

NAVIGATION

- [GLOSSARY](#)
- [TRAINING](#)
- [NON-EXEMPT EMPLOYEES](#)
- [TIME EDITORS/MANAGERS](#)

GLOSSARY

Acknowledge/Acknowledgement: This is an active part of the training. The employee certifies that they have read, understand, and agree to the procedure, their responsibilities, and the policies of auto meal deductions.

Add Back: When worked hours are added to the Time & Attendance timecard instead of canceling the meal period auto deduction.

Assigned Meal Plan: Employees are setup for a 30-minute automatic meal deduction.

Attest/Attestation: Allows the employee to confirm that they did or did not take an uninterrupted meal period during their work shift.

Auto Meal Deduction: when an employee works more than 5 consecutive hours, unpaid mealtime is automatically deducted from their paid work hours by the timekeeping system, based on their Assigned Meal Plan. When an employee works more than 14 consecutive hours, a second unpaid meal period is automatically deducted from their paid work hours by the timekeeping system, based on their Assigned Meal Plan. The intent of the auto meal deduction is for employees not to continually punch out/in for meal periods.

Guidelines

- Employees receive an auto meal deduction after working 300 minutes (5 hours).
- Employees receive a second auto meal deduction after working 840 minutes (14 hours).

End Shift Button: Timeclock (or Timestamp) button that is pressed at the end of a shift that will either trigger the meal period attestation questions or punch the employee out, depending on the hours worked.

Meal Period: Employees who work a shift of five (5) hours or more are responsible for taking an uninterrupted 30-minute meal period, depending on their regularly assigned meal period length. Meal periods are not worked time and are unpaid.

Punch/Clock/Swipe/Timestamp: All terms for employee actions in Time & Attendance using their badge at a timeclock or the computer to record “I am beginning my shift,” or “I have finished my shift.”

Shift: Elapsed time an employee works.

A single shift allows for a punch out and back in, if less than 2 hours have elapsed between the out punch and the in punch.

Examples

- John punches in at 7 am. When punching out at the end of his shift at 7 pm, uses the End Shift Button.
- John punches in at 7 am. Punches out for lunch at 1 pm. Punches back in from lunch at 2 pm. When punching out at the end of his shift at 7 pm, uses End Shift Button.
- John transfers into a different department when he punches in at 7 am. He transfers back to his home department at 5 pm. When punching out at the end of his shift at 7 pm, he uses the End Shift Button.

Second Shift: An extra shift worked that begins 2 or more hours after the first shift ended.

Examples

- Jane punches in for her first shift at 7 am. When punching out at the end of her first shift at 2 pm, she uses the End Shift Button. Jane punches in for her second shift at 5 pm. When punching out at the end of her second shift at 9 pm, uses the End Shift Button.
- Jane punches in at 7 am. When punching out for an extended 2.5-hour lunch at 1 pm, uses the End Shift Button. Jane punches back in at 3:30 pm. When punching out at 7 pm, uses the End Shift Button.

Time Editor: The departmental representative responsible for entering benefit time, making adjustments, and approving employees' time in the Time & Attendance application.

Transfer: When an employee works in a department that is not their home department.

Work (Rest) Break: When the workload permits, work breaks are allowed, but they are not guaranteed. When work breaks are allowed, they are limited to two (2) paid 15-minute breaks per shift and typically may not be accumulated to allow an employee to extend their meal period.

TRAINING

1. Will training be provided to all hourly employees?

A: Training will be provided through the Medicine Learning System (HealthStream) for employees with an automatic meal deduction. This training is titled "UAB Medicine Time & Attendance Automatic Meal Deduction Training." *No training is required for employees who do not have an automatic meal deduction.*

2. Will all hourly employees be required to participate in training?

A: If the training is assigned to an employee, they are required to complete it.

3. What if I do not complete the required training?

A: As with all required training, completion reports will be provided to management.

NON-EXEMPT EMPLOYEES

1. How do I know if I have an auto meal deduction?

A: Please ask your Time Editor. They will be able to tell you if you are setup for a 30-minute auto meal deduction, or if you are not setup for an auto meal deduction.

NON-EXEMPT EMPLOYEES WITH NO AUTO MEAL DEDUCTION

1. If I punch out for my meal period, will I still need to attest to a meal period when I punch out at the end of my shift?

A: No. You will continue to punch in and out as you currently do and you will not be prompted to attest to a meal period when you punch out.

NON-EXEMPT EMPLOYEES WITH A 30-MINUTE AUTO MEAL DEDUCTION

1. How will I document that I was unable to take an uninterrupted meal period during my shift?

A: When punching out at the end of your shift, be sure to select the End Shift Button. You will be required to attest at the end of your shift whether you were able to take a full, uninterrupted meal period.

2. If I punch out for my meal period, will I still need to attest to a meal period when I punch out at the end of my shift?

A: If you do punch out/in for a meal period and the meal was less than 2 hours, tap the End Shift Button before punching out for the day and attest to no meal period to cancel the auto meal deduction.

3. Can my meal period be interrupted with work?

A: Although it is possible for your meal period to be interrupted by workload demands, the Automatic Meal Deduction will not be taken from your paid work time, as long as you attest that you did not have an opportunity to take an uninterrupted meal period when you punch out at the end of your shift.

4. Can my work breaks be interrupted with work?

A: Yes, your work breaks may be interrupted by workload demands and are not guaranteed.

5. What if my department has approved using work breaks to elongate my meal period?

A: If your department has approved using work breaks to elongate your meal period, the work breaks are still considered work time and are paid. You are attesting to an uninterrupted meal period independent of the work break(s).

6. What happens if I forget to punch out at the end of my shift?

A: If you forget to punch out at the end of your shift, please ask your Time Editor to add your missing OUT punch. Be sure to tell your Time Editor whether you took an uninterrupted meal period during your shift.

7. If I forgot to punch in at the beginning of my shift, but I punch out at the end of my shift, will I be prompted to attest to whether I took an uninterrupted meal period when I punch out?

A: You will be prompted only when you have both an IN and an OUT punch. Please contact your Time Editor or Manager to add your missing IN punch.

8. What happens if I do not answer the meal period attestation prompt while punching out?

A: The entire punch will not be registered and will show on your timecard as a missed punch. Your Time Editor will need to add the punch.

9. My meal period today was longer than my 30-minute automatic meal deduction. Do I need to alert my Time Editor?

A: Yes. Your Time Editor will adjust your timecard accordingly.

10. My shift was less than 5 hours. Will I be prompted to attest to an uninterrupted meal period when I punch out at the end of my shift?

A: No. Any time you work a shift less than 5 hours, you will not be prompted to attest to an uninterrupted meal period when you punch out.

11. My shift was longer than 14 hours. Will I be prompted to attest to two uninterrupted meal periods when I punch out at the end of my shift?

A: Yes. Please answer both prompts.

12. Will meal attestation be the same for exempt employees?

A: No. Exempt employees do not punch in and out and are not required to attest to their meal period.

13. What happens if I transfer to another department within a shift?

A: If you are using the transfer function during a shift to punch into a different department, you will not be prompted to attest to a meal period. You will use the End Shift Button at the end of the entire shift, and you will be prompted to attest to an uninterrupted meal period.

14. What if I punch out/in for less than 2 hours during my shift?

A: When punching out during the shift – swipe out only. Use the End Shift Button at the end of the shift.

15. What if I work a second shift in a single day?

A: Use the End Shift Button at the end of each shift and you will be prompted to attest to an uninterrupted meal period for each shift.

TIME EDITORS/MANAGERS FOR EMPLOYEES WITH AUTO MEAL DEDUCTIONS

1. How do I know if an employee has an automatic meal deduction?

A: In Time & Attendance, the Time Editor View List displays meal deduction information for each employee.

2. An employee's meal period was longer than their 30-minute automatic meal deduction and they didn't punch out/in. What do I need to do to ensure the employee is paid correctly?

A: There is a two-step process for ensuring the employee is paid correctly:

- If the automatic meal deduction was taken, you must cancel the automatic meal deduction.
- Add an OUT punch to signal the beginning of the meal period, and an IN punch to signal the end of the meal period.

3. What if an employee punches out for a meal period?

A: When an employee does punch out/in for a meal period, you need to review their timecard to ensure that they did not attest to an auto meal deduction.

4. How will Time Editors and Managers know when an employee attests that they did not take an uninterrupted meal period?

A: Each time an employee attests that they did not receive an uninterrupted meal period, both a red exception symbol and a blue comment icon will appear on the out punch on the Time & Attendance timecard noting the canceled deduction. To see all employees who have canceled deductions within a given timeframe, run the UAB Meal Deduct Report.

- To learn more about running this report, please review the [Monitoring Canceled Deductions Job Aid](#)

5. An employee forgot to punch out, so they were not able to attest to whether they took an uninterrupted meal period. When Time Editors add the missed punch, how will they note whether an uninterrupted meal period was taken?

A: If the employee took an uninterrupted meal period, other than adding the missed OUT punch, no additional action is required.

- If the employee did not take an uninterrupted meal period, in addition to adding the missed out punch, the Time Editor must cancel the Meal period Deduction. Click here to review the [Cancelling a Meal Deduction Job Aid](#).

6. An employee forgot to punch in at the beginning of their shift, so they were not able to attest to whether they took an uninterrupted meal period at the end of their shift. When Time Editors add the missed punch, how will they note whether an uninterrupted meal period was taken?

A: If the employee took an uninterrupted meal period, other than adding the missed in punch, no additional action is required.

- If the employee did not take an uninterrupted meal period, in addition to adding the missed in punch, the Time Editor must cancel the Meal period Deduction. Click here to review the [Cancelling a Meal Deduction Job Aid](#).

7. An employee made a mistake while they were attesting to their meal period while punching out. They attested that they did receive an uninterrupted meal period when they actually did not receive an uninterrupted meal period. How can I correct that on the timecard?

A: You must cancel the automatic meal deduction in the timecard.

- Click here to review the [Cancelling a Meal Deduction Job Aid](#).

8. An employee made a mistake while they were attesting to their meal period while punching out. They attested that they did not receive an uninterrupted meal period when they actually did receive an uninterrupted meal period. How can I correct that on the timecard?

A: You must remove the canceled automatic meal deduction in the timecard.

- Click here to review the [Adding a Meal Deduction Job Aid](#).

9. Should I remind my employees about the difference between a meal period and a work break?

A: Yes, it particularly important if your department is atypical and allows a work break to elongate a meal period.

Reminders

- Definitions:
 - **Meal Period:** Employees who work a shift of five (5) hours or more are responsible for taking an uninterrupted 30-minute meal period, depending on their regularly assigned meal period length. Meal periods are not worked time and are unpaid.
 - **Work (Rest) Break:** When the workload permits, work breaks are allowed, but they are not guaranteed. When work breaks are allowed, they are limited to two (2) paid 15-minute breaks per shift and typically may not be accumulated to allow an employee to extend their meal period.
- Acknowledgements:
 - *I understand that if my department allows me to use my 15-minute work breaks to extend my 30-minute unpaid meal periods, the work breaks are still considered worked time and are paid.*
 - *I understand the difference between my meal period and my work break(s).*
- Department's defined order of meal period and work break:
 - *For example - The first 30 minutes is your uninterrupted unpaid meal period. Paid work breaks that may be interrupted are added at the end of the meal period.*