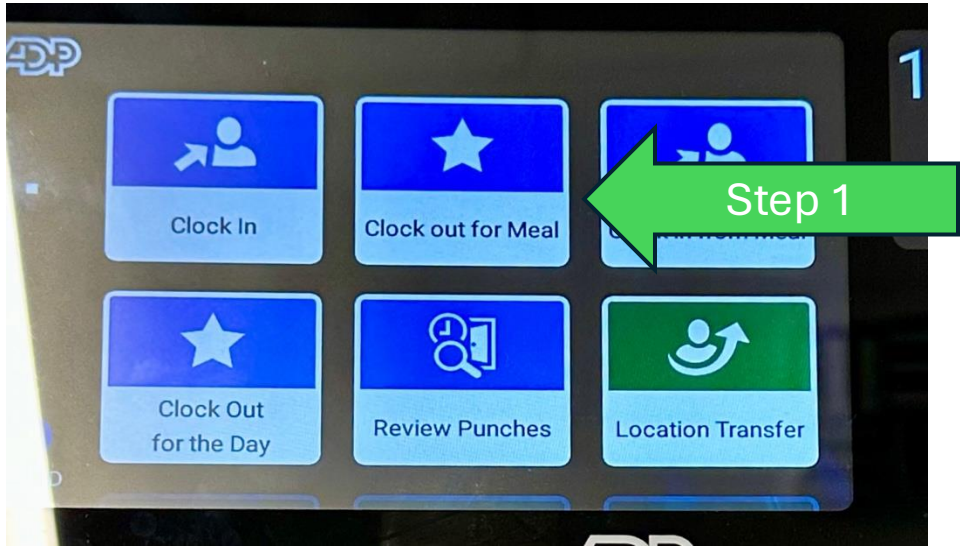
NKC EMPLOYEE CLOCKING OUT/IN FOR MEAL BREAK

UPDATED DECEMBER 2024

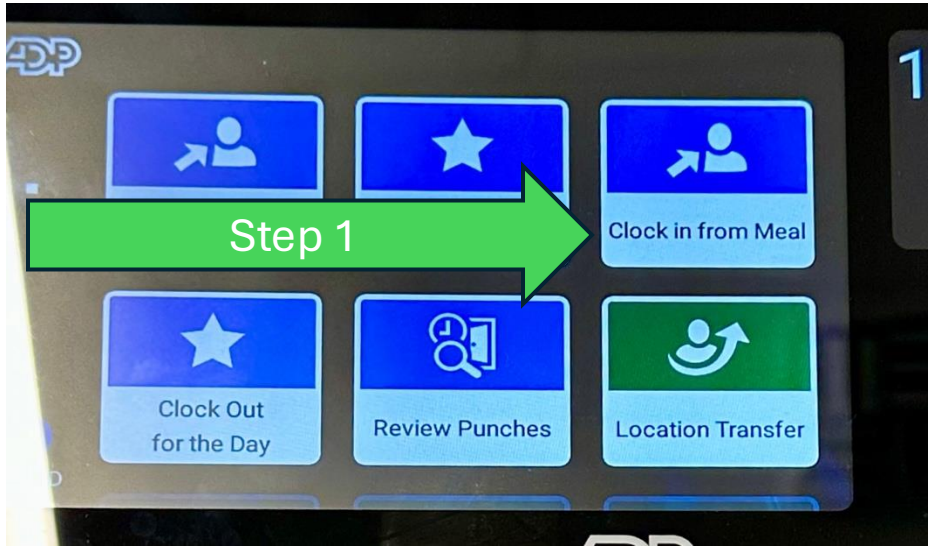
How to Use the ADP Clocks For Meal Breaks

- Meal Clock Out-when you are starting your meal break.
- Select the action on the face of the clock by selecting the appropriate button. Example: To take your Meal during your shift:
- Step 1. Tap “Clock Out for Meal”
- Step 2. Do the following to capture the time punch:
  - Enter your Employee ID and then place one of the fingers that has been enrolled for biometrics on the sensor
- 3. Review your meal punch details on the display.



How to Use the ADP Clocks For Meal Breaks

- Meal Clock In –when you return to your shift duties:
- Select the action on the face of the clock by selecting the appropriate button
- Step 1. Tap “Clock In from Meal”
- Step 2. Do the following to capture the time punch:
  - Enter your Employee ID and then place one of the fingers that has been enrolled for biometrics on the sensor
- 3. Review your meal punch details on the display.

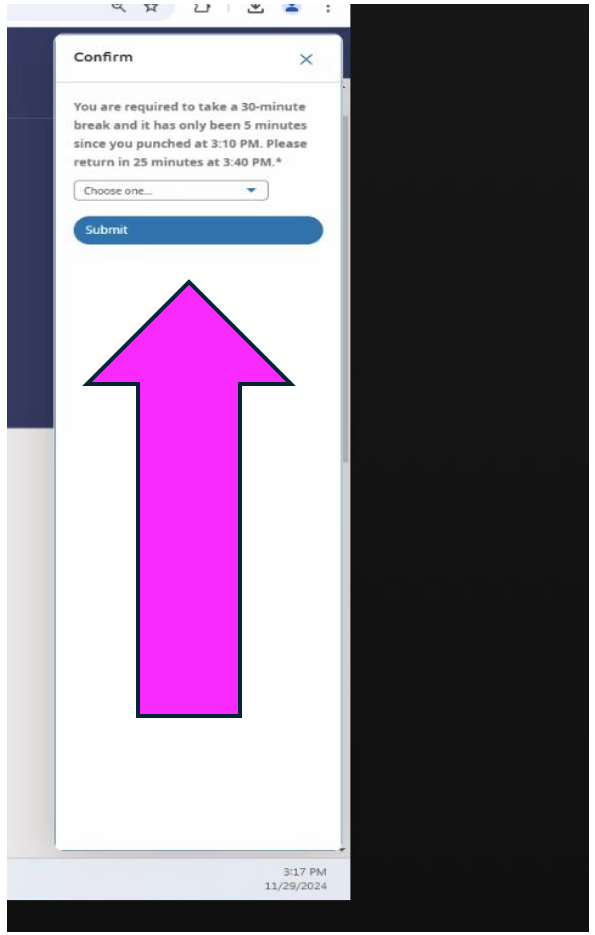


If an employee returns early from lunch and attempts to “clock in” they will see the following reminder:

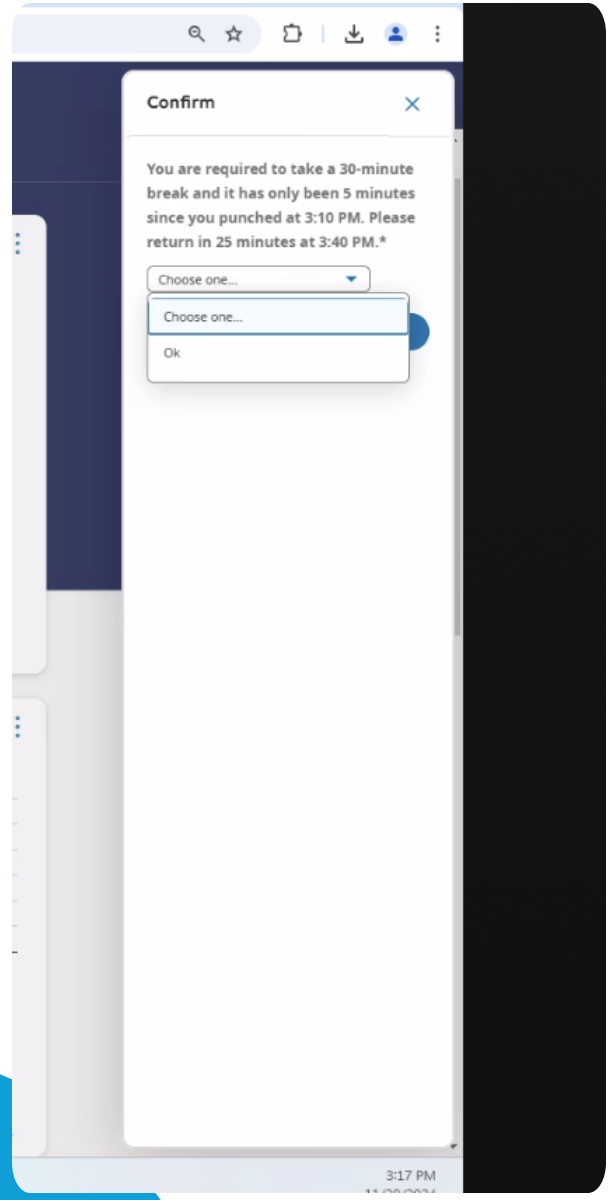
When an employee clocks back in from lunch.

Step one: Touch the ”Clock In From Meal”

Notice: “You are required to take a 30-minute break…”



EMPLOYEE WILL BE INSTRUCTED TO RETURN AT THE 30 MINUTE TIME.



- The ADP system will ask the employee to confirm that they understand that they must return to clock back in from a meal break at the 30 minute mark.

If an employee is called back from lunch early by a manager:

- Currently the ADP Clock is set up to not allow an employee to punch back in from a meal break that is under 30 (thirty minutes).
- An employee who is called back early from a lunch break by a manager will need to correct their timecard employee's:
  - They may wait for the next day when they clock in and receive the “missed punch” message on the clock. The ADP system will show the employee that they are missing the “Clock In” from the shortened meal break from the day before.
  - A manager may go into the employee's timecard and add the time punch into the employee’s timecard when they a