- 3. Select **GoTo** button
- 4. Select "Meal Break Change"

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- 5. Select preferred meal break from drop down menu
- 6. Select Save

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7. A message will be displayed that the meal break is updated

