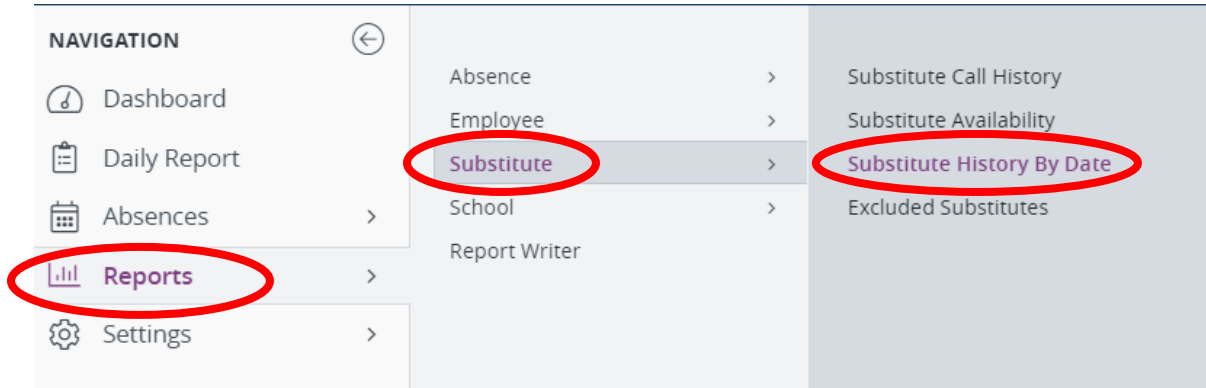
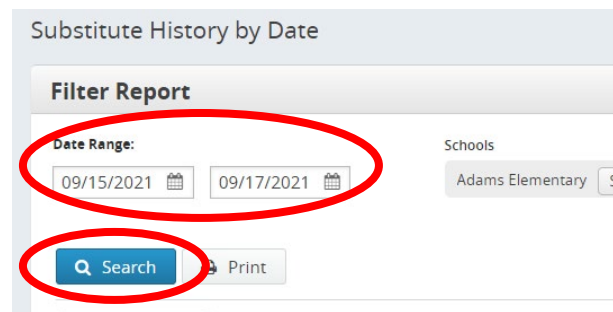


How to confirm a lunch break is included for classified subs

- 1) Log into Absence Management.
- 2) Click "reports" on the left, then click "substitute" then "substitute history by date."



- 3) Select the date(s) you want to see and click the blue "search" button.



- 4) You will see a note about the break time in the duration column.

Conf. #	Date	Filled/Replaced	Absence/Vacancy Reason	Duration	Active Employee	Active Substitute
Test Sub Account, Human Resources						
460805720	9/14/2021	Person A	Human Resources - Pre-Approved by HR A... 7:30 AM - 11:30 AM	04:00 [Break: 00:00]	Yes	Yes
460805720	9/14/2021	Person A	Human Resources - Pre-Approved by HR A... 12:00 PM - 3:30 PM	03:30 [Break: 00:00]	Yes	Yes
460802638	9/15/2021	Person B	Human Resources - Pre-Approved by HR A... 8:00 AM - 3:00 PM	06:30 [Break: 00:30]	Yes	Yes
460804109	9/16/2021	Person C	Human Resources - Pre-Approved by HR A... 7:30 AM - 3:30 PM	08:00 [Break: 00:00]	Yes	Yes

Person A did not have default times listed and this absence was listed as a morning absence with a variation for the afternoon time. The break is still noticeable as the morning assignment ends at 11:30 am and the afternoon assignment starts at 12 pm.

Person B did have default times listed and so you can clearly see there is a 30 minute lunch break listed.

Person C did not have default times and the absence was not listed as a morning absence and afternoon variation therefor there is no break time listed. This means the sub will be paid for the break and therefor overpaid.