1. Select + plus sign next to main tab to open up additional workspace.
2. Select Data Integration Workspace.

3. Select Meal Break Change.
4. Select Run.

5. Select OK if you really want to run the interface or select cancel.

6. Enter in employee GWid.
7. Select Continue.
8. Wait to validate name to display:
   a. Tip: if you enter in the GWid wrong it will come up with a blank box.
   b. Select Return and try again.
   c. Validate Employee Name.
9. Enter in employee GWid
10. Select Continue
11. Wait to validate name to display

12. Validate the Employee and Select Continue

13. Select new Meal Break from the same category.
   a. Example: George Washington was TP11 and he was updated to TP11 30Min Lunch
14. Select Meal Break
15. Select Continue
16. After Selecting Continue the process will run
17. You can click Refresh to monitor the Status
18. Once complete the Status will say ‘Completed successfully’
19. Select the X to close the Data Integration Widget.

20. When you go back to the timecard and right click on the employees name you will see the updated payrule
21. The Meal Break will take effect on the time card at the beginning of the Active Pay Period