

## **Simple Guide to Nulling your Refreshment Break on DMS**

If you work through your refs (which the Federation doesn't advise), you need to remove your refs break in order to change your working hours as follows at the end of your TOD:

- Go to 'clockings'
- Click 'single'
- In 'time' put the start of your programmed refs break e.g. on an 8am – 4pm it is 12:00
- Change 'type' to Null
- Press 'accept'
- Click 'paired' amend your finishing time if you've worked anything extra
- Press 'accept'