

Scenario:

Each production employee gets a 15 minute break for which they do not receive a deduction in worked time. This break should happen at roughly 10:45 but this is not a hard rule and sometimes the employee takes their 15 minute break AFTER their lunch break. This break can be identified by the following guideline. The break is more than seven minutes and less than twenty. They are credited for the time they took up to fifteen minutes but not more than fifteen minutes. For example: They take seventeen minutes the will get credited for fifteen minutes and docked/charged for two minutes.

Employees who take more than three breaks of five minutes or less should have the record flagged for that day.

Employees are expected to take a thirty minute lunch break for which they are not paid. If the employee takes more than thirty minutes they should have the total time of their break deducted from their time worked.

Any employee record that shows their breaks totaled more than sixty minutes for the day should be flagged.

The employees are allowed up to three five minute bathroom breaks with no impact on hours worked.

Requirements: ADV_MEAL module

1. Go to setup
2. Then shifts
3. Then meal templates
4. Add a new template

The screenshot shows a software interface for setting up a meal template. At the top, there are tabs for 'General', 'Breaks', 'Coffee Breaks', 'Meals', 'Assignments', and 'Break Credit'. The 'General' tab is selected. Below the tabs, there are several fields and options:

- Name:** A text box containing the word 'ungar'.
- Description:** A large empty text area.
- Default Position:** Two radio buttons, 'Start' (which is selected) and 'End'.
- Type:** A dropdown menu set to 'Flex'.
- Flex Type:** A dropdown menu set to 'Interval'.
- Auto Meal:** A section with a checkbox labeled 'Deduct meal when employee does not punch out for meal.' which is currently unchecked.

- 5.

General Breaks Coffee Breaks Meals Assignments Break Credit

Base size on Default Size

Number of breaks 3 Default break size 00:05

Combine multiple employee breaks to one

Deduction for short break

Threshold 00:00

Less than or equal to threshold Nothing

More than threshold Nothing

Deduction for long break

Threshold 00:00

Less than or equal to threshold Nothing

More than threshold Nothing

6.

General Breaks Coffee Breaks Meals Assignments Break Credit

Base size on Default Size

Number of coffee breaks 1 Default coffee break size 00:15

Combine multiple employee coffee breaks to one

Deduction for short coffee break

Threshold 00:00

Less than or equal to threshold Nothing

More than threshold Nothing

Deduction for long coffee break

Threshold 00:00

Less than or equal to threshold Nothing

More than threshold Amount under or over

7.

- the "Amount under or over" setting allows to deduct the amount over of their paid 15 minute break, you can do the same for the bathroom breaks if needed

General	Breaks	Coffee Breaks	Meals	Assignments	Break
Intervals					
Type	From	To			
Break	00:02	00:07	▲		
Coffee Break	00:09	00:20	■		
Meal	00:25	00:59	▼		

8. - these are the possible allotted times to help identify the different types of breaks, adjust as needed

9. Create a new shift

10. Assign the meal template created above

11. Assigned the shift to a payclass or template schedule

a. Template schedule get's assigned to a schedule

12. The payclass or schedule should be assigned to the employee

13. Schedule takes precedence when both payclass and schedule are assigned to the employee

Here's is a sample:

Mon	08:00 AM	Mon	09:00 AM	08:30	00:30
Mon	09:05 AM	Mon	10:00 AM		
Mon	10:15 AM	Mon	12:00 PM		
Mon	12:30 PM	Mon	01:00 PM		
Mon	01:05 PM	Mon	02:00 PM		
Mon	02:05 PM	Mon	05:00 PM		

- no overage

08:00 AM	Mon	09:00 AM	08:29	00:31
09:05 AM	Mon	10:00 AM		
10:16 AM	Mon	12:00 PM		
12:30 PM	Mon	01:00 PM		
01:05 PM	Mon	02:00 PM		
02:05 PM	Mon	05:00 PM		

- break overage on the paid 15

08:00 AM	Mon	09:00 AM	08:29	00:31
09:05 AM	Mon	10:00 AM		
10:15 AM	Mon	12:00 PM		
12:31 PM	Mon	01:00 PM		
01:05 PM	Mon	02:00 PM		
02:05 PM	Mon	05:00 PM		

- lunch overage

08:00 AM	Mon	09:00 AM	08:28	00:32
09:05 AM	Mon	10:00 AM		
10:16 AM	Mon	12:00 PM		
12:31 PM	Mon	01:00 PM		
01:05 PM	Mon	02:00 PM		
02:05 PM	Mon	05:00 PM		

- overage on both 30 minute

and 15 minute breaks