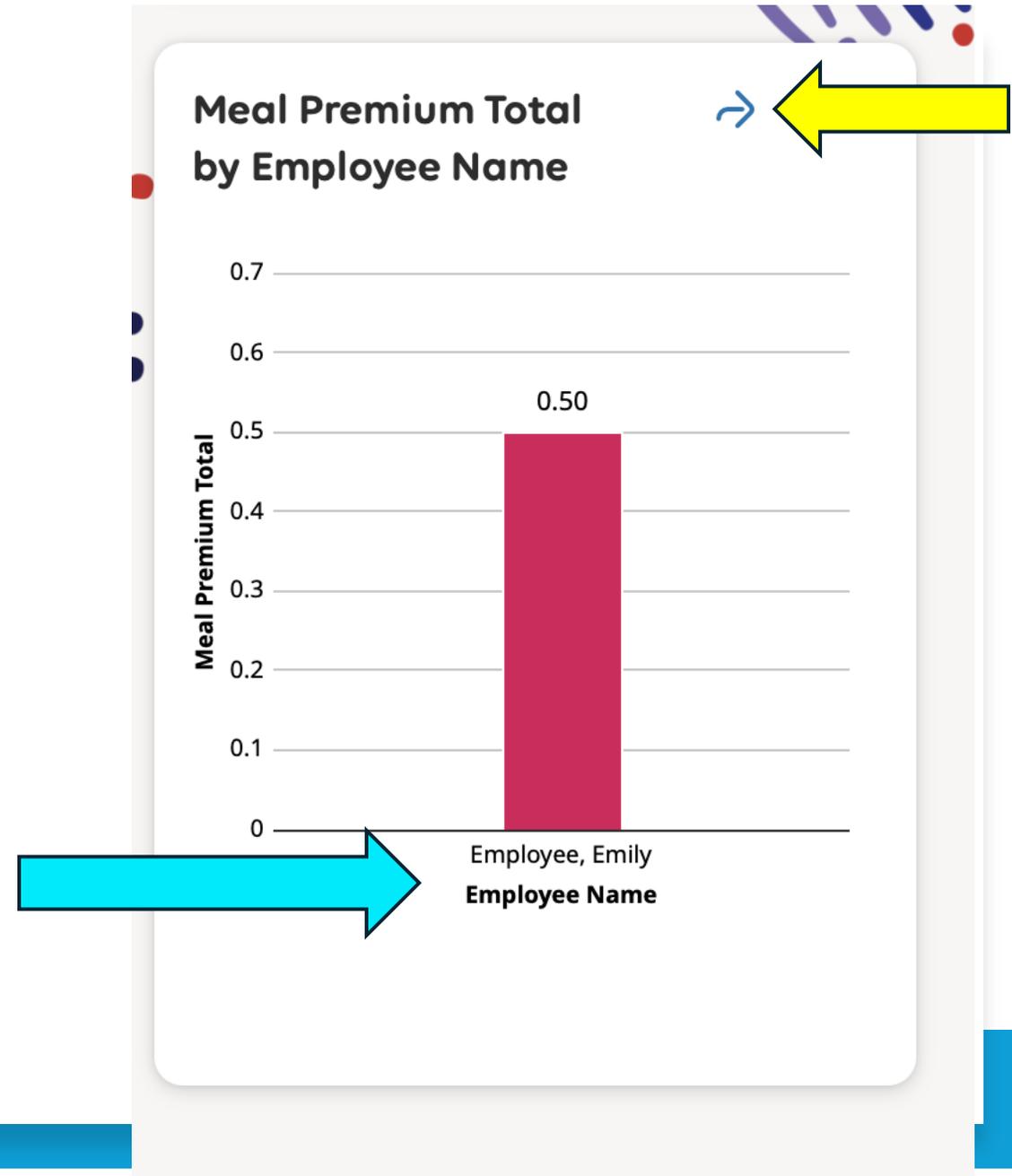


NKC Manager Checklist Meal Break Premiums/Rest Break Premiums

Updated December 15, 2024

Meal Premium Total By Employee

- This tile appears on your main dashboard. From this tile you may:
 - View your reporting employees who have received a meal premium per the current pay period.
 - You may navigate to the Data View Report by clicking on the arrow on the top right side of the tile.
 - Emily Employee is showing as having missed one meal period that was applied to her timecard by her manager in this current pay period.



When you click the upper arrow on the tile from your WFM dashboard for Meal Premiums the system takes you directly to the Meal Premiums Data View.

In the Meal Premiums Data View you see, employee name, employe ID, reporting manager, Home Department, Job Title, and Meal Premiums applied for the selected date range.

Approval Create Notice

Details Share Restore Save

Manager	Department	Department ...	Job Title	Meal Premiu...	Meal Premiu...	Meal Premiu...	Meal ...
Scott, Tara Y	Lake City Kidney C...	006197	Dialysis Technician II	3.00			3.00
Kelley, Christie L	Snoqualmie Ridge ...	006195	Dialysis Technician II	1.00			1.00
Christensen, Greg...	Security	008434	Security Officer	1.00			1.00
Myers, Lescia N	Renton Kidney Cen...	006170	Registered Nephro...	4.00			4.00
Bunnell, Robert J	Rainier Beach Kidn...	006191	Clinical Unit Coordi...	4.00			4.00
Choe, Nada N	Patient Billing	008531	Revenue Cycle Spe...	2.50			2.50
Abero, Charmaine	Kirkland	006185	Dialysis Technician II	2.50			2.50
Pettersson, Wilhel...	Info Technology	008540	Network Administr...	1.00			1.00
Omri, Janice K	SEA PD Administra...	006210	Home Program Nu...	3.50			3.50
Donnelson, Kelly L	SeaTac Kidney Cen...	006165	Dialysis Technician II	0.50			0.50
Omri, Janice K	SEA PD Administra...	006210	Home Program Nu...	2.50			2.50
Omri, Janice K	Home and PD Adm...	006220	Home Programs S...	1.00			1.00

NOTE: EMPLOYEE NAMES AND FILE NUMBERS ARE NOT INCLUDED IN THIS SCREEN SHOT FOR PRIVACY.

Click on Calendar to change timeframe for Data View



Previous Pay Period < >



Timeframe

Current Schedule Period

Next Schedule Period

Next Schedule Period + 1

Next Schedule Period + 2

Previous Pay Period

Current Pay Period

Next Pay Period

Select Range

- When in the data view managers may select a date range by clicking on the calendar and then either choosing one of the options or select your own specific date range by clicking on "Select Range".

Meal

Sne...

2.50

A large orange circle on the left side of the slide, partially cut off by the edge.

All Meal Premiums Must Be Added By Managers

NKC Leadership has decided to have the Meal Premiums be manually applied to the timecards by managers.

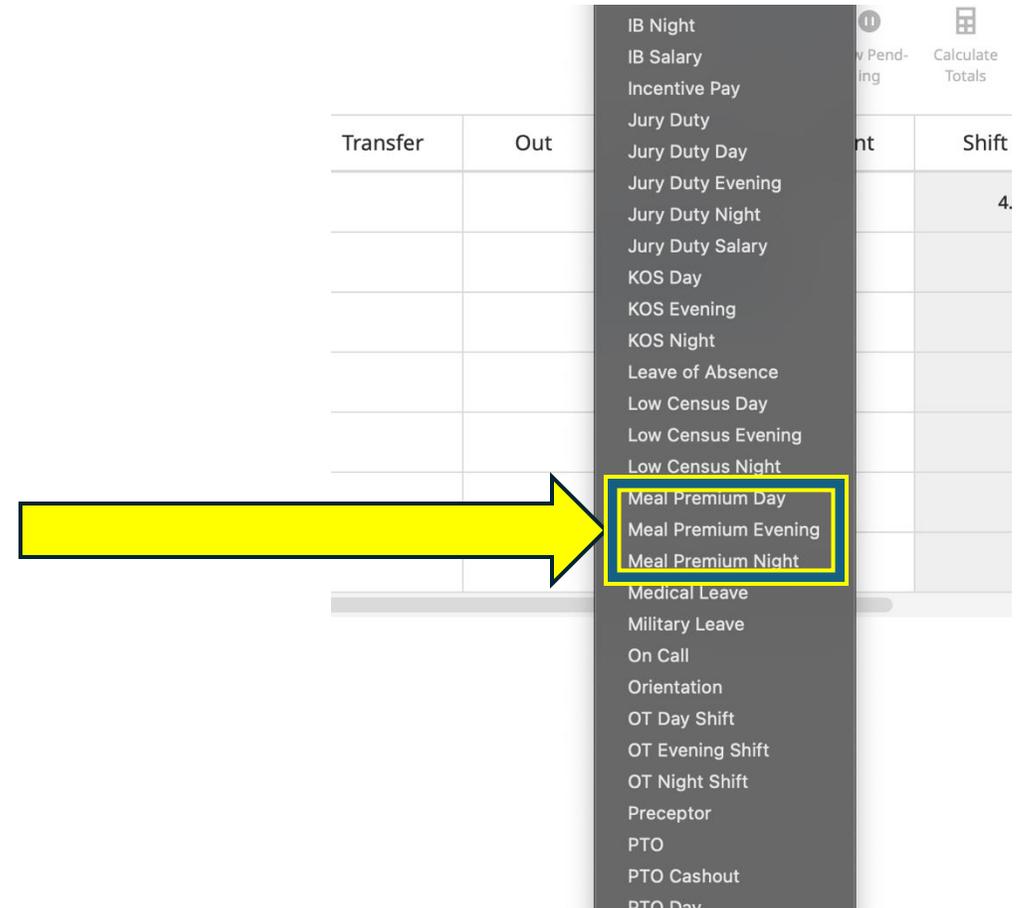
The ADP Time and Attendance System does not automatically add Meal Premiums to an employee's timecard.

Employees are not able to add the Meal Premium pay code to their own timecard.

The Meal Break Attestation questions at the end of an employee's shift do not automatically add the Meal Premium pay codes to the timecards.

Adding Meal Premium To Timecard

- **Step 3:** The drop down pay code list. For Meal Premium chose the correct shift so the correct rate is applied to the meal premium for your employee.
- Meal Premium Day: 7am – 3pm
 - Meal Premium Evening: 3pm - 11pm
 - Meal Premium Night: 11pm – 7am



Meal Premium Pay Code added to the timecard:

➤ **Step 1:** Add the amount of time for the meal premium. 30 minutes (.5 hr) added for each meal period missed.

➤ **Step 2:** When the decimal time is added you must click **“Save”** in the upper right corner of the timecard to have your edits saved to the timecard.

The screenshot shows the ADP Employee Timecards interface. The header includes the ADP logo, the title "Employee Timecards", and navigation icons. Below the header, there are filters for "Employee, Emily", "DZY8HCF1Y", and "221 of 828". The date range is "12/23/2024 - 12/28/2024" and the employee selection is "829 Employee(s) Selected". The interface includes a toolbar with various actions like "Zoom", "Approve", "Remove Approval", "Sign-Off", "Analyze", "View Moved...", "Accrual Actions", and "Go To".

	Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift	
+ ⊖	Mon 12/23			7:00 AM		11:00 AM	11:15 AM			Meal Pre...	.5	4.00	
+ ⊖	Tue 12/24												
+ ⊖	Wed 12/25												
+ ⊖	Thu 12/26												
+ ⊖	Fri 12/27												
+ ⊖	Sat 12/28												

At the bottom of the interface, there are tabs for "Accruals", "Totals", "Historical Corrections", and "Audits".

A yellow arrow labeled "Step 1" points to the "Amount" field in the first row, which contains ".5". A blue arrow labeled "Step 2" points to the "Save" button in the upper right corner of the interface.

Timecard Check Through Totals

Manager can check to make sure the meal premium was applied through the “Totals” section found on the bottom of the timecard view.

The screenshot displays the ADP Employee Timecards interface. The top navigation bar includes the ADP logo and 'Employee Timecards'. Below the navigation, there are filters for 'Employee, Emily', 'DZY8HCF1Y', and '221 of 828'. The main area shows a timecard grid with columns for Date, Schedule, Absence, In, Transfer, Out, Pay Code, Amount, Shift, Daily, and Period. The grid shows data for dates from Mon 12/23 to Sat 12/28. Below the grid is a summary table with columns for Location, Job, Cost Center, Labor Category, Pay Code, Amount, and Wages. Two yellow arrows point from the 'Amount' column in the grid to the 'Amount' column in the summary table.

Date	Schedule	Absence	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift	Daily	Period
Mon 12/23									Meal Premi...	0.50			
			7:00 AM		11:00 AM	11:15 AM		3:00 PM			8.75	9.25	9.25
Tue 12/24													9.25
Wed 12/25													9.25
Thu 12/26													9.25
Fri 12/27													9.25
Sat 12/28													9.25

Location	Job	Cost Center	Labor Category	Pay Code	Amount	Wages
NKC/Burien Kidney Center/Administ...	Work Job			Meal Premium Day	0.50	USD19.25
NKC/Burien Kidney Center/Administ...	Work Job			Reg Day Shift	7.75	USD298.38
NKC/Burien Kidney Center/Administ...	Work Job			Reg Evening Shift	1.00	USD38.50

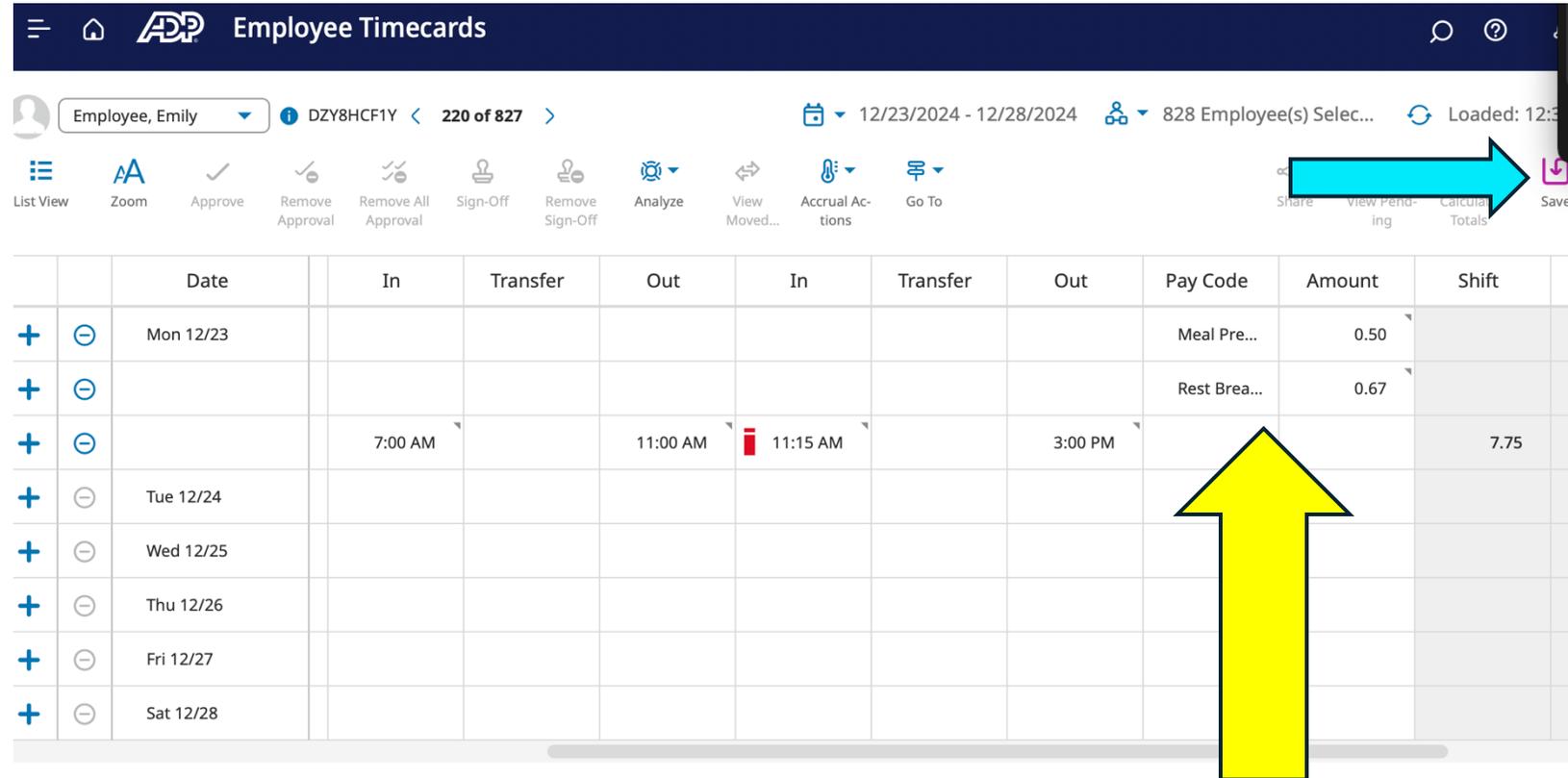
Rest Break Premiums

Once “Rest Break” Pay code is selected you will add the amount of time for that day’s premiums for missed breaks:

- 1 missed break: 15 minutes = .25 hr.
- 2 missed breaks: 30 minutes = .50 hr.
- 3 missed breaks¹: 45 minutes = .75 hr.

When done click **“Save”** on the timecard.

¹ This will only apply if employee works over 12 hours



The screenshot shows the ADP Employee Timecards interface. The top navigation bar includes the ADP logo, the title 'Employee Timecards', and a search bar. Below the navigation bar, there are filters for 'Employee, Emily', 'DZY8HCF1Y', and '220 of 827'. The main area displays a table of timecard entries for the period 12/23/2024 - 12/28/2024. The table has columns for Date, In, Transfer, Out, In, Transfer, Out, Pay Code, Amount, and Shift. A yellow arrow points to the 'Rest Break' entry on 12/23/2024, which has an amount of 0.67. A blue arrow points to the 'Save' button in the top right corner.

		Date	In	Transfer	Out	In	Transfer	Out	Pay Code	Amount	Shift
+	⊖	Mon 12/23							Meal Pre...	0.50	
+	⊖								Rest Brea...	0.67	
+	⊖		7:00 AM		11:00 AM	11:15 AM		3:00 PM			7.75
+	⊖	Tue 12/24									
+	⊖	Wed 12/25									
+	⊖	Thu 12/26									
+	⊖	Fri 12/27									
+	⊖	Sat 12/28									

You may check to make sure your pay code was added correctly by clicking on the totals at the bottom of the Timecard.