

Meal Breaks and Attestation

Reference Guide

Purpose: This guide explains meal breaks and the attestation process for non-exempt (hourly) team members and shows how to enter missing punches for meal breaks and how to add or remove the Cancel Meal Deduction.

and shows how to enter missing punches for meal breaks and how to add or remove the Cancel Meal Deduction. Action **Screenshot About Meal Attestation** Shifts 6+ hours are required a 30-minute unpaid meal break (5+ hours in Rocky Mountain Region). A 30-minute meal break is automatically built into your shift. Team members must punch In and Out for meal breaks longer than 30-minutes or when leaving campus. At the end of the shift, the system will show a meal attestation prompt even if you punched for your meal. zBlank, Dayna X Confirm Did you have an uninterrupted meal break today? Did you have an uninterrupted meal break today?* O Yes Submit Cancel Yes If you took a 30-minute meal break, click Yes. If you Did you take a 30-minute meal break?

Did you take a 50 minute mear break.	did not, click No .
Did you take a meal break longer than 30-minutes, or a 30-minute meal break and left campus?	Punch In/Out for your meal break. Atest Yes at the end of your shift.
Did you take a meal break longer than 30-minutes or left campus, but did not Punch In/Out for it?	Add the missing punches to your timecard as explained on page 2.
Did you take a 30-minute meal break but accidentally answered No to the meal attestation question?	Remove the Cancel Meal Deduction as explained on page 3.
Did you skip your 30-minute meal break but accidentally answered Yes to the meal attestation question?	Add the Cancel Meal Deduction explained on page 3.

The printed copy of this document is for <u>temporary use only</u>. Refer to the electronic version for the current official document.

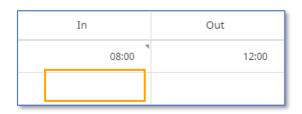
Effective Date: 01/06/2022

Review Date: 07/13/2023

Adding Missing Punches for a Meal Break Help My Time & Schedule Navigate: My Hub > My Time & Schedule tile > UKG Dimensions tile UKG Dimensions UKG Dimensions Training My Timecard Exceptions Click the **arrow** in the My Timecard tile. 2. Click the **Out** cell. Type in the time you started your meal break, then press the **Enter** key. 08:00 17:00 Date 3. Click the **Plus** (+) sign to add a new row. Mon 4/17

4. Click the **In** cell. Type in the time you ended your meal break, then press the **Enter** key.

Note: If you're making this edit after clocking out for the day, the first row should show your *In* punch to start your shift and your *Out* punch for your meal break. The second row should show your *In* punch to return from the meal break, then your *Out* punch out at the end of your shift.



5. Click the Save icon.



Adding or Removing the Cancel Meal Deduction

- If you took a meal break but attested **NO**, you must remove the Cancel Meal Deduction.
- If you did not take a meal break, but attested **YES**, you must add the Cancel Meal Deduction.

1. Click the **arrow** in the My Timecard tile.



Punch Actions Date: 4/09/2023 Time: 17:00 Rounded Time: 2. Right-click the **Out** punch for the shift that needs 17:00 correction, then click the Edit icon. Override: Out Punch (GMT -05:00) Eastern Time (USA; Canada) 0 4 Mark as Edit Cancel Deduction 3. Click the Cancel Deduction drop-down to select or unselect the 30 Min Meal Deduct. All Note: To unselect the 30 Min Meal Deduct click the blank space at the top of the droplist. 30 Min Meal Deduct 4. Click the **Apply** button. Cancel Apply lΨ 屇 0 5. Click the **Save** icon. View Calculate Save Pending

Effective Date: 01/06/2022

Review Date: 07/13/2023