

# CalTime: Editing a Meal Deduction

Employees do not need to clock in and out for lunch. CalTime is set up to automatically to deduct 30 or 60 minutes for lunch after 5 hours of work (Default = 60 minutes). The automatic lunch deduction is based on the employees pay rule assignment. If you wish to change the automatic lunch deduction, you can perform a work rule transfer (temporary change applies to shift for that day only) or a pay rule change for ongoing lunch changes. Employees are expected to take a lunch as scheduled and to obtain their supervisor's approval before changing their lunch. If the employee skips their lunch, they need to work with their supervisor to ensure that the automatic lunch deduction is cancelled for that day. Likewise, if the employee changes their lunch, they will need you to adjust their timecard to ensure that the proper lunch is noted on the timecard. By law, employees are required to take a lunch of at least 30 minutes after 5 hours of work.

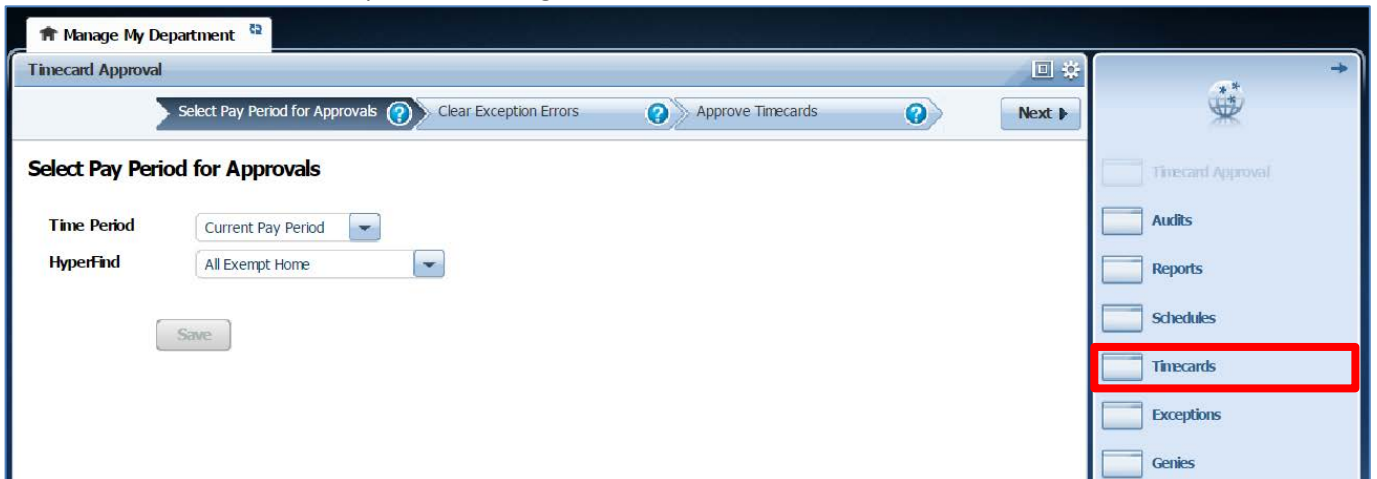
## Determine Employees Pay Rule (one-time lunch change corresponding to a specific shift)

1. First determine your employees pay rule  
*Here is an example of how a pay rule appears for an employee*

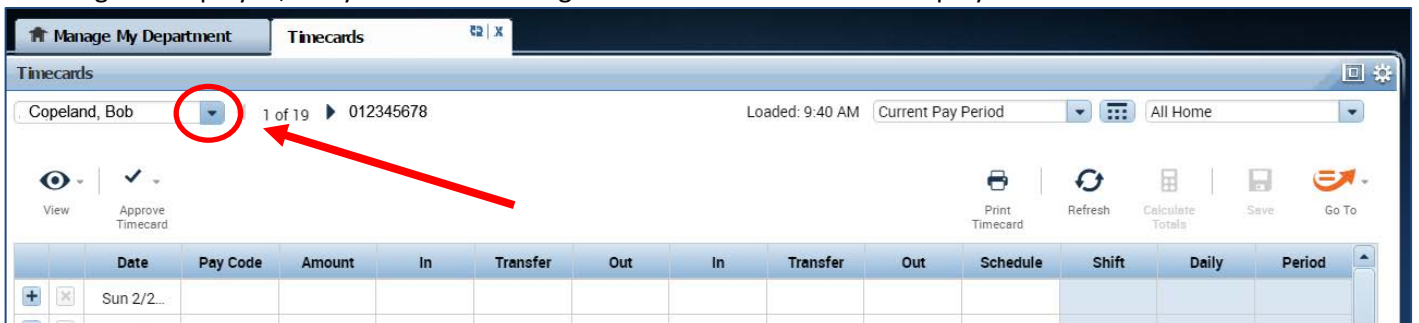
### NX NonEX OTP 08 Day 60D

Union  
Non-Exempt  
Overtime  
8-hour work day  
Day Shift  
**60-minute meal**

2. Click on Timecards in the blue panel on the right



3. Click the drop down in the employee name tab to search for your employee and click on your employee. After selecting the employee, use your mouse and right click on the name of the employee in the field.



# CalTime: Editing a Meal Deduction

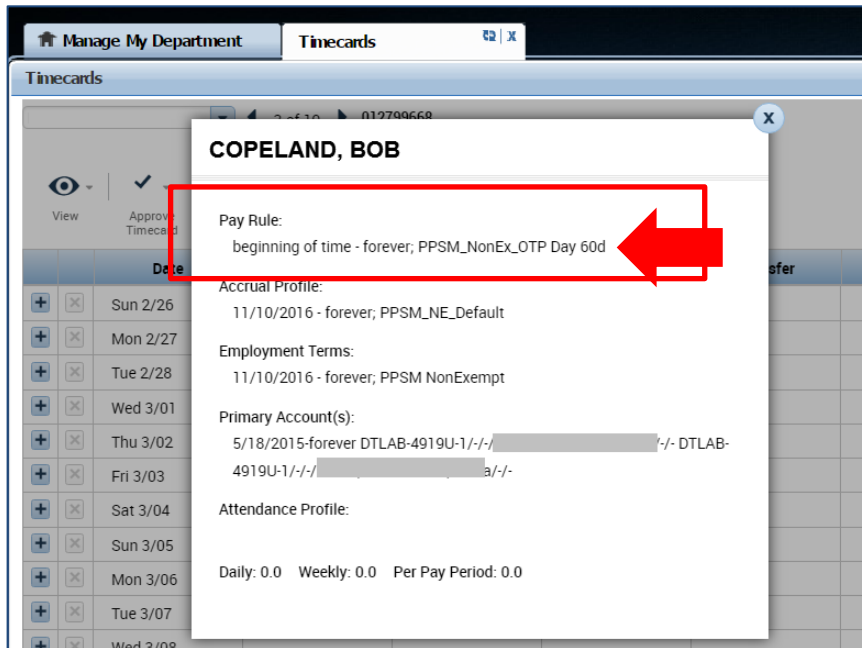
4. A new window will appear, showing detailed information about your employee. The Pay rule information will appear at the top.

The example screen shot below shows the employee has a pay rule of **PPSM\_NonEx\_OTP\_Day 60d** PPSM (unrepresented) and NonEx (non-exempt) OTP (overtime eligible), and **60d (60 minute lunch)**

If you want to assign a 30 minute lunch, you will need to process a work rule transfer to

## PPSM\_NonEx\_OTP\_Day 30d

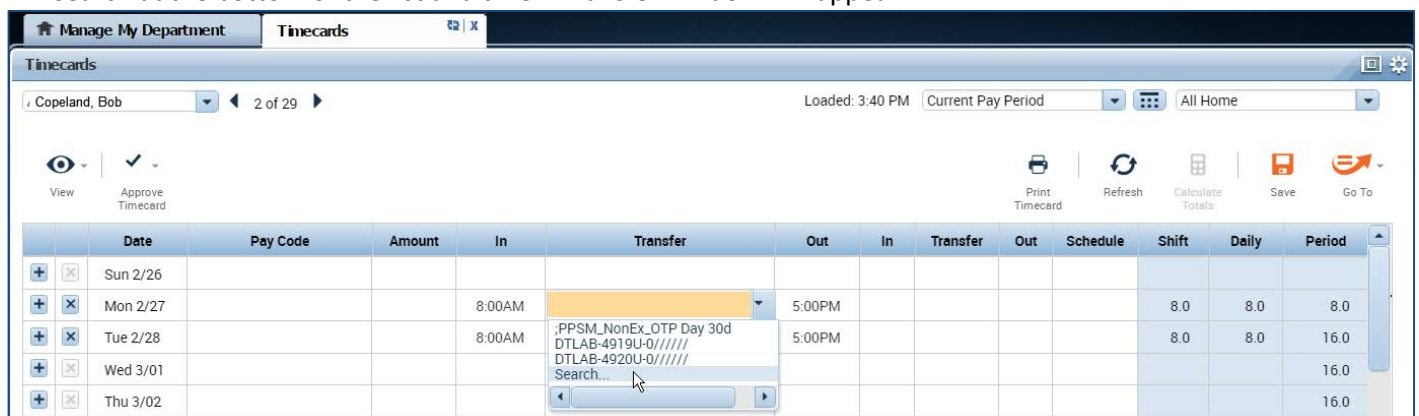
PPSM (unrepresented) and NonEx (non-exempt) OTP (overtime eligible), and **30d (30 minute lunch)**



## Process a Work Rule Transfer

A work rule transfer should be applied when there is a change in an employee's standard work rule for a shift.

1. Click on the in the blank box under Transfer column.
2. A list of available jobs will appear based on jobs you have previously selected. However it is best practice to select search at the bottom of the list and a new Transfer window will appear.



# CalTime: Editing a Meal Deduction

3. Click on **Work Rule**. A complete list of Work rule options available to you will appear. Select applicable work rule.
4. Click **Apply**

**Transfer**

Name Copeland, Bob  
Labor Account  
Work Rule

Labor Account Work Rule

Add Work Rule Clear All

ppsm

- PPSM\_NonEx\_CTP Day 00d
- PPSM\_NonEx\_CTP Day 30d
- PPSM\_NonEx\_CTP Day 30d PFM
- PPSM\_NonEx\_CTP Day 30d SS
- PPSM\_NonEx\_CTP Day 60d
- PPSM\_NonEx\_CTP Day 60d PFM
- PPSM\_NonEx\_CTP Day 60d SS
- PPSM\_NonEx\_CTP Day CB
- PPSM\_NonEx\_CTP Wknd 00d
- PPSM\_NonEx\_CTP Wknd 30d

Cancel Apply

5. Once you have clicked apply, the pay rule will populate on the timecard and you can click on calculate totals to see that the employees 60 minute lunch was reduced to 30 minutes and they are now showing 8.5 hours in the work day instead of 8 hours.

6. Then click on the **“Save”** button.

Note: The Save icon will change colors to prompt you to save your edit.

View Approve Timecard Print Timecard Refresh Calculate Totals Save Go To

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily
+ X	Sun 2/26											
+ X	Mon 2/27			8:00AM	;PPSM_NonEx_CTP Day 30d	5:00PM					8.5	8.5
+ X	Tue 2/28			8:00AM		5:00PM					8.0	8.0