

# CalTime : Editing a Meal Deduction

Employees do not need to clock in and out for lunch. CalTime is set up to automatically deduct 30 or 60 minutes for lunch after 5 hours of work. 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. See instructions in this manual on how to process a [work-rule transfer](#).

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 the supervisor 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)

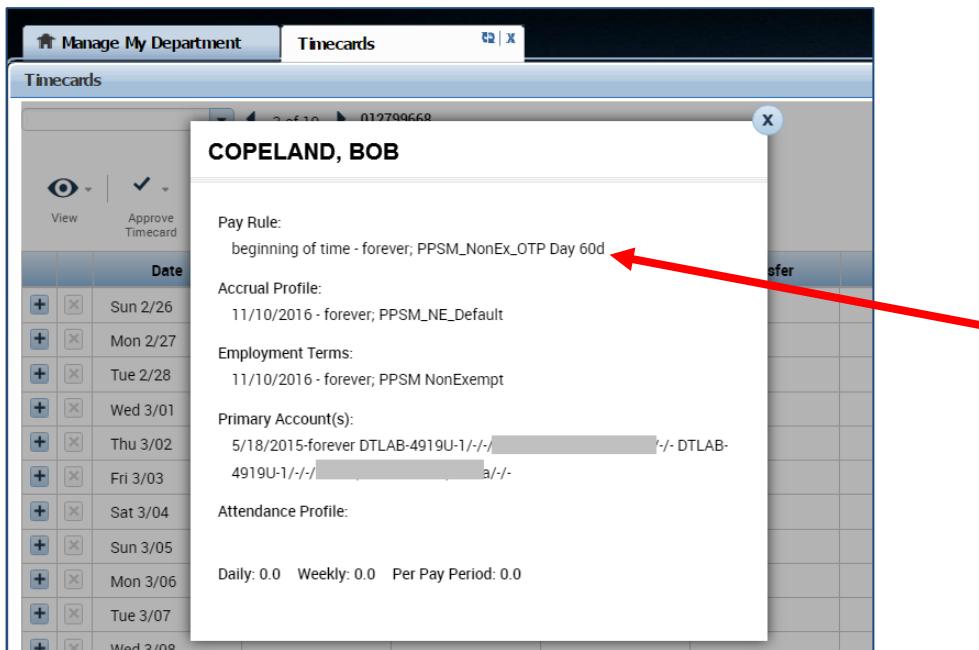
1. First determine your employees pay rule

*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*

1. Use your mouse to right click on an employee's name via list on the Manage My Department Default page or on the Timecards Page. A window will appear with the employees assigned pay rule.



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2. 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)**

COPELAND, BOB

Pay Rule:  
beginning of time - forever; PPSM\_NonEx OTP Day 60d

Accrual Profile:  
11/10/2016 - forever; PPSM\_NE\_Default

Employment Terms:  
11/10/2016 - forever; PPSM NonExempt

Primary Account(s):  
5/18/2015-forever DTLAB-4919U-1/-/ /- DTLAB-4919U-1/-/ /- a/-/

Attendance Profile:

Daily: 0.0 Weekly: 0.0 Per Pay Period: 0.0

## Process a Work Rule Transfer (temporary change to meal deduction for specific shift)

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.

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule	Shift	Daily	Period
Sun 2/26												
Mon 2/27			8:00AM	PPSM_NonEx OTP Day 60d	5:00PM					8.0	8.0	8.0
Tue 2/28			8:00AM	PPSM_NonEx OTP Day 30d	5:00PM					8.0	8.0	16.0
Wed 3/01												16.0
Thu 3/02												16.0

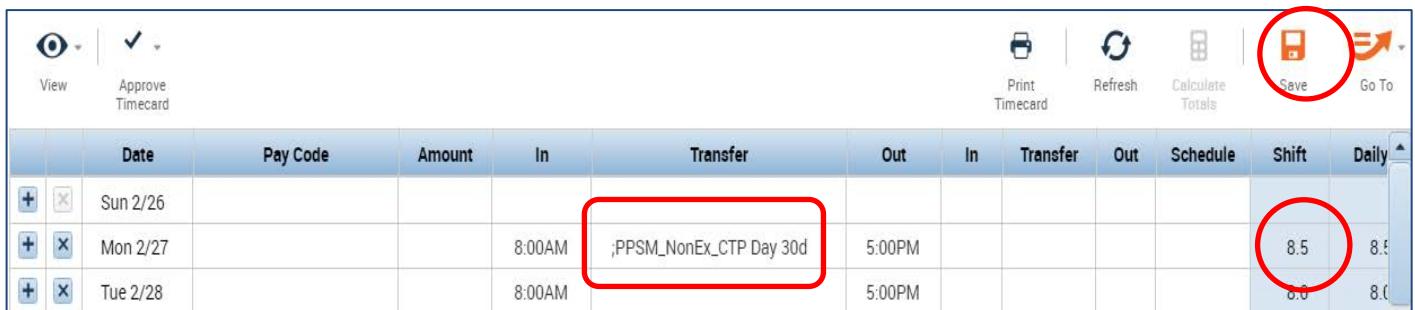
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3. Click on **Work Rule**. A complete list of Work rule options available to you will appear. Select applicable work rule.
4. Click **Apply**

**Transfer**

Name	Copeland, Bob
Labor Account	
Work Rule	
<a href="#">Labor Account</a> <a href="#">Work Rule</a>	
<b>Add Work Rule</b>	
<input type="text" value="ppsm"/>	
<a href="#">Clear All</a>	
<p>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</p>	
<span style="border: 1px solid red; padding: 2px;">[Red bracket highlighting the list of work rules]</span>	
<span style="border: 1px solid red; border-radius: 15px; padding: 2px 10px; background-color: #e0e0e0;">Cancel</span> <span style="border: 1px solid red; border-radius: 15px; padding: 2px 10px; background-color: #e0e0e0;">Apply</span>	

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.



The screenshot shows a timecard grid with columns for Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, Schedule, Shift, and Daily. The 'Transfer' column for Monday, 2/27, contains the value 'PPSM\_NonEx\_CTP Day 30d', which is highlighted with a red box. The 'Daily' column for the same row shows values 8.5 and 8.0, also circled in red. The top navigation bar includes buttons for View, Approve Timecard, Print Timecard, Refresh, Calculate Totals, and Save, with the Save button circled in red.

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## Change Additional Fields (permanent change to meal deduction for specific shift)

1. Open the employees timecard
2. Click on Go To icon and select People Editor (a people editor tab will open)

The screenshot shows the CalTime Timecards interface. At the top, there's a navigation bar with 'Manage My Department' and 'Timecards'. Below it is a table titled 'Timecards' showing shifts for employee 'Copeland, Bob'. The table columns include Date, Pay Code, Amount, In, Transfer, Out, In, Transfer, Out, and Schedule. One shift on Tuesday, 2/28, has 'Sick Leave Taken' listed with an amount of 4.0. On the right side of the screen, a context menu is open over the 'Go To' icon. The menu items are: 1 Selected, Current Pay Period, Go to widget (which is highlighted), Audits, Exceptions, People Editor (which is also highlighted), Reports, Rule Analysis, Schedules, and Go to workspace.

3. Click on Additional Information

The screenshot shows the CalTime Person summary screen for employee Copeland, Bob. It includes tabs for 'Person' and 'Job Assignment'. Under the 'Person' tab, there's a 'Person Summary' section with an 'Employee' subsection. It displays Employment Status: Active, Hire Date: 7/01/2014, and Appointment Type: 2. Below this, there are three expandable sections: 'General Information', 'Additional Information' (which is highlighted with a red box), and 'Person's Dates'.

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4. Click on field to the right and insert modified information. For example, If you are permanently changing an employee from a 30 lunch to a 60 minute lunch, you would type in 60 in the column next to Meal Length.

Person	Job Assignment
▼ Additional Information	
Additional Information	
Appointment Type	2
Home Department	KNBAM
Comp Time Election	N
Meal Length	30
Shift Length	08
Title Code	6102C
Shift Occurrence	D
Job Dept ID	KNBAM