

## Workday – Meal Break Premium Payment

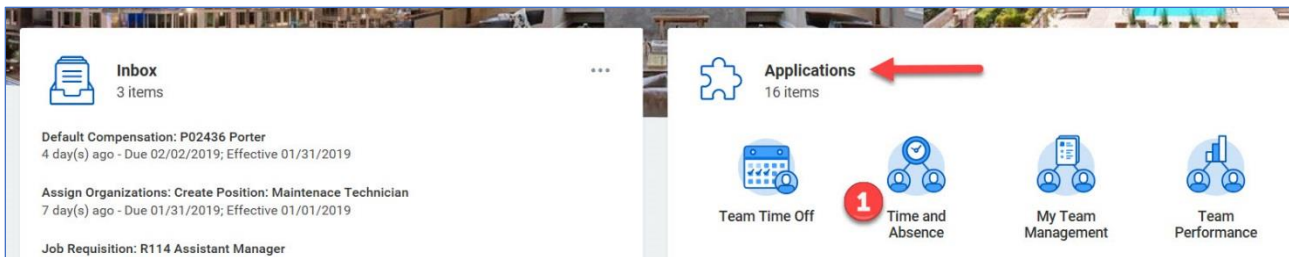
An associate may be eligible for a meal break "premium payment" of 1 additional hour of pay at their regular rate of compensation as a result of **being required or asked to continue working** beyond their scheduled meal break start time **OR required or asked to return** from their meal break earlier than 30-minutes. To qualify for this payment, one of the following conditions **MUST** be met:

- The associate has failed to take their meal break by the 5th hour of consecutive work and has worked for more than 6 hours in the day.
- The meal break totaled less than 30-minutes.
- The associate fails to take a 2nd meal break by the 10th hour of work in the day and worked for more than 12 hours in the day and did not sign the "2nd Meal Waiver" form.

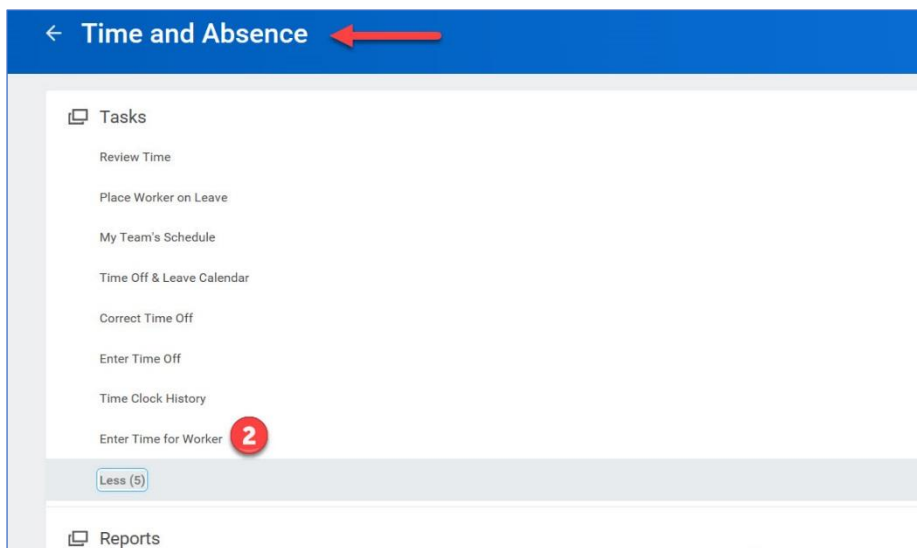
If any one of the above apply, the associate may be eligible for a maximum of 1 additional hour of pay per work day, regardless of how many of the above conditions apply, and again, in all instances, must be a result of **being required or asked to continue working** beyond their scheduled meal break start time **OR required or asked to return** from their meal break earlier than 30-minutes.

- The associate eligible for receiving the meal break premium payment will fill out and submit the Meal Break Request form (available on Buzz) to their manager.
- The manager must sign and retain a copy of the request form.

1. To start the process in Workday, select the **Time and Absence** application from the homepage.



2. On the **Time and Absence** screen, select **Enter Time for Worker**.



3. Enter the **associate’s name** in the **Worker** field and click **OK**.

**Enter Time for Worker**

Worker \* X Helen Parr (32002T)

Date \* 02/05/2019

**3**

OK Cancel

You’ll be directed to the associate’s timecard. On the timecard below, you can see that the associate has worked for 5.5 hours without taking a break and has worked for total 8 hours, which may qualify her for the premium payment.

4. Click on the “second” timeslot to update the meal break information for the associate.

Time	Activity	Duration	Status
8 AM			
9 AM	Regular Hours	9:00am - 2:30pm (Meal)	5.5 Hours
10 AM			Not Submitted
11 AM			
12 PM			
1 PM			
2 PM			
3 PM			
4 PM	Regular Hours	3:30pm - 6:00pm	2.5 Hours
5 PM			Not Submitted
6 PM			
7 PM			

Submit Enter Time

2 Alerts

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5. On the **Enter Time** window:
  - a. Complete the **Time Type**, **In**, and **Out** fields.
  - b. Enter **Out** in the **Out Reason** field.
  - c. Select **No** in the **Waive Meal Break?** field.
  - d. Enter a comment for justification.
  - e. Click **OK**.

The screenshot shows the 'Enter Time' window for 01/28/2019. The status is 'Not Submitted'. The 'Time Type' is 'Regular Hours', 'In' is '3:30PM', and 'Out' is '6:00PM'. The 'Out Reason' is 'Out' and the 'Hours' are '2.5'. Under 'Details', the 'Cost Center' is empty, 'Waive Meal Break?' is 'No', and the 'Comment' is 'Fixing urgent issue at the community'. A red circle with the number '5' is placed over the 'View Details' button. A callout box points to the 'Waive Meal Break?' field with the text: 'Make sure to select No in the Waive Meal Break? field.'