



Automatic break deductions

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Web:	https://timedock.com
Email:	info@timedock.com
International:	(+64) 9 444 1384
Local phone:	(09) 444 1384

Note: Automatic break deductions are applied to exported data only, not the live timesheet data visible in the TimeDock web dashboard.

Unpaid break deductions can be automatically applied when exporting timesheet data using one of the following methods below:

1. Exporting timesheets to payroll

If the payroll software file format is compatible, a **Break Deductions** box will be visible above the **Export** button at the bottom of the page. Select your desired rules before clicking the **Export** button.

2. Custom CSV export

If you've selected the **Paired** or **Daily** aggregate option, a **Break Deductions** box will be visible above the **Export to CSV** button at the bottom of the page. Select your desired rules before clicking the **Export to CSV** button.

Break deductions

Deduct from 'hours' column:

30 minutes

Where shift meets or exceeds:

5.0 hours

Make deduction at:

12:30 pm

Setting	Description	Selection Options
Deduct time	Select a length of time to deduct from employee hours.	Increments of 5 minutes up to a maximum of 60 minutes.
Where shift meets or exceeds	Apply the deduction only where the employee shift meets or exceeds a certain number of hours.	Increments of 0.5 hours up to a maximum of 12 hours, or any length of time.

Make deduction at	Apply the deduction at a certain time of the employee shift. If the employee did not work over this time, the deduction will not be applied.	Any time of day. Leave blank to apply the deduction regardless of the times that the employee shift was worked.
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See also

- [Custom CSV export](#)
- [Exporting time-sheets from TimeDock into your payroll software](#)