

# Shift Definition for Employees and Timekeepers

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## Employee behavior to train to:

1. Do not punch in/out for meal breaks unless you intend to be away for longer than your standard meal period.
  - 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. If the employee will be away mid-shift for longer than their standard meal period
  - a) Is this an extension of their meal break?
    - a) Employee should clock in/out and timekeeper will cancel the meal deduction only if the break was < 60 minutes.
  - b) Employee will take their regular meal later (not part of their interruption)
    - a) If they will still receive a meal later in the shift (which they don't clock in/out for) - the auto deduct remains and no action is required.