



## AUTO LUNCH DEDUCTION

WFM is set up to auto-deduct unpaid meal breaks according to the Illinois Department of Labor's One Day Rest in Seven Act. Hourly staff still have the ability to begin and end their unpaid meal break using the Timeclock or ETM (Timeclock desktop website), if employees so choose.

The unpaid meal break length is based on worked hours in a given day as shown below.

Minimum hours worked	Maximum hours worked	Unpaid Meal Break Length Auto-Deducted
7 hours and 30 minutes	11 hours and 59 minutes	30 minutes
12 hours	16 hours and 29 minutes	40 minutes
16 hours and 30 minutes	24 hours	60 minutes

## WHAT IF AN EMPLOYEE DOES NOT TAKE A MEAL BREAK?

If an employee clocks in/out for the meal break correctly, WFM automatically adjusts to pay the employee correctly for the meal break.

However, if employees do not clock in/out for meal breaks, then individuals managing timesheets need to manually remove the unpaid meal break for employees who do not receive a meal break to assure they are paid correctly for their shift (same as before).

Timesheet managers will need to manually add an unpaid meal break for employees who work less than 7.5 hours and take a meal break unless the employee chooses to clock in and out for their break as WFM will not auto-deduct a meal break for those working less than 7.5 hours in a day.

## DOCUMENTATION FOR REMOVAL/ADJUSTING MEAL BREAKS

Written documentation of edits to timesheets must be retained for four years. Please have employees write on time edit sheets or send a WFM message to document requests to remove/adjust meal breaks if the employee is not clocking in/out for meal breaks.

*Policy References:*

*Please refer to PolicyStat for additional information on [Weekly Rest and Meal Breaks](#) or [Timekeeping and Time Records](#) for more information on these requirements.*

# MANAGING THE TIMESHEET

## IF STAFF CHOOSE TO CLOCK FOR MEAL BREAK BUT MISS ONE OF THE MEAL CLOCKS

- Leader will manually add the missing clock, either start or end meal

## IF STAFF CHOOSE TO CLOCK FOR MEAL BREAK & CLOCK OUT LESS THAN 20 MINUTES

- WFM will pay employee for entire meal break if it is less than 20 minutes long and will **not** add an additional unpaid meal break

## IF STAFF CHOOSE TO CLOCK FOR MEAL BREAK & CLOCK OUT FOR 20 MINUTES OR MORE

- WFM will deduct the exact time the employee clocked out for the meal break

## IF STAFF ARE UNABLE TO TAKE A MEAL BREAK

- Staff will notify timesheet manager for their department they did not take a meal break
- Timesheet manager will manually remove unpaid meal break from timesheet by selecting the checkbox under Missed Lunch and clicking Submit.

The screenshot shows a timesheet interface with columns for Trace, Detail, Scheduled, Worked, Start, End, and Clocks. A row for 05/11/2022 Wed is highlighted with a red box. In this row, the 'Missed Lunch' checkbox is checked and highlighted with a red circle labeled '1'. Below the timesheet, a 'Submit' button is highlighted with a red circle labeled '2'.

## IF STAFF TAKE LESS TIME THAN THE MEAL BREAK DEDUCTED

- Staff notify timesheet manager in their department the amount of time their meal break was
- Timesheet manager will manually update meal break from timesheet by:
  - a. Expanding the day
  - b. Selecting the Hours field for the Meal Time Code
  - c. Updating the hours field to the appropriate length of the meal break (Example: 0:30 or 0:40) depending on how long the employee's meal break was

The screenshot shows a table with columns for Start Time, End Time, Hours, Rate, Time Code, and Hour Type. The 'Hours' field for the 'MEAL' time code is highlighted with a red box and contains the value '00:40'.

Start Time	End Time	Hours	Rate	Time Code	Hour Type
04:00	08:00	4:00		EARLY	REG
08:00	8:40a	00:40		MEAL	UNPAID
08:40	15:00	6:20		WRK	REG
15:00	16:30	1:30		WRK-SHIFT	REG
16:30	20:30	4:00		LL-SHIFT	REG