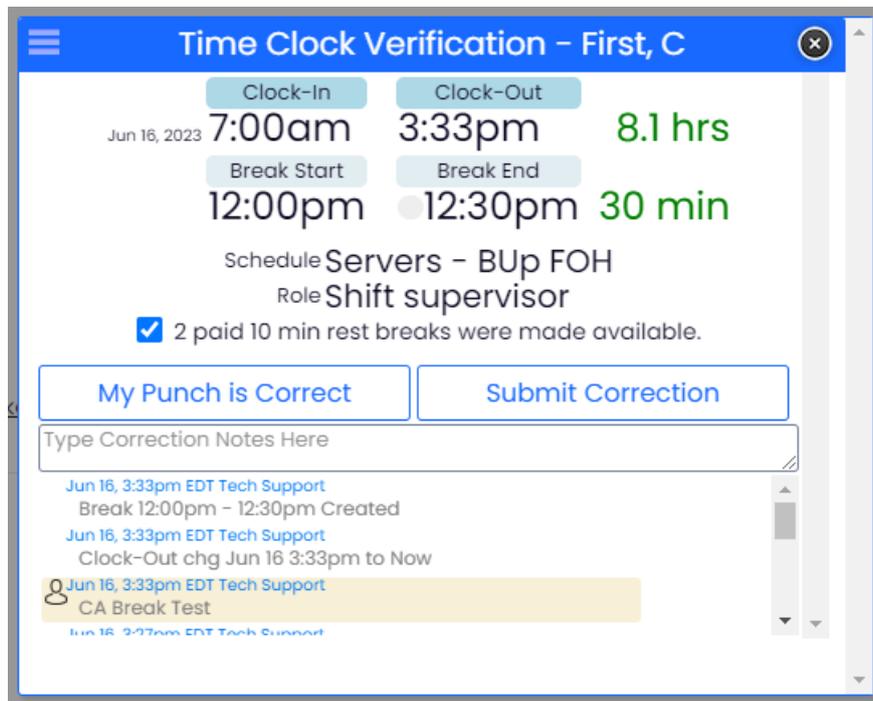


Time Punch Validation with California Break Laws

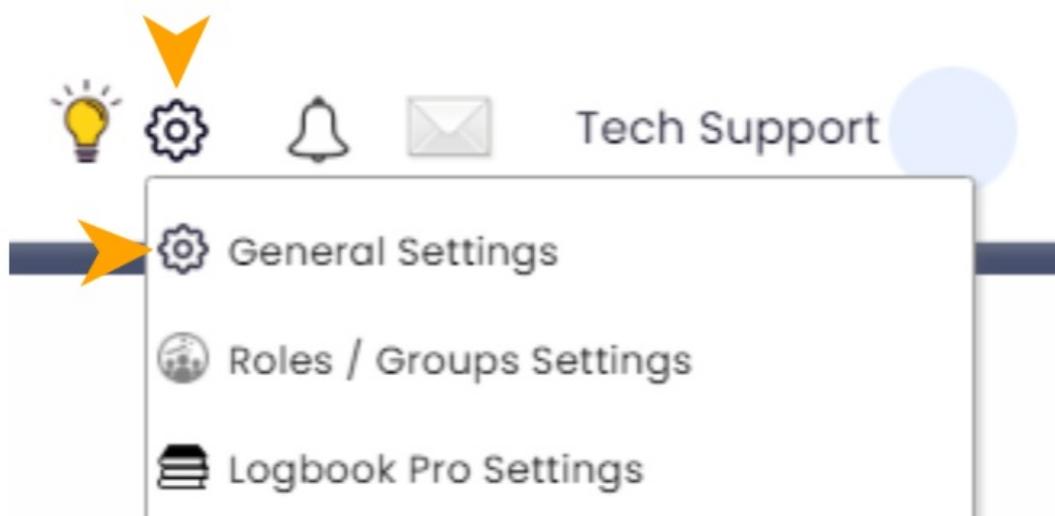
Last Modified on 06/19/2023 1:45 pm MDT

Employers are able to track break compliance as well as capture employee validations of time punches and rest/discretionary breaks, upon clock out.



To Activate California Break Tracking:

Click on the Gearwheel icon at the top of any Teamwork page. Click on **General Settings**.



Scroll to **Default Payroll Settings** and then to the **Break Rules** section.

Scroll to **Other Settings**. Check **Use California Break Rules**, and **Save All Changes**

Default Payroll Settings Updated Jun 14, 2023

Currency Symbol: US Dollar (\$) | Currency Format: 1,000.00 | Payroll Frequency: Bi-Weekly (26 periods) | Starting Day of Week: Sunday | Start Time: 12:00am
Current Pay Period started Jun 4, 2023

Next Payroll Period Begins On: Friday Jun 18, 2023 | Friday Jun 25, 2023

Overtime Display: Show as 1.5 times (Mandatory for NY Tipped Wage) | Show as 0.5 times

Salary Work Week: 40.00 hours | FLSA Payroll Period:

AM to PM dividing time (Display Only: For Viewing Schedules and Shift Prep Report): 12:00pm

Break Rules

No Break Rules | Use California Break Rules | Use Washington Break Rules

Auto-Waive discretionary 30-min breaks, employee waivers are on file
 Look at Employee Profile Setting | Yes Waive All

Include break penalties in hrly lbr %

Auto-Waive Evening Shifts After:

Break-In/Out Tolerances: @ 5 hrs mins | @ 10 hrs mins

Punch Length Tolerances: mins

Additionally, if an employer has **WRITTEN AUTHORIZATION** on file from **ALL EMPLOYEES** that their discretionary 30-min breaks are waived (i.e. shift length is greater than 5 hours, but less than 6 hours), then the **Auto-Waive discretionary 30-min breaks, employee waivers are on file** option can be set to **Yes Waive All**. This selection removes the discretionary break from the time punch validation, and assumes that there is **NO** violation.

Break Rules

No Break Rules | Use California Break Rules | Use Washington Break Rules

Auto-Waive discretionary 30-min breaks, employee waivers are on file
 Look at Employee Profile Setting | Yes Waive All

Next choose the preferred behavior settings **PER LOCATION** or **DEPARTMENT**

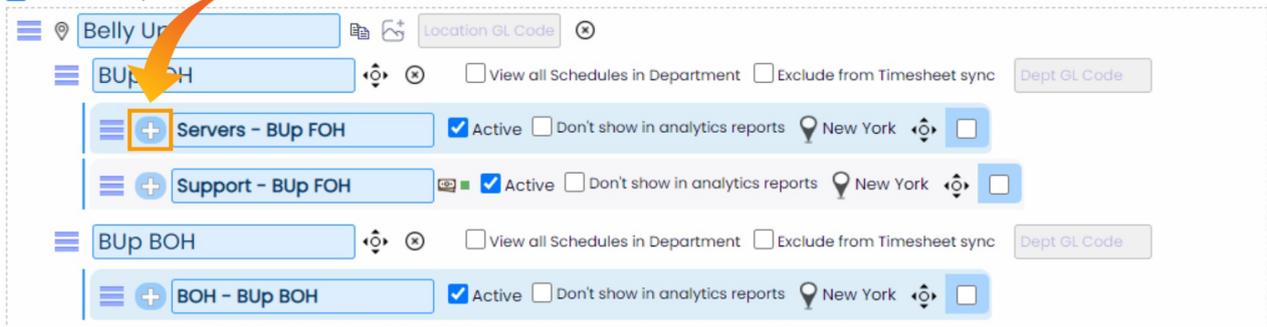
From the **General Settings** page, scroll to **Schedules**. Click the + icon to the left of the location / schedule name to bring up the **Schedule Settings** for that specific schedule.

Schedules

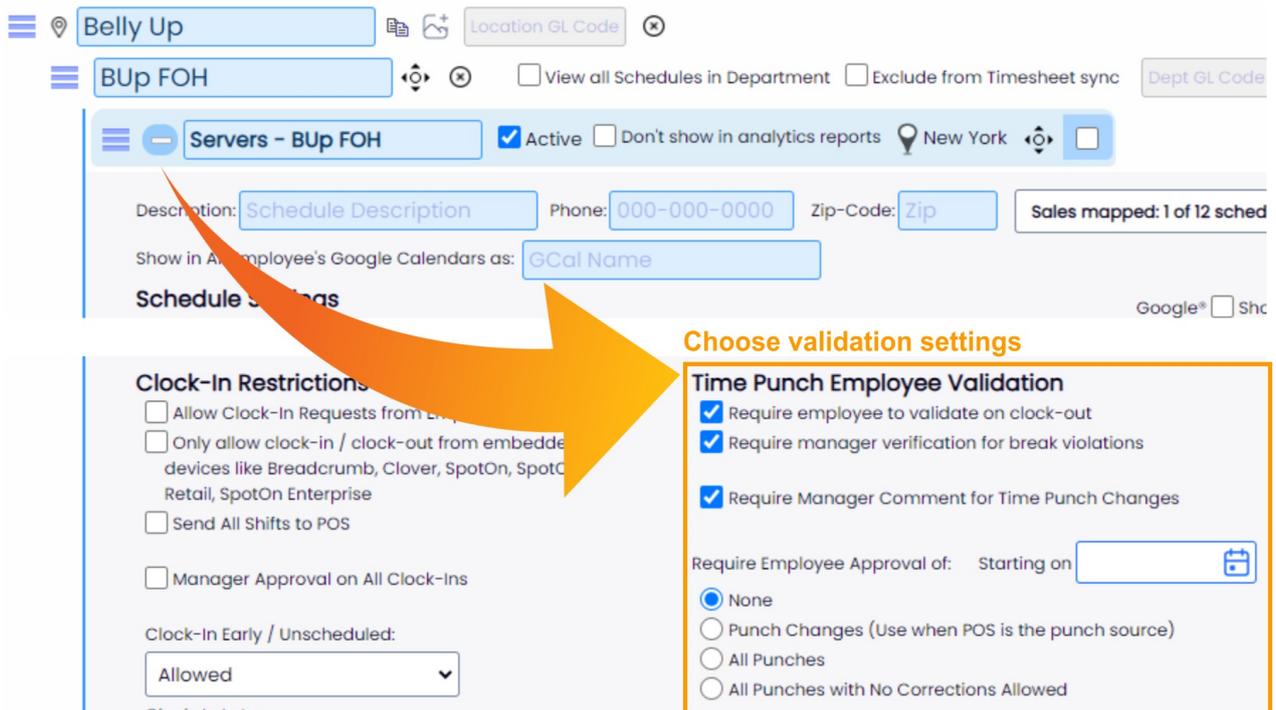
Click a name to edit. Drag  to sort within a group. Drag  to move between groups. Add your Zip Code to view local weather  on your schedules.

Show Detailed Options

Reveals location's schedule options



Scroll to the **Time Punch Employee Validation** section and check **Require Employee Validation on Clock-Out** to require employees to verify the accuracy of their time punch and confirm that mandatory breaks were made available upon clock-out. **IT IS RECOMMENDED THAT YOU CHECK THIS.** If this is not checked, employees must take the initiative to validate time-punch accuracy from their dashboard, prior to the end of the payroll period.



Optional: Check **Require manager verification for break violation** (see previous image). If this option is checked, when an employee indicates that they were NOT offered mandatory breaks, they must find a manager to approve and proceed with the entry! This actively engages management to be constantly aware of potential break violations in real-time. The manager must enter their credentials into the time-punch verification to indicate that they were made aware of

the violation!

Time Clock Verification - First, C

Jun 16, 2023

Clock-In: 7:00am

Clock-Out: 4:52pm

9.9 hrs

Break Start: ---

Break End: ---

0 min

Schedule Servers - BUup FOH

Role Shift supervisor

This Time Punch Requires Manager Approval

Username Password or Pin

Select a Manager

I did not take my 30 min break @ 5hrs.

2 paid 10 min rest breaks were made available.

My Punch is Correct

Please contact your Manager if corrections are needed

Monitoring Violations

Managers can spot violations right from the schedule view:

Thu Jun 15 24

Add

5:00pm - 11:00pm 30

*server

4:54pm - 10:25pm V

5.5 / 5.5 hrs

2:30pm - 10:00pm 30

10

*server

2:29pm - 10:08pm V

7.7 / 7.0 hrs

Managers Can View Validation Statuses and Details from the Daily Summary

From the schedule page punch verification hyperlink or daily summary report, managers can see:

- If employee has "validated" their time punch
- If there is a break violation (30-min / or 10-min)
- The time punch detail can be viewed by pressing the **Clock-In Verification** button

First, Charlie

Jun 16, 2023 - Friday Approve All for Friday

First, Charlie
Shift supervisor \$0.00
[Edit Clock-In](#)

Scheduled: 9:00am 5:00pm Length 7.50
Worked: 7:00:00am 6:09:05pm 11.15
Breaks Expected 30 mins
Total Breaks 0 mins
Clock-in EARLY 02:00 (HH:mm)

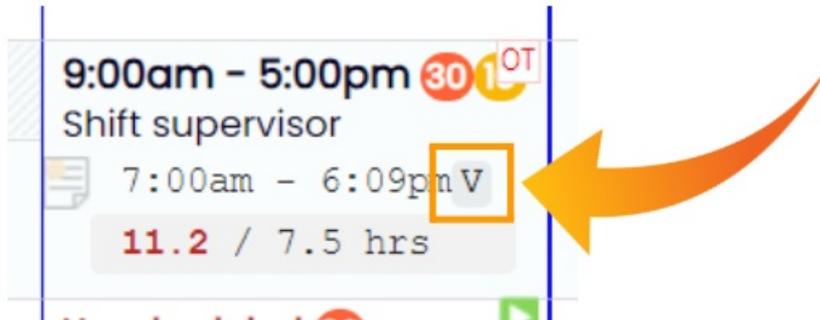
Shift Audit:
Jun 16, 3:22pm EDT Tech Support
Shift Created from Dialog

Clock-In Audit:
Jun 16, 6:09pm EDT Charlie First
Clock-Out from Teamwork (CA test)
Jun 16, 4:51pm EDT Tech Support
Clock-Out chg Jun 16 4:47pm to Now

Manager Approved
 Employee Validated
[Clock-In Verification \(Y\)](#)

Violations
(3) - 10 min rest break violation
30 min break violation @ 5hrs
30 min break violation @ 10hrs

Additionally, the **Punch Verification** can be opened from the schedule, by clicking on the **V** that is located within the cell containing the Shift and the Time Punch.



Employees are likewise able to view their punch validations from their dashboard, and if any violations exist.

Teamwork [Dashboard](#) [Schedules](#) [Employees](#) [Reports](#) [Tools](#) 13 day Trial Charlie First

Clock-In/Out
[Print](#)

Belly Up - BUup FOH: Servers - BUup FOH

Jun 16, 2023 - Friday

First, Charlie
Shift supervisor

Scheduled: 9:00am 5:00pm Length 7.50
Worked: 7:00:00am 6:09:05pm 11.15
Breaks Expected 30 mins
Total Breaks 0 mins
Clock-in EARLY 02:00 (HH:mm)

Clock-In Audit:
Jun 16, 6:09pm EDT Charlie First
Clock-Out from Teamwork (CA test)
Jun 16, 4:51pm EDT Tech Support
Clock-Out chg Jun 16 4:47pm to Now
Jun 16, 4:51pm EDT Tech Support
CA Break Test
Jun 16, 4:47pm EDT Charlie First
Clock-Out from Teamwork (CA Break Test)
Jun 16, 4:47pm EDT Tech Support
Break 12:00pm - 12:30pm Deleted
Jun 16, 4:47pm EDT Tech Support

Validated
[Clock-In Verification \(Y\)](#)
(3) - 10 min rest break violation
30 min break violation @ 5hrs
30 min break violation @ 10hrs

The Daily Summary Report can be filtered on break violations across a time period, or a location or employee.

Reports

[Set Range to](#) Last Pay Period was **Monday**
[Set Range to](#) Current Pay Period is **Monday**

Daily Summary / Clock-In Approval ▼
May 15, 2023  to Jun 19, 2023  
Workday start time is 12:00am

Options  Search for Employees Everybody ▼ BUp Payroll CA Rules ▼ 3 of 12 Schedules ▼

Roles 28 of 28 Roles Selected ▼ Approved and Unapproved Clock-Ins ▼

Show Details Break Violations ▼ Filter Off ▼ Type of Hours ▼ All ▼ Data View ▼ Summary ▼

Employee Approved Changes Filter Has 30 min Violation ▼ Has 10 min Violation ▼ Has any Violation ▼ Fair Work Week ▼ Filter Off ▼ Sort By Employee's Name

HTML / PDF / CSV Report Status [Delete All Reports](#)

The constant status-awareness available to employers and employees is intended to reduce the possibility of break rule non-compliance.

Other behavioral note:

If an employer **edits** a time punch that has been previously **validated**, its status is changed to **not-validated**

Break violations in Payroll Reports

Break violations show in payroll, in a Break Violation column. Note that there is a maximum of two possible violations per day: one for 30-min break violations, and one for 10-min break violations.

Hourly Employees										
Employee	Location	Role	Base / OT	Hourly Rate	Hours	Overtime Hours	E/D/PS/SS	Total Hours	Wages	Break Issues
 First, Charlie	Servers - Bup FOH		Base	\$0.00	8.00				\$0.00	Total 5 30min 2 10min 3
First, Charlie	Servers - Bup FOH		Overtime	\$0.00		3.15			\$0.00	
First, Charlie	Employee Total				8.00	3.15		11.15	\$0.00	Total 5 30min 2 10min 3

NOTE: There is also an option to require a re-validation of a time punch that has been edited by a manager, found in the schedule settings.

To engage, select "Require Employee Approval of All Punches"

Time Punch Employee Validation

- Require employee to validate on clock-out
- Require manager verification for break violations
- Require Manager Comment for Time Punch Changes

Require Employee Approval of: Starting on

- None
- Punch Changes (Use when POS is the punch source)
- All Punches
- All Punches with No Corrections Allowed

Employees will be prompted to validate the manger's edit upon their next clock-in, or can validate from their dashboard.

Manager's will see approval status from Daily Summary / Approval reports

Jun 16, 2023 - Friday				<input type="checkbox"/> Approve All for Friday
First, Charlie Shift supervisor \$0.00 Edit Clock-In	Scheduled: 9:00am 5:00pm Worked: 9:00:00am 5:00:00pm Breaks Expected 30 mins Break(s) 12:15pm 12:45pm 30 mins Total Breaks 30 mins Clock-in On-Time	Length 7.50	Shift Audit: Jun 16, 3:22pm EDT Tech Support Shift Created from Dialog Manager Approved Employee Validated Clock-In Audit: Jun 19, 3:37pm EDT Tech Support Break 12:15pm - 12:45pm Created Jun 19, 3:37pm EDT Tech Support Clock-Out chg Jun 16 10:45pm to Jun 16 5:00pm Jun 19, 3:37pm EDT Tech Support Clock-In chg Jun 16 12:15am to Jun 16 9:00am Clock-In Verification (Y) (1) - 10 min rest break violation	