How to add unpaid breaks for staff in Cloud

Domiciliary Roster · https://cclearninghub.co.uk/docs/how-to-add-unpaid-breaks-for-staff-in-cloud/

Roster Adding unpaid breaks for staff

This guide will cover how to add unpaid breaks for particular staff in Cloud.

Please follow the interactive guide below, a written guide is also available at the bottom of the page.



Embedded media:

https://demo.arcade.software/r8LTZ31GOGIbyLFhPl3Z?embed&embed_mobile=inline&embed_desktop=inline&show_copy_l

Written guide

1. Within the ‘My Hub’ dashboard, **select the ‘Roster’ app.**
2. Next, **click on the ‘Settings’ option** on the left hand side.
3. Here you will see a drop down toggle, you want to select this.
4. Next, **click the ‘Global Settings’** tab.
5. Under Global Settings, you will see a variety tabs down the left hand side. You want to **click the ‘Breaks’ tab.**
6. Here you will see a dashboard of default breaks and staff breaks.
7. If you wish to add a default break, please enter the information into the following boxes. **This includes – Description of the break, the Shift Length in Minutes and the Break Amount in Minutes.**
8. Once adding your default break, **click the tick button** next to this column in order to save the default break.
9. Now it is time to add a staff break for a member of staff. For each staff member you don’t want to pay breaks for, **you’ll need to enter:**
    1. **A description of the shift.**

2. **The staff member’s name. Choose your member of staff by clicking the drop down arrow.**
3. **Enter the length of their shift (in minutes – Example = a 10 hour shift = 600 minutes).**
4. **The break length unpaid.**

10. Once you are happy with this, **click the tick button** to save this break.
11. You also have the option to add an unpaid break for another staff member if needed.
12. If you want to edit a staff break you have already created, **click the pencil icon.**
13. This will then appear in the boxes below where you can amend the break if needed.
14. Once you have amended the break, make sure you **click the tick button** to save the changes.