

The Default Meal Break field specifies the amount of time to be deducted from each employee assigned to every opening scheduled for the Customer, Location, Post, or Tour depending on the level it is set.

- Meal Break amounts are entered as 1 for an hour or .50 for 30 minutes, .25 for 15 minutes, etc.
- Meal Breaks must be entered **PRIOR** to creating the new week and **PRIOR** to Assigning employees.

(If it is done after, the employees must be removed from the scheduled and reassigned with the break in place.)

Setting Up a Default Mealtime

- **Customer/Location/Post/Tour level**
- Meal Breaks can be set at the Customer/ Location/ Post or Tour level with the Customer being the highest level.
- If the break is set at multiple levels for the same customer, then the lowest level applies.

The screenshot shows the 'Customer Master' form. The 'Customer' field is set to '0002' and the 'Company' is 'CAPITAL HEALTH CENTER'. The 'Billing Option' section includes fields for 'Billing Level' (NONE), 'Billing Cycle' (WEEKLY), 'Billing Detail' (SUMMARY), and 'Invoice Format' (BY EMPLOYEE (ADJ)). The 'Billing OverTime' section includes 'OT Group' (CUSTOMER), 'OT Base' (EMPLOYEE HOURS), 'OT After' (0 Hours), 'Max OT Hours' (0), and 'Default Meal Time' (0). The 'Default Meal Time' field is highlighted with a red box. The 'Invoice Summary' and 'Consolidate Location' checkboxes are unchecked. The 'Midnight Cutoff - Payroll' and 'Midnight Cutoff - Billing' checkboxes are checked. The 'Schedule Screen' is set to 'Actual Times'.

The screenshot shows the 'Location Master' form. The 'Customer' field is set to '0002' and the 'Location' is '1'. The 'Name' is 'HEALTH CENTER I'. The 'Billing OverTime' section includes 'OT Base' (EMPLOYEE HOURS), 'OT After' (0 Hours), 'Max OT Hours' (0), and 'Default Meal Time' (0). The 'Default Meal Time' field is highlighted with a red box. The 'Billing Notes' section is empty.

- The Post Master is the only level where you can control whether the deduction applies to Billing and/or Payroll. Any other level will automatically deduct from both.
- **Note:** If “Bill Meal” or “Payroll Meal” is checked, the system does not count this time towards OT for billing or paying.
- The Tour Master is the lowest level and will override any default meal set at a higher level.
- For example, if 1 hour is set at the Customer, then it will apply to all Tours for every Location and Post under that Customer.
- If any Tour is set for .50, then the deduction for employees at those tours only would be .50

Setting the Rules that apply to Meal Breaks (Tools menu – Division Settings option)

Minimum Hours Worked

The Meal Time fields located on the System tab specify the minimum amount of hours that must be worked in the tour for the Default Meal Break to be deducted.

- Based on the 4 hour settings shown in this example, if an employee works 4 hours or less, the meal break will NOT be deducted. If they work more than 4 hours, it WILL BE deducted.

Note: This will happen during the Calculation Process. Any exceptions after the rules have been applied will need to be handled manually for each employee.

The Post Master window displays the following information:

- Location:** 1 HEALTH CENTER I
- Post:** SO Job ID: 200010
- Name:** SECURITY OFFICER
- Post Status:** PERMANENT
- Post Type:** TOUR
- Billing Option Tab:**
 - Billable OverTime:** ☐
 - OT Base:** Employee Hours
 - OT After:** 0 Hours
 - Max OT Hours:** 0
 - Default Meal Time:** 0
 - Bill Meal:** ☐
 - Payroll Meal:** ☐
 - Flat Billing:** ☐
 - Monthly:** ☐
 - Applied To:** LAST WEEK
 - Hours:** Regular: 0, OverTime: 0, Holiday: 0
 - Total:** Regular: 0, OverTime: 0, Holiday: 0

The Tour Master window displays the following information:

- Post Name:** SO
- Tour Name:** SECURITY OFFICER
- Tour Tab:**
 - Time In:** 07:00 **Time Out:** 15:30
 - Tour Type:** DEFAULT
 - Tour Status:** PERMANENT
 - Shift Code:** DEFAULT
 - Default Meal:** 0.5
 - Days of the Week:** Sunday: 0, Monday: 1, Tuesday: 1, Wednesday: 0, Thursday: 0, Friday: 0, Saturday: 0

The Division Settings window displays the following information:

- Division Description:** TRAINING DEMONSTRATION
- Federal EIN:** 112223333
- System Tab:**
 - Refresh Schedule:** 600 Min(s)
 - Employee Window:** 0
 - Max Hours (Week):** 40
 - Archive Start Month:** 1
 - Archive Start Week:** 1
 - Work History Level:** CUSTOMER Day(s): 30
 - Default Tour Length:** 8
 - Daylight Saving:** ☒
 - Display Location Line:** Scheduled EE
 - Show T.R. Open:** ☒ **Confirm Opening:** ☒
 - Display Actual/Clock Times:** ☒
 - Show Check In and Clock Out in Unconfirm:** ☒
 - Disable Confirmed In and Out time:** ☐
 - Location Filter:** SHOW ALL
 - Time Zone (Outsource):** 0 Hour(s)
 - Unconfirmed Every:** 0 Min(s)
 - Unconfirmed After Tour:** 0 Time(s)
 - Range Unconfirmed:** 0 Hour(s)
 - Holiday Master:**
 - Update Date:** ☒ **Bypass Holiday Level for Billing:** ☐
 - Update Time:** ☐ **Update Rate:** ☒
 - Rate Differential:**
 - Update Time:** ☒ **Update Rate:** ☒
 - Meal Time:**
 - Billing:** 4
 - Payroll:** 4

Editing Meal Breaks

(Depends on the Division Setting – Confirm Meal)

- The screen where edits can be made to the Meal Break time total depends on the Confirm Meal option setting. Typically this option is used if you have the VANTAGE telephony product and employees are clocking out for breaks.

- Right Click on the scheduled time slot where the Meal Break needs to be edited and select one of the following options:

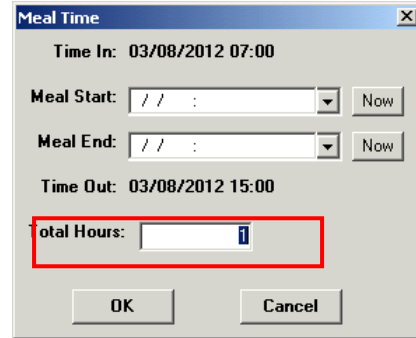
Option 1: Confirm Detail

Division Setting – Confirm Meal option OFF

- Enter the total time to be deducted for the Meal Break in the Meal field.

Option 2: Confirm Meal Stops
Setting – Confirm Meal option ON

- Enter the total time to be deducted for the Meal Break in the Total Hours field.



The image shows a 'Meal Time' dialog box with a blue title bar and a close button. It contains the following fields and buttons:

- Time In:** 03/08/2012 07:00
- Meal Start:** A dropdown menu showing ' / / :' and a 'Now' button.
- Meal End:** A dropdown menu showing ' / / :' and a 'Now' button.
- Time Out:** 03/08/2012 15:00
- Total Hours:** A text input field containing the number '1', which is highlighted with a red rectangular border.
- Buttons:** 'OK' and 'Cancel' buttons at the bottom.