

EXAMPLE 02A:	Lunch Period converts to Work Time (Full-Time Employee)
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- Employee regularly scheduled Mon-Fri (8am-4:30pm) with a half-hour lunch.
- On Tuesday, 10 minutes into the employee's lunch, the employee is required to perform a work assignment that takes 5 minutes to complete. The employee then resumes his lunch.
- Because the employee did not have a minimum 30-minute uninterrupted time for the meal period, the entire meal period must be considered work time, so the employee records 8.5 hours on Tuesday.
- Because the employee also worked his full 40-hour work week, the additional 0.5 hours creates 0.5 hours of overtime (at 1.5x) for the work week.
- (The manager could have adjusted the employee's work schedule Tuesday or later in the work week in order to avoid creating the 0.5 hours of overtime.)

TIM SYSTEM:

DAY	Pay Code	Paid Hrs Not Worked	IN	OUT	IN	OUT	Hours Worked	Cumul. Hrs.	On-Call Hrs	
MON			8a	12p	12:30p	4:30p	8.0	8.0		
TUE			8a	4:30p			8.5	16.5		
WED			8a	12p	12:30p	4:30p	8.0	24.5		
THU			8a	12p	12:30p	4:30p	8.0	32.5		
FRI			8a	12p	12:30p	4:30p	8.0	40.5		
TOTALS:		-					40.5	40.5	-	
Total Pay Hours Worked:			40.5				AW ETO:	-	CTO:	-
Total Pay Hrs (not worked):			-				H.Prem:	-	TTO:	-
Hrs Eligible for OT Pay:			0.5				Hol ETO:	-	OCTO:	-

EXAMPLE 02B:	Lunch Period converts to Work Time (Part-Time Employee)
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- Employee regularly scheduled Mon-Fri (8:30am-3:00pm) with a half-hour lunch.
- On Tuesday, 10 minutes into the employee's lunch, the employee is required to perform a work assignment that takes 5 minutes to complete. The employee then resumes his lunch.
- Because the employee did not have a minimum 30-minute uninterrupted time for the meal period, the entire meal period must be considered work time, so the employee records 6.5 hours on Tuesday.
- Because the employee also worked his full 30-hour work week, the employee receives an additional 0.5 hours of pay. This pay is at the employee's normal hourly rate and cannot be paid as overtime (1.5x) pay and cannot be considered comp time.
- (The manager could have adjusted the employee's work schedule Tuesday or later in the work week in order to avoid paying the additional 0.5 hours.)

TIM SYSTEM:

DAY	Pay Code	Paid Hrs Not Worked	IN	OUT	IN	OUT	Hours Worked	Cumul. Hrs.	On-Call Hrs
MON			8:30a	11:30a	12p	3p	6.0	6.0	
TUE			8:30a	3p			6.5	12.5	
WED			8:30a	11:30a	12p	3p	6.0	18.5	
THU			8:30a	11:30a	12p	3p	6.0	24.5	
FRI			8:30a	11:30a	12p	3p	6.0	30.5	
TOTALS:		-					30.5	30.5	-
Total Pay Hours Worked:			30.5			AW ETO:	-	CTO:	-
Total Pay Hrs (not worked):			-			H.Prem:	-	TTO:	-
Hrs Eligible for OT Pay:			-			Hol ETO:	-	OCTO:	-

EXAMPLE 02C:	Truncated Meal Period
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- Employee regularly scheduled Mon-Fri (8:00am-5:00pm) with a one-hour lunch.
- On Tuesday, 10 minutes into the employee's lunch, the employee is required to perform a work assignment that takes 5 minutes to complete. The employee then resumes her lunch.
- Because the employee did not have 30 uninterrupted minutes at the time that she was required to perform work, the first 15 minutes of her regular lunch break must be considered work time.
- Because she was free from work for the remainder of her normal lunch period (45 minutes) that time is not paid.
- (The manager could have adjusted the employee's work schedule Tuesday or later in the work week in order to avoid paying the additional 0.3 hours.)

TIM SYSTEM:

DAY	Pay Code	Paid Hrs Not Worked	IN	OUT	IN	OUT	Hours Worked	Cumul. Hrs.	On-Call Hrs
MON			8a	12p	1p	5p	8.0	8.0	
TUE			8a	12:15p	1p	5p	8.3	16.3	
WED			8a	12p	1p	5p	8.0	24.3	
THU			8a	12p	1p	5p	8.0	32.3	
FRI			8a	12p	1p	5p	8.0	40.0	
TOTALS:		-					40.3	40.3	-
Total Pay Hours Worked:			40.3			AW ETO:	-	CTO:	-
Total Pay Hrs (not worked):			-			H.Prem:	-	TTO:	-
Hrs Eligible for OT Pay:			0.3			Hol ETO:	-	OCTO:	-