

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. 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.

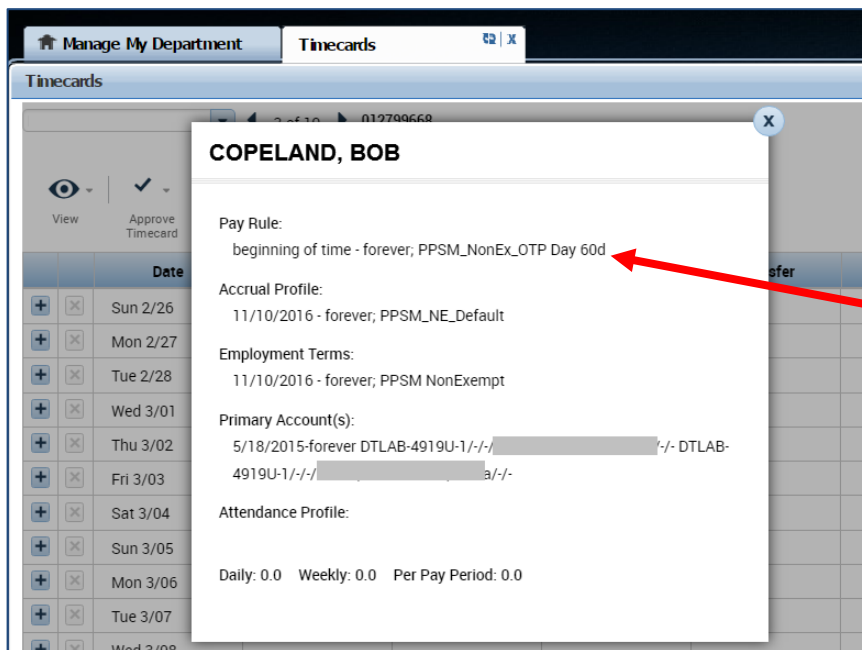
Determine Employees Pay Rule (one-time lunch change corresponding to a specific shift)

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.



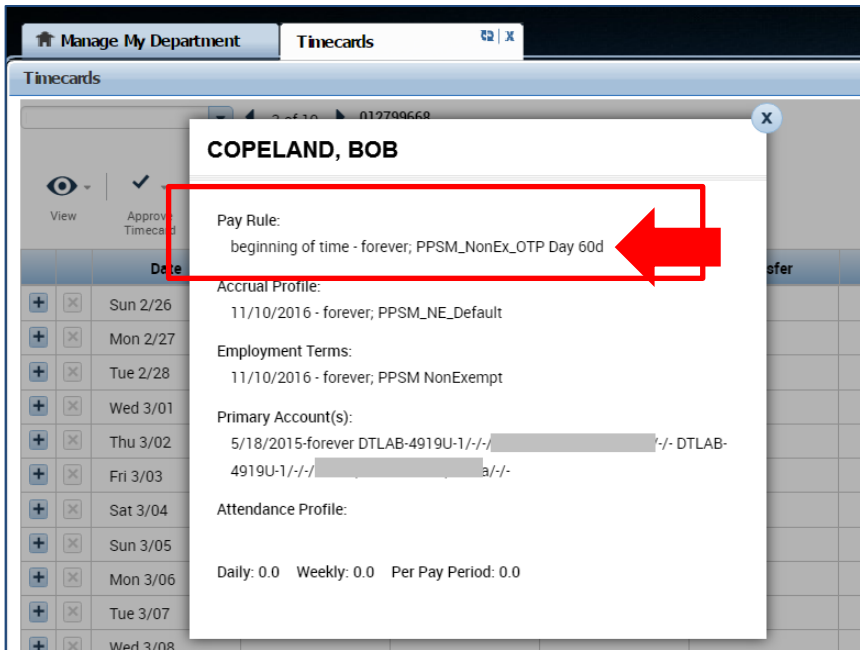
2. A new window will appear, showing detailed information about your employee. The Pay rule information will appear at the top.

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

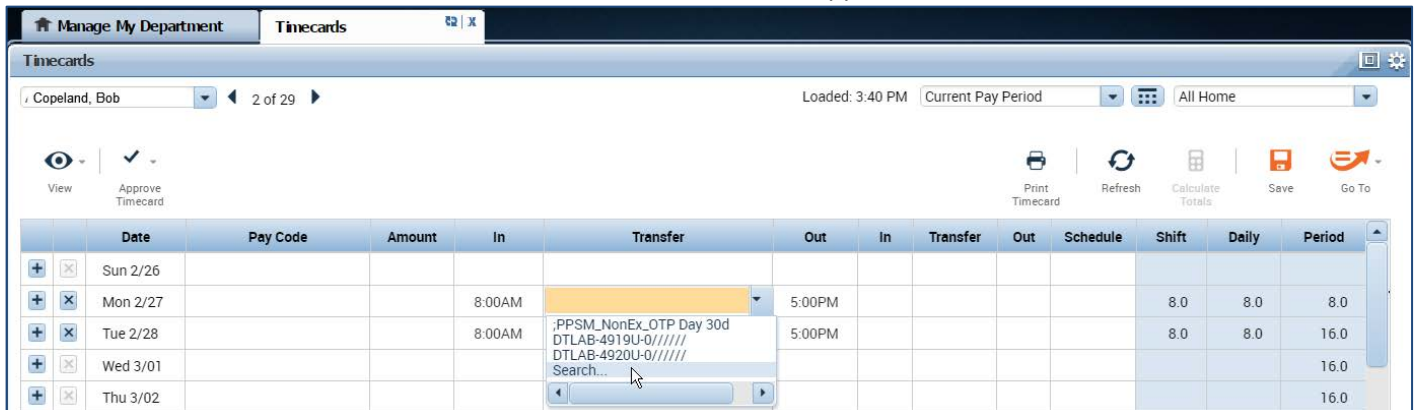
PPSM (unrepresented) and NonEx (non-exempt) OTP (overtime eligible), and **30d (30 minute lunch)**



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.



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

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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 are tabs for 'Manage My Department' and 'Timecards'. Below the tabs, there is a header area with a dropdown menu for 'Copeland, Bob', a page indicator '1 of 29', and a unique identifier '012345678'. The main area contains a table with columns for Date, Pay Code, Amount, In, Transfer, and Out. A dropdown menu is open on the right side, showing options like 'Audits', 'Exceptions', 'People Editor', and 'Reports'. A red arrow points to the 'People Editor' option.

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Schedule
+ X	Sun 2/26									
+ X	Mon 2/27									
+ X	Tue 2/28			8:00AM		1:00PM				
+ X		Sick Leave Taken	4.0							
+ X	Wed 3/01									

3. Click on Additional Information

The screenshot shows the CalTime People Editor interface. It has a 'History' section at the top. Below that, there are two tabs: 'Person' and 'Job Assignment'. The 'Person' tab is active, and it shows a 'Person Summary' section with fields for 'Employee', 'Employment Status', 'Hire Date', and 'Appointment Type'. Below the summary, there are three expandable sections: 'General Information', 'Additional Information', and 'Person's Dates'. The 'Additional Information' section is highlighted with a red box.

Person Summary

Employee

Employment Status: Active

Hire Date: 7/01/2014

Appointment Type: 2

- General Information
- Additional Information
- 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