

## HOURLY EMPLOYEES: LUNCH GUIDELINES – PAGE 1

### Students:

- Students must clock in and out for lunch

### Part-time Hourly Staff:

- Part-time hourly staff must clock in and out for lunch

### CWA:

- If lunch is on their schedule, the scheduled lunch will populate on the timesheet

### Full-time Hourly Staff:

- If total hours worked for the day = 8.50 or 8.75: **30 minutes** will be automatically deducted for lunch. Pay Code = **LUNCH**

#### OR

- If total hours worked for the day => 9.0: **1 hour** will be automatically deducted for lunch. Pay Code = **LUNCH**

#### OR

- If there is more than 1 in and 1 out punch for the day, **NO** lunch will be deducted. For example: an employee clocks in for the morning and then out for doctor appointment (*one in/out punch*) and then clocks back in upon returning from the doctor appointment and then out for day (*second in/out punch*). In this example, there is more than one in/out punch for the day and therefore, no automatic lunch deduction is recorded.

**Managers and Time Keepers will manually adjust time to correct work time resulting from rounding rules or if the automatic lunch deduction is incorrect (i.e. no lunch was taken).**

## HOURLY EMPLOYEES: LUNCH GUIDELINES – PAGE 2

### Full-time Hourly Staff Example:

- In the example provided, the employee has entered their time as 7 AM to 4 PM, which totals 9 hours. Therefore, 1 hour will automatically be deducted for lunch – as indicated by the “Lunch” paycode for 1 hour. The “Staff Regular Earnings” paycode indicates the 8 hours of paid time. Note: “Lunch” is **not** included in the total hours.

Date	Pay Code	Case ID	Combo Code	Hours	Comments	Total
Mon 09/02	Holiday			8.00		8.00
	Please Select:					
	Staff Regular Earnings			07:00 am 04:00 pm		8.00
Tue 09/03	Please Select:					
	Lunch			1.00		0.00
Wed 09/04	Please Select:					
Thu 09/05	Please Select:					
Fri 09/06	Please Select:					
Sat 09/07	Please Select:					
Sun 09/08	Please Select:					
						16.00

**NOTE: If you worked through lunch, or a portion of the lunch, the Manager or Timekeeper must correct the timesheet.**