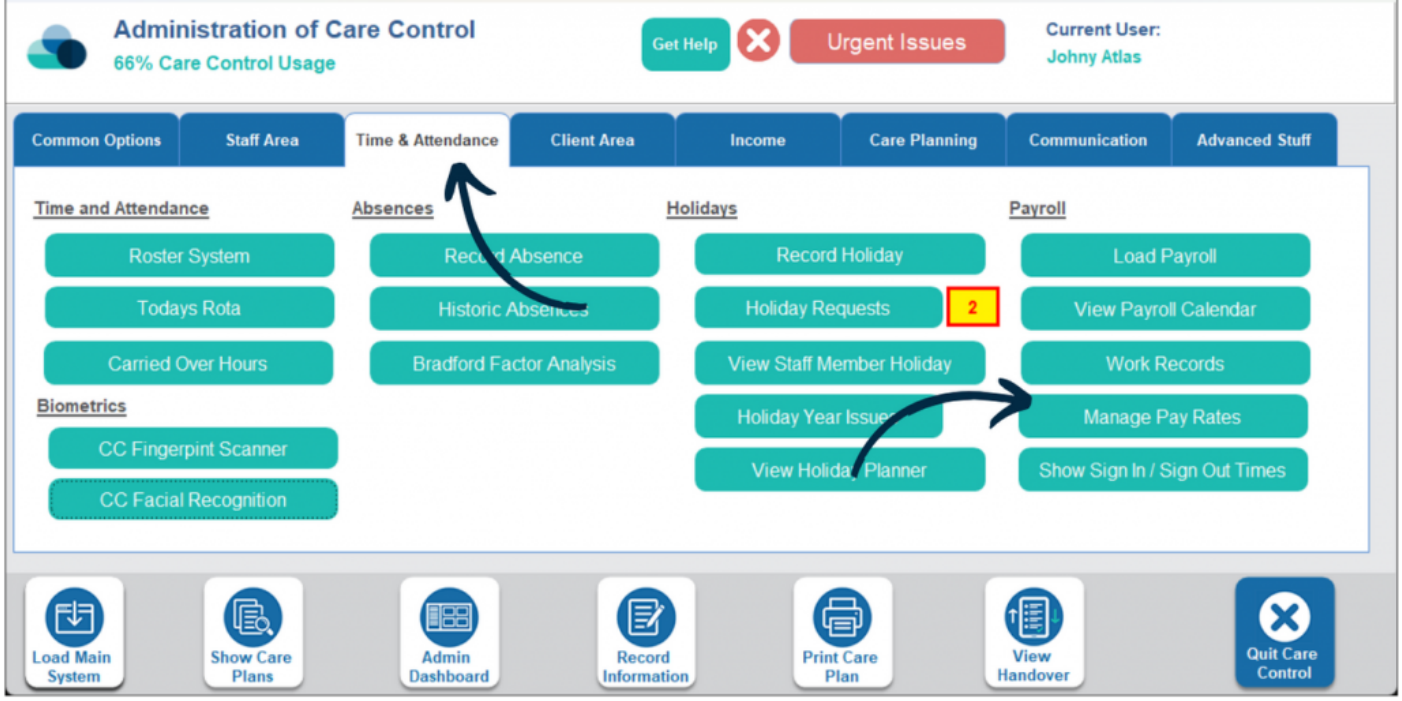
Staff Breaks

Payroll Windows · https://cclearninghub.co.uk/docs/staff-breaks/

Staff Breaks

This guide will cover how to access and amend the staff break rules for the payroll system on Care Control Windows. This only applies if staff breaks are unpaid, and this is turned on in the payroll settings.



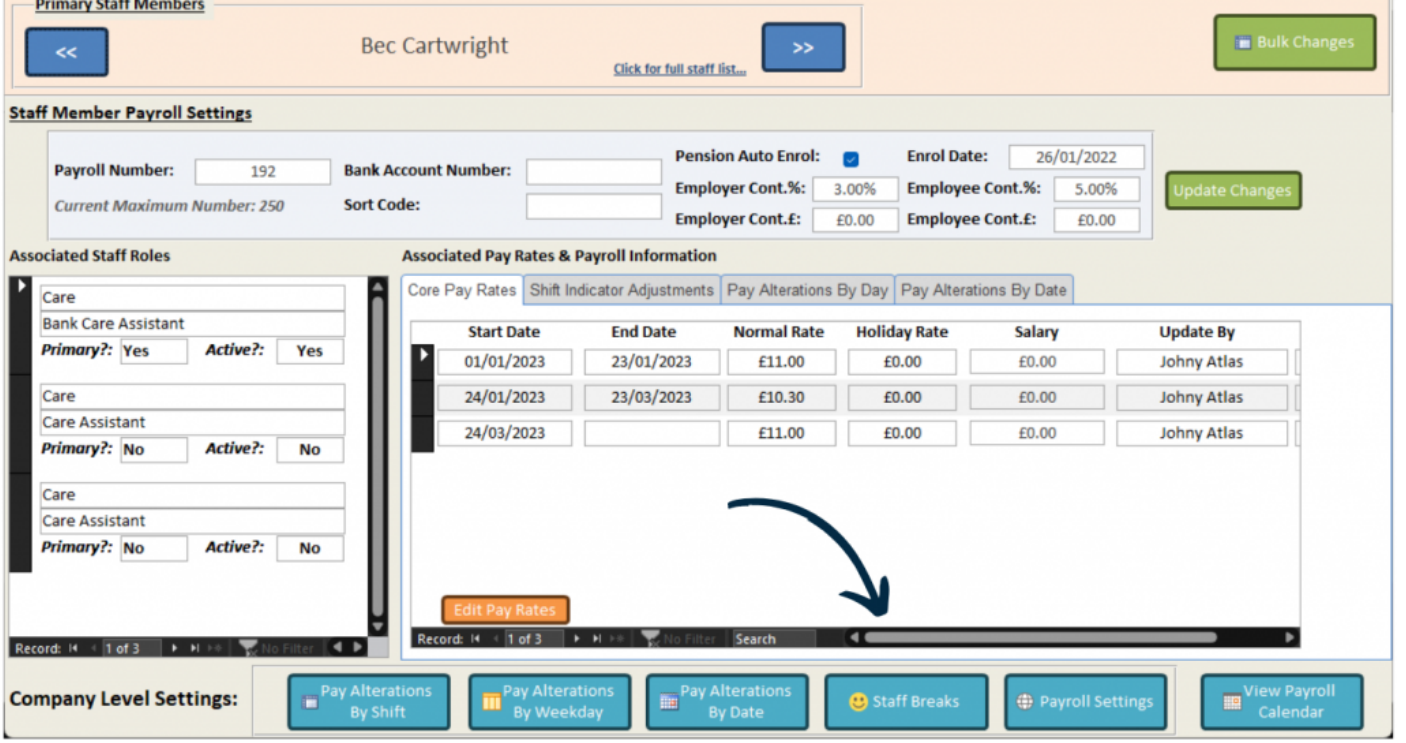


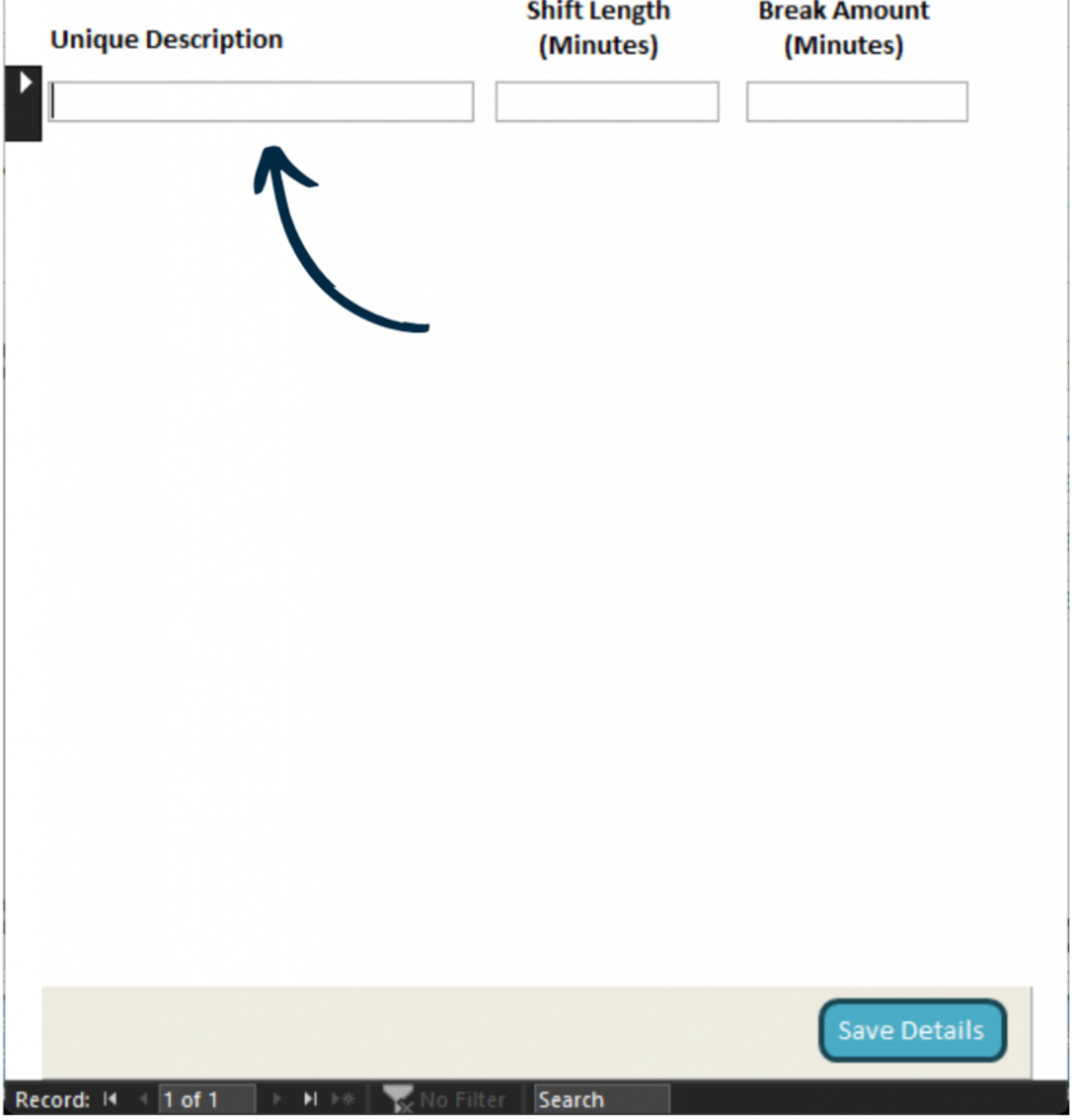
1

In the Administration of Care Control Windows, navigate to the **Manage Pay Rates** tool, which can be found under the Time & Attendance tab.

2

Here, select **Staff Breaks** from the options along the bottom of the window.


Primary Staff Members
<<
Bec Cartwright
Click for full staff list...
>>
Bulk Changes
Staff Member Payroll Settings
Payroll Number: 192
Current Maximum Number: 250
Bank Account Number:
Sort Code:
Pension Auto Enrol:
Enrol Date: 26/01/2022
Employer Cont.%: 3.00%
Employee Cont.%: 5.00%
Employer Cont.£: £0.00
Employee Cont.£: £0.00
Update Changes
Associated Staff Roles
Care
Bank Care Assistant
Primary?: Yes
Active?: Yes
Care
Care Assistant
Primary?: No
Active?: No
Care
Care Assistant
Primary?: No
Active?: No
Record: 1 of 3
No Filter
Associated Pay Rates & Payroll Information
Core Pay Rates
Shift Indicator Adjustments
Pay Alterations By Day
Pay Alterations By Date
Start Date
End Date
Normal Rate
Holiday Rate
Salary
Update By
01/01/2023
23/01/2023
£11.00
£0.00
£0.00
Johny Atlas
24/01/2023
23/03/2023
£10.30
£0.00
£0.00
Johny Atlas
24/03/2023
£11.00
£0.00
£0.00
Johny Atlas
Edit Pay Rates
Record: 1 of 3
No Filter
Search
Company Level Settings:
Pay Alterations By Shift
Pay Alterations By Weekday
Pay Alterations By Date
Staff Breaks
Payroll Settings
View Payroll Calendar



3

A new window will open. Any existing staff breaks will be displayed.

Here, you can set out the different break lengths associated with different shifts so that the payroll system knows how much pay to deduct from a shift.

Begin by entering a **Unique Description**. This could be '*8 hour shift*' for example. Then, enter the length of the shift **in minutes** as well as the break length **in minutes**.

Please note – the Shift Length in minutes is for the whole shift, including any break.

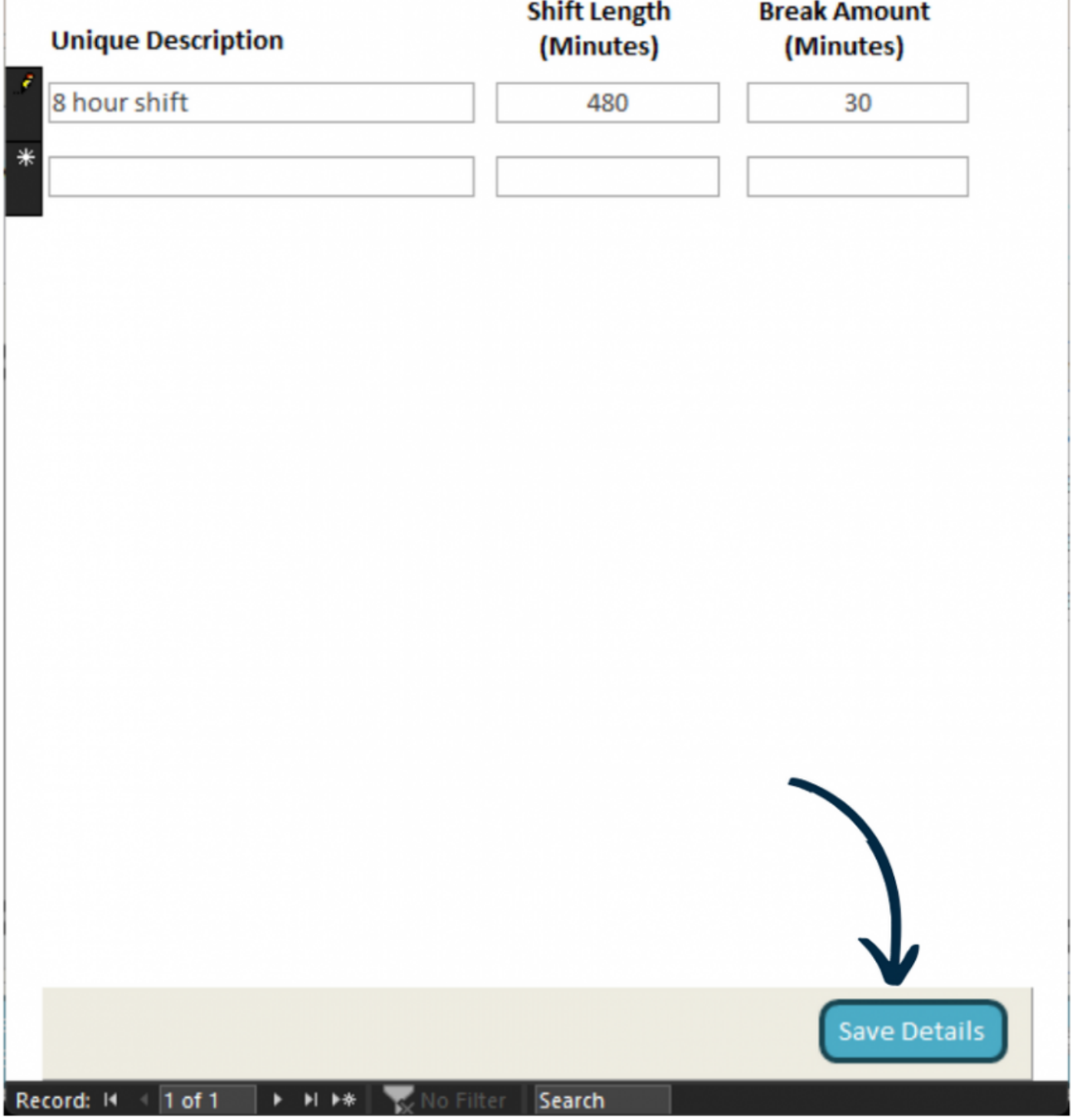
4

In this example, our 8 hour shift works out as 480 minutes in length.

This shift has a 30 minute break.

Continue to add these breaks for all the shift lengths you require.

Press **Save Details** after making any amendments.


Unique Description
Shift Length (Minutes)
Break Amount (Minutes)
8 hour shift
480
30
Save Details
Record:
1 of 1
No Filter
Search