



## Cancel Meal Deduction Scenarios

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Note: In New York State, employees who work a shift of six hours or more are entitled to a 30 minute meal break. In the event that an employee missed taking a meal break, they are to discuss the circumstances with their Manager so this is not recurring.

There may be scenarios in UKG that require the cancellation of the automatic deduction due to shift definitions.

*A continuous shift in UKG is defined as worked time that does not include a break exceeding 60 minutes.*


*In other words, an In and Out Punch followed by an In Punch less than one hour later, and it's corresponding out punch, would be considered the same shift.*

*This definition is applied to a variety of functions in the application including such things as Shift Differentials, Meal Deductions, Breaks, and Work Rule transfers (like Call-in).*

Let's review 3 scenarios around meal punches and how they can affect to meal deductions.

1. **Employee Clocks Out for Standard Meal Period Length** - A standard meal default is automatically deducted from an employee's shift in accordance with institutional policy. Because of this auto deduction, employees are not required to clock out and back in for meal periods
  - a. If they don't punch in/out - no action required by employee nor timekeeper
  - b. If they do clock in/out meal standard period - Timekeeper will need to cancel the auto meal deduct

2. **Short Break** - an employee punches out and back in for less than their full meal default. UKG recognizes this as a short break and will display an indicator on the timecard.

Sleep Technologist 3 ...	6:00 PM	7:00 AM	⊗
	 8:00 AM	10:00 AM	⊗ ;UR Call-in W On-Call 30 min meal:::
	Short Break; 8:00 AM; Edited		

- a) If the employee did take a full break the auto deduction needs to be removed, unless the employee attests to missing their full meal at the clock in which case the system will remove the auto deduction.

3. **Employee Clocks Out for a Length Less than 60 Minutes** - An employee is away mid-shift for a length greater than their standard default meal period. The employee should clock out and back in for this time if they know they will be away for longer than their meal break period.

- a) If the employee considers this an extension of their meal break, and the break was less than 60 minutes, the auto meal deduction should be canceled by the Timekeeper/Manager.
- b) If the employee will take their standard meal period later, no action is required.