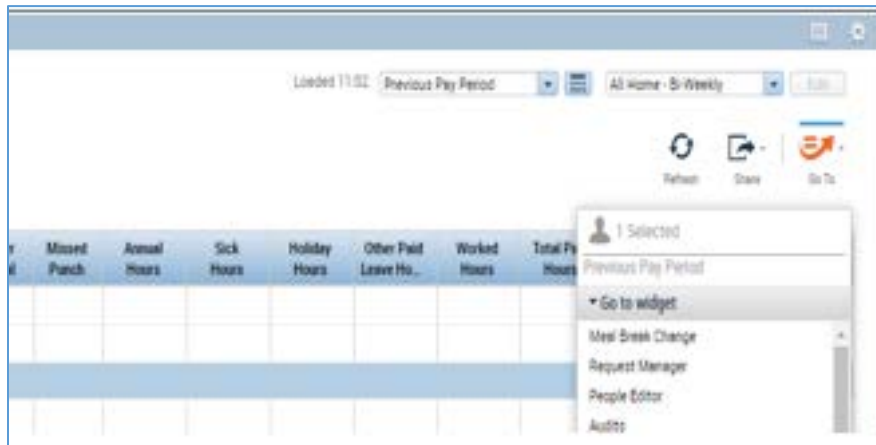


Meal Break Change

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**”



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



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

