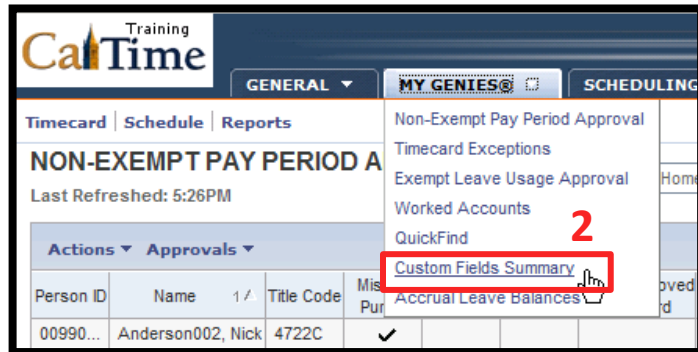


Everyone is set up in CalTime with an automatic meal deduction. Most employees are allotted 30 or 60 minutes for this break. Meal deductions are built into CalTime, so non-exempt employees do not have to clock out and back in again when they have meals on shifts where they work 5 hours or more. *i.e.*, the default meal deduction is 60 minutes, so if a non-exempt employee clocks in at 7:30 AM and clocks out at 4:30 PM, he/she will be paid for eight hours.

By law, non-exempt employees should have a 30-minute meal break after five hours of work, so only rarely would the meal break deduction be waived. When it is necessary, the supervisor is responsible for overriding the meal deduction.

1. Log in to CalTime using RDP access. (See the Internet site, <http://caltime.berkeley.edu/access> for RDP log-in resources and instructions.)
2. Click the **Custom Fields Summary** Genie.



3. Choose **All Non-Exempt Home and Trans. In** from the **Show** drop list.

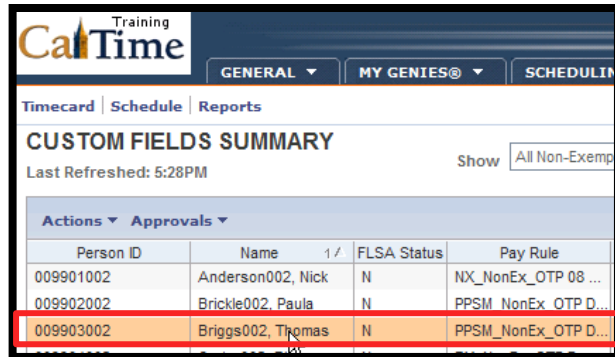


4. Note the **Meal Length** and the **Shift length** for the employee who needs a meal deduction cancelation:

Person ID	Name	1/	FLSA Status	Pay Rule	Title Code	Appt Type	Home Dept	Job Home ...	Comp Time Elect	Meal Length	Shift Length	Shift Occur...
009901002	Anderson002, Nick	N		NX_NonEx_OTP 08 ...	4722C	2	AZCSS	AZCSS	N	30	08	D
009902002	Boisjols002, Paula	N		PFSM_NonEx_OTP D...	4618U	1	EJPS	EJPS	N	30	08	D
009903002	Briggs002, Thomas	N		PFSM_NonEx_OTP D...	5332C	2	FOREC	FOREC	N	30	08	D

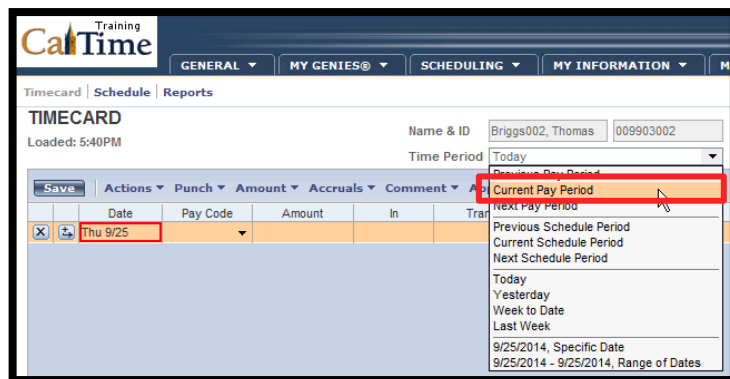
5. Double-click on the name of the employee who needs a lunch deduction cancelation.

5

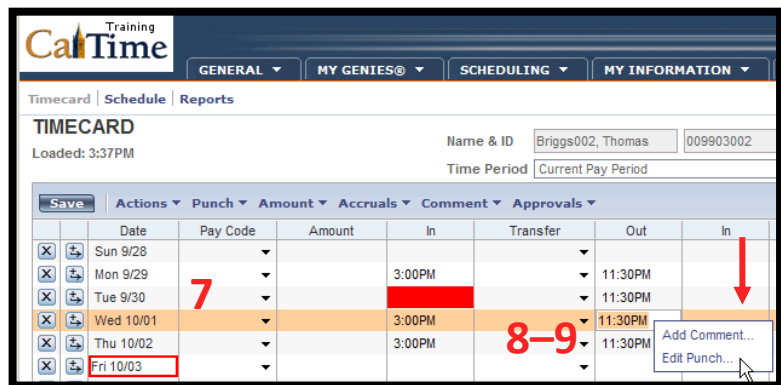


6. Set the Time Period to Current Pay Period.
(If the pay period has ended, select Previous Pay Period.)

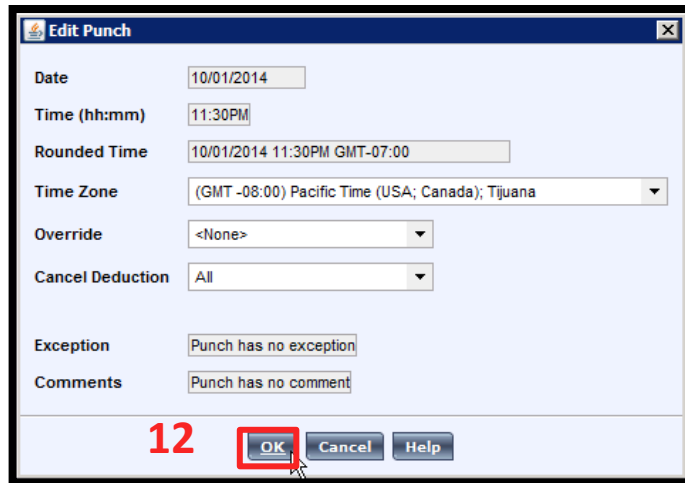
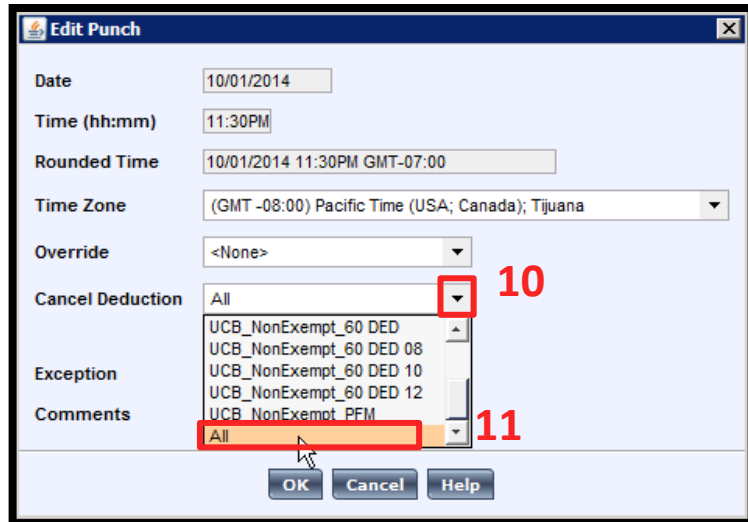
6



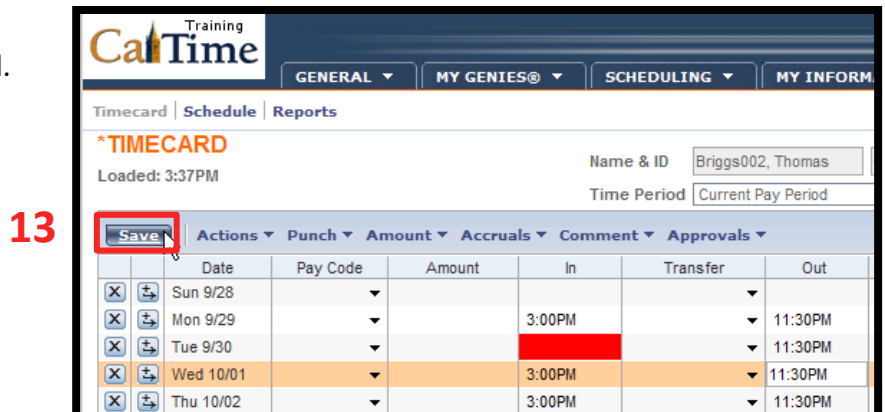
7. Locate the correct date—which in this example will be **Wed 10/1**.
8. Right-click the **Out** punch text box.
9. Click **Edit Punch...**



10. Click the **Cancel Deduction** drop-list arrow.
11. Select **All**.
(No one has more than one meal deduction per day, so canceling “All” deductions is the same as canceling one.)
12. Click **OK**.



13. Click **Save** to store the changes to the timecard.



NOTE: The **Shift** total changes from **8.0** to **8.5** hours, reflecting that Thomas Briggs worked through his normal thirty-minute meal.

Before the cancellation

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily
Sun 9/28						8.0	8.0
Mon 9/29			3:00PM		11:30PM	8.0	8.0
Tue 9/30					11:30PM		
Wed 10/01			3:00PM		11:30PM	8.0	8.0

After the cancellation

Date	Pay Code	Amount	In	Transfer	Out	Shift	Daily
Sun 9/28						8.0	8.0
Mon 9/29			3:00PM		11:30PM	8.0	8.0
Tue 9/30					11:30PM		
Wed 10/01			3:00PM		11:30PM	8.5	8.5

14. When done, click **Log Off** or **Reports**, or click **My Genies** to choose a different Genie.

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Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 8/17									8.0	8.0	8.0
Mon 8/18			3:00PM		11:30PM				8.0	8.0	8.0
Tue 8/19			3:00PM		11:30PM				8.5	8.5	16.5