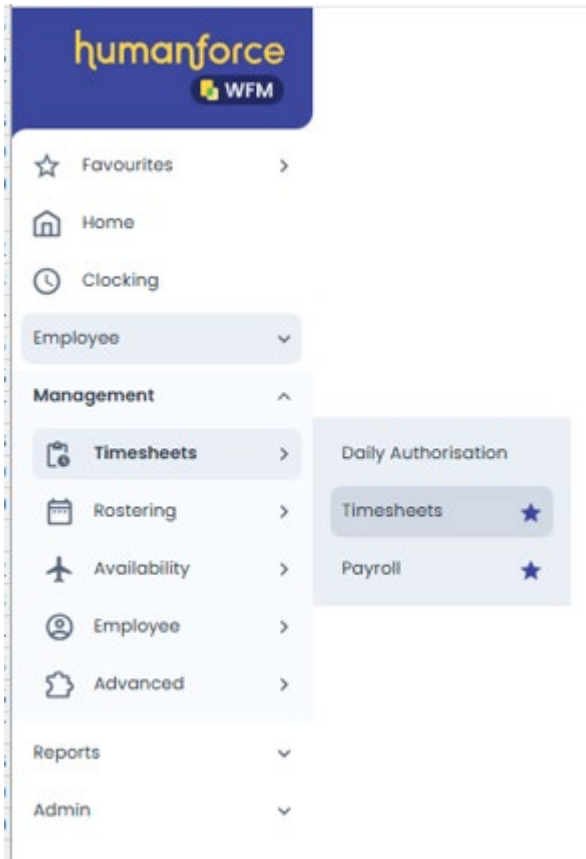


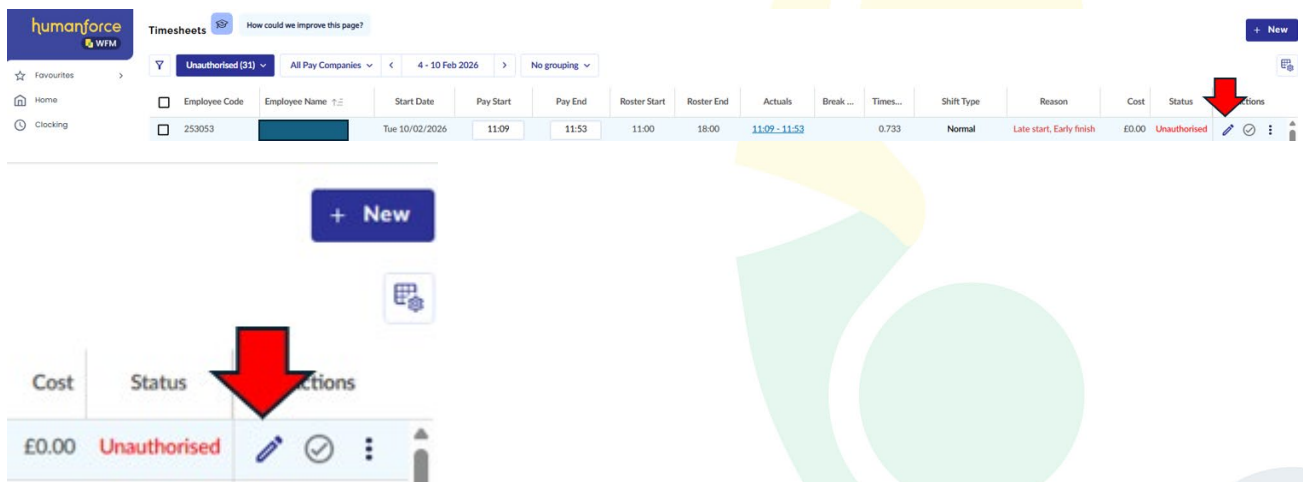
## How to Pay a Break

Access your Timesheet Screen



Your unauthorised timesheets will appear

On the first line – in the actions column – Click on the pencil



The following screen will appear

EDIT TIMESHEET FOR [REDACTED]

10/2/2026

Start time\* 11:09 Shift Type Normal Period SHIFT  Paid  Locked  Authorised

End time\* 11:53 Location [REDACTED] Area [None]


Actual Start 11:09 Department STORE Event [None]


Actual End 11:53 Role [REDACTED] Function [None]

Pay Date\* 10/2/2026

Gross 0.733 Profile Casual GRIA 2020 Award

Net 0.733 Authoriser -

 Rostered: 11:00AM - 18:00PM. Late start, Early finish. Not Authorised

> BREAKS (0) 

> TIMESHEET ALLOWANCES (0)

> TIMESHEET ATTACHMENTS (0)

> APPROVAL SIGNATURE (0)

> AWARD BREAKDOWN (1)

Cancel Save

Review the breaks taken and tick the 10 minute paid break (as shown below).

The Lunch break (1/2 hour or more) should remain unticked (as shown below).

∨ BREAKS (2)

Break 1 Start Time 10:00 Break 1 End Time 10:12 Break 1 (mins) 12  Paid

Break 2 Start Time 11:35 Break 2 End Time 12:51 Break 2 (mins) 76  Paid

