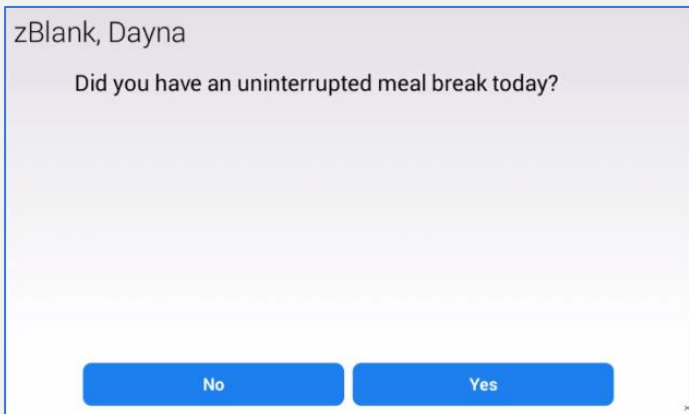
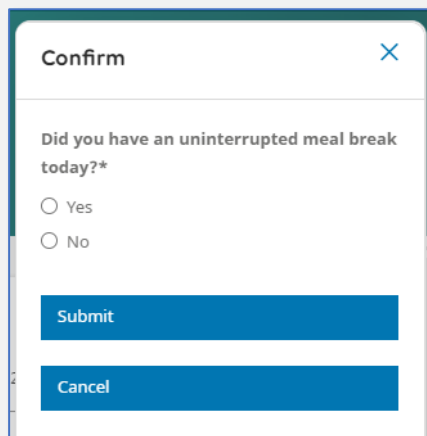


Meal Breaks and Attestation

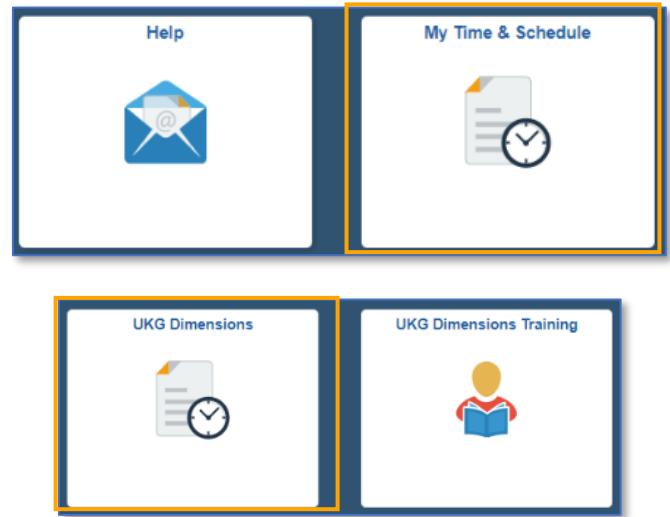
Reference Guide

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.

Action	Screenshot
About Meal Attestation <ul style="list-style-type: none"> 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. 	
	
Did you take a 30-minute meal break?	If you took a 30-minute meal break, click Yes . If you 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. Attest 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.

Adding Missing Punches for a Meal Break

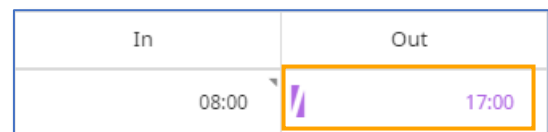
Navigate: My Hub > My Time & Schedule tile > UKG Dimensions tile



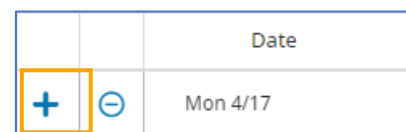
1. Click the **arrow** in the My Timecard tile.



2. Click the **Out** cell. Type in the time you started your meal break, then press the **Enter** key.



3. Click the **Plus (+)** sign to add a new row.

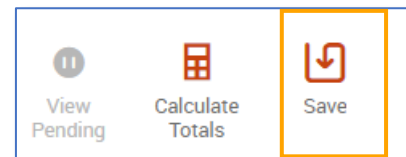


4. Click the **In** cell. Type in the time you ended your meal break, then press the **Enter** key.

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.

In	Out
08:00	12:00

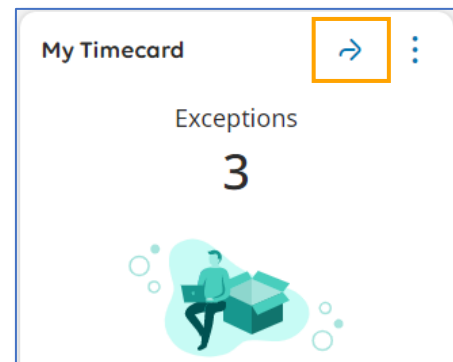
5. Click the **Save** icon.



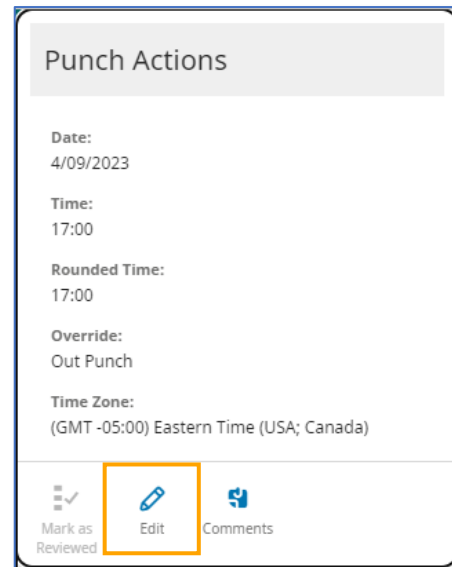
Adding or Removing the Cancel Meal Deduction

- 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.

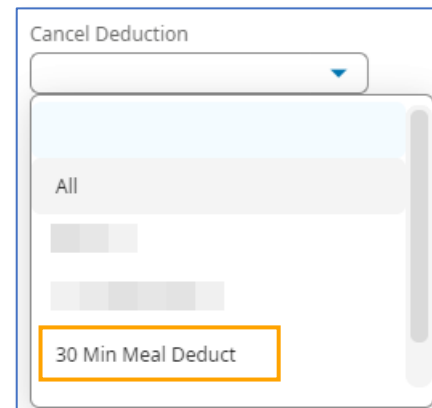


2. Right-click the **Out** punch for the shift that needs correction, then click the **Edit** icon.

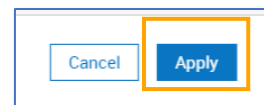


3. Click the **Cancel Deduction** drop-down to select or unselect the **30 Min Meal Deduct**.

Note: To unselect the **30 Min Meal Deduct** click the blank space at the top of the drop-list.



4. Click the **Apply** button.



5. Click the **Save** icon.

