

## UAB My Time Stamp Detail with Department

### Understanding the Report Data

1. The data set often times is large. Depending on the Cost Center(s) used as a submission parameter.
2. Provided the employee worked at least 300 minutes and the Cost Center(s) is set to require a meal break attestation the employee will be asked:
  - a. Did you take a meal break of at least 30 minutes today? (ATK 30)
  - b. How long was your meal period today (ATK 60)
3. If the Cost Center is set for a 30 minute meal period the first question above will be asked. Only 1 of 2 responses will be possible
  - a. Yes – The meal break is deducted on the time card
  - b. No – The meal break is canceled and the employee is paid for the time
4. If the Cost Center is set for a 60 minute meal period, 5 possible responses will be listed for the employee to select.
  - a. 30 Minutes
  - b. 45 Minutes
  - c. 60 Minutes
  - d. Did not take a meal
  - e. Less than 30 Minutes

If 30, 45, or 60 Minutes is selected the meal break is deducted from the time card.

If 'Did not take a meal' or 'Less than 30 Minutes' the time is NOT deducted and the time is paid.

To develop percentages at the cost center level (Yes v. No) it is important to note some questions/responses are secondary in nature and should be excluded from overall percentage calculations.

Secondary Responses are:

1. Patient Care
2. Short – Modified Work Shift
3. Supervisor's Request
4. Other