

# Splitting Shift Segments

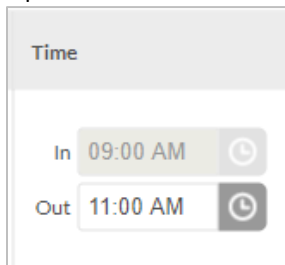
- This process is used to separate a single segment into two (or more) parts
- Split a segment to add unpaid breaks (such as lunch) while keeping the two parts of the shift associated together
- Split a segment to account for a change in **Job Code** or **Cost Code**

## Split Segments by Length

1. Sign in to the TimeClock Plus Manager site
2. Navigate to **Hours -> Group Hours** or **Hours -> Individual Hours**
3. Select the segment that will be split and click **Manage**
4. Click **Split Segment by Length**
5. Press the icon in the **Split** column



6. Input the time that the first segment ended in the **Out** field (the **In** field for the second segment will update automatically)



7. If applicable, change the **Job Code**
  - a. Select the **Job Code** in each segment that is most appropriate to that segment
  - b. A segment that is correct does not need to be changed
8. If applicable, change the **Cost Code**
  - a. Select the **Cost Code** in each segment that is most appropriate to that segment
  - b. A segment that is correct does not need to be changed
9. Add notes to either (or both) segments to explain any changes made to that segment
10. Press **Save** to lock in all notes and changes made.