

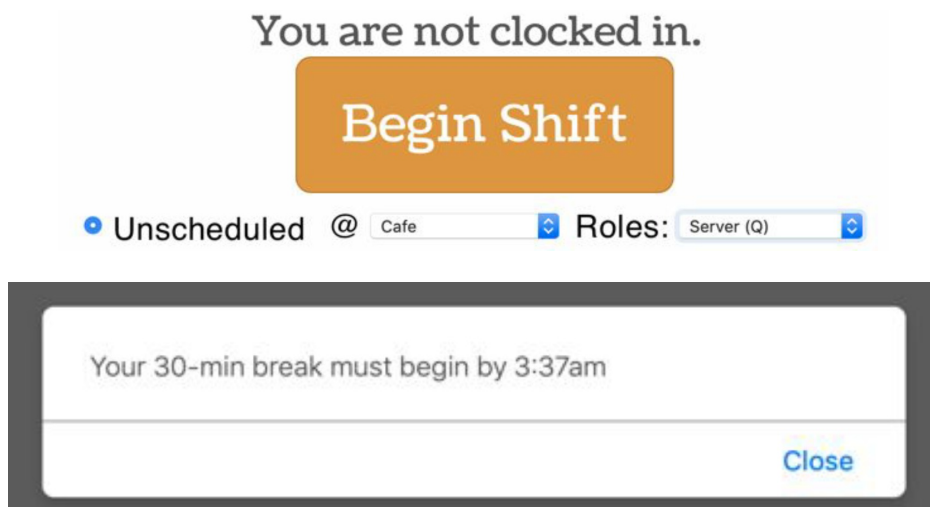
# Labor Compliance and Time Punch Validation Overview

Last Modified on 12/24/2023 10:05 am MST

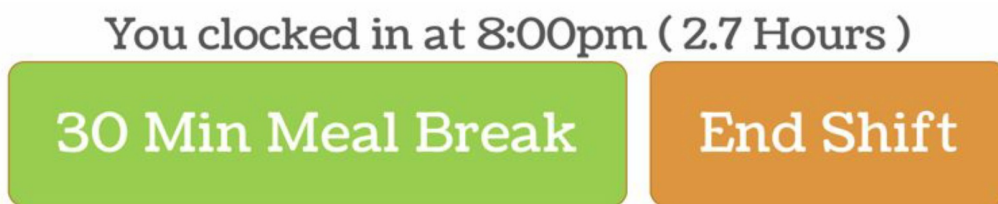
## Break Compliance

Teamwork tracks and helps to control Meal Break and Rest Break compliance.

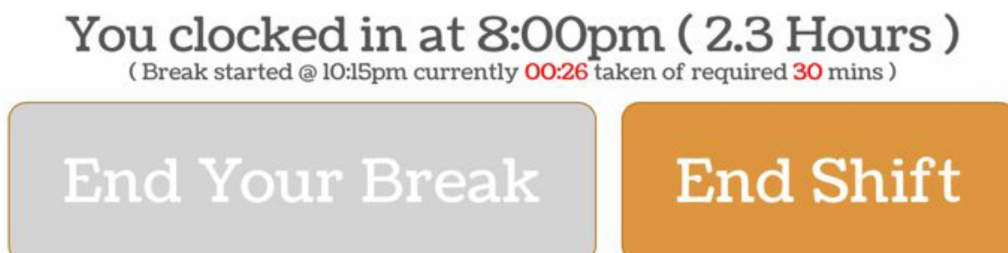
**Informing Break Start Time:** Using California as an example, Teamwork advises the employee upon clock-in when the required 30-minute break must begin by (i.e. end of the 5th hour). Alerts can also be sent advising of approaching break start.



Teamwork tracks a Meal Break as an event outside of regular start / end of shift, which allows enforcement and tracking opportunities:



**Enforcing full break duration:** Early return from a required 30-minute break can be blocked. In the following example, the employee is prevented from returning from break



**Validating Rest and Discretionary Breaks:** Upon clock-out, employees **Validate** their time punch, and can attest to other break related questions

- Teamwork will prompt for verifications that required Rest Breaks have been made available.
  - If certain Breaks are discretionary (ie California shift length between 5-6 hours), a prompt is provided to waive.

**Time Punch Verification**

Shift Start: 3:15pm    Shift End: 8:56pm    5.7 hrs

Break Start: - - - -    Break End: - - - -    0 min

Location: La Jolla BOH  
Role: Froster - boh

I waive my 30 min break @ 5hrs.  
 One (1) paid 10 min rest break was made available.

My Time Punch is Correct

Type Correction Notes Here

Submit Correction

Alternatively, Rest Breaks can be specifically tracked through the use of a **Rest Break** clock-in/out buttons

You clocked in at 10:00pm ( 6.3 Hours )

6.29 hrs worked in current pay period

30 Min Meal Break Unpaid

10 Min Break Paid

End Shift  
as Sample Employee

**Correcting negative compliance behavior:** Teamwork can be set to prompt for manager sign-off when a labor violation exists, at the time an employee clocks out.

**Time Punch Verification**

Shift Start: 04/23/16 12:00 PM    Shift End: 04/23/16 5:59 PM    **6.0 Hours**

Break Start: - - - - -    Break End: - - - - -    **0 Minutes**

Location: **Cafe Downtown**  
Role: **None**

**This Time Punch Requires Manager Approval**

Manger: [dropdown]    Password: [input]

One (1) paid 10 min rest break was made available.

**My Time Punch is Correct**

Type Correction Notes Here

**Needs Correction!**

**Break Waivers:** Waivers for discretionary breaks can be entered globally or per employee.

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 %

---

Edit Availability & Days Off

Profile    Schedules / Roles    **Salary / Wages**    Permissions

**Wage / Salary Info**

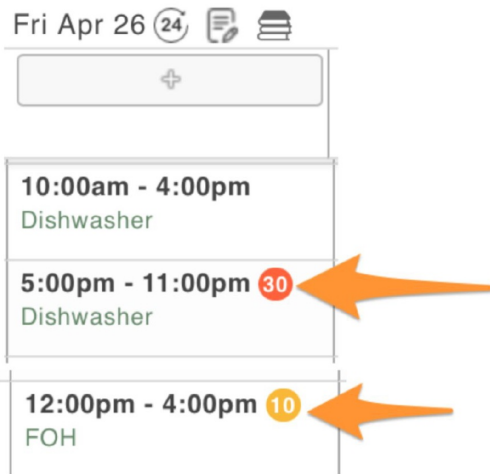
Part Time / Full Time: Full Time

Auto-Waive discretionary 30-min breaks, employee waivers are on file:

Exclude Employee from Tip Pooling:     Receives Health Benefits:

## Reporting of Break Violations and Payroll Reporting

**Schedule View:** Managers are able to spot violations from the schedule / time-punch view.



**Time Card Summary View:** Managers can view time punches with break data, and violation / validation statuses. Employees can likewise view their time card summaries, and dialogue with employer. Dialogue remain tied to the audit history of the punch.

NOTE: Spreadsheet summaries report archival data for any date range.

Daily Summary for Monday Apr 25, 2016 12:00am

Cafe Downtown

Apr 25, 2016 - Monday  Approve All for Monday

**Joe Sample**

<b>Scheduled:</b>	12:00 PM	6:00 PM	6.00
<b>Worked:</b>	12:00:00 PM	6:01:00 PM	5.77
<b>Breaks Exp.</b>			0 mins
<b>Break(s)</b>	3:00 PM	3:15 PM	15 mins
<b>Total Breaks</b>			15 mins

Manager Approved

Employee Approved

30 min break violation @ 5hrs

Apr 26, 12:49pm admin  
Clock-Out chg Apr 25 6:00pm to Apr 25 6:01pm  
Apr 26, 12:48pm  
Modified Clock-In From Admin  
Apr 26, 12:48pm  
Created Clock-In From Admin

**Report / Email-Report:** A break violation report is emailed nightly to admin, and can be run manually for any employee over any date range.

Sat - Nov 16, 2019

### Beverly Hills BOH

Employee	Clock-In/Out Times	10 min Break Violations	30 min Break Violations
Lilian Vasquez	3:00am - 11:42am Breaks 8:00am - 8:31am		30 min break violation @ 5hrs
Marisol Martinez Hernandez	3:29am - 1:05pm Breaks 8:30am - 9:01am		30 min break violation @ 5hrs
Valentina Ledesma	3:30am - 12:58pm Breaks 8:31am - 9:01am		30 min break violation @ 5hrs

### Downtown Disney MGT

Employee	Clock-In/Out Times	10 min Break Violations	30 min Break Violations
Rebekah Ramirez	4:10pm - 12:25am Breaks 9:21pm - 9:51pm		30 min break violation @ 5hrs

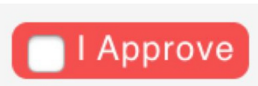
**Payroll:** Break violations and state-specific penalties are applied to payroll reporting, and mapped to designated payroll codes. Process requires no manual computations or entry.

## Time Punch Validation and Re-Validation

Employees validate time punches at clock-out. If a manager edits any component of the time punch, it becomes invalidated.

**Re-Validation:** Employees can re-validate punches from their dashboard or mobile

The screenshot shows two panels for a 'Sample Employee' (Barista). The top panel is for Nov 20, 2019 - Wednesday. It displays 'Unscheduled: 0.00' and 'Worked: 12:15:00pm 12:48:00pm 0.55'. It also shows 'Breaks Expected: 0 mins' and 'Total Breaks: 0 mins'. A 'Clock-In Audit' section lists events like 'Nov 20, 1:08pm Tech Support' and 'Nov 20, 12:48pm Sample Employee Clock-Out from Dolce (Testing)'. There are 'I Approve' and 'Clock-In Verification' buttons. The bottom panel is for Nov 17, 2019 - Sunday. It displays 'Scheduled: 11:00pm 11:45pm 0.75' and 'Worked: 10:14:23pm 10:20:19pm 0.10'. It also shows 'Breaks Expected: 0 mins' and 'Total Breaks: 0 mins'. A 'Clock-In Audit' section lists events like 'Nov 17, 10:20pm Sample Employee Clock-Out from Dolce (test)'. There are 'I Approve' and 'Clock-In Verification' buttons. Both panels have an 'update' button and a '450 characters max' limit.



**Re-Validation on Clock-In:** Employees will be prompted upon clock-in for a shift to validate any unvalidated time punches.

## Split Shift Premium

**Split Shift Defined:** Workers who earn the minimum wage per hour are entitled to additional pay known as a "split shift premium" when their schedule includes a split shift. Any money earned over and above the state, or local, minimum wage will be

credited towards the employer's obligation to pay the split shift premium.

### Determining Employer or Employee Benefit:

- Split Shift penalties are applied solely in instances where split shifts are created for the benefit of the employer.
  - In the punch validation (at clock-out), the employee is prompted to state the beneficiary of the Split Shift:

Time Punch Verification

Shift Start: 5:00pm, Shift End: 6:00pm, 1.0 hrs

Break Start: ---, Break End: ---, 0 min

Location: Main Bar, Role: Server

My 2<sup>nd</sup> shift was requested by my employer  
 My 2<sup>nd</sup> shift was requested by me for my benefit

Not Validated

Save

### Split Shift Premiums in Payroll:

- Split Shift Premiums are automatically calculated and show in the payroll report, and can flow into applicable payroll integrations and custom payroll exports.
  - Split Shifts can be tracked and calculated across multiple wages and locations.

Employee	Location	Role	Base / OT	Hourly Rate	Hours	Overtime Hours	E/D	Total Hours	Wages
Sped, Ted	Main Bar		Base	\$12.00	5.48				\$65.76
Sped, Ted	Main Bar		Split Shift Penalties				\$28.21		\$0.00
Sped, Ted	Main Bar	Server	Base	\$14.00	1.00				\$14.00

### Spread of Hours

Teamwork tracks and reports Spread of Hours violations

### Complex Overtime Rules

Teamwork tracks 40hr, 8hr, 12hr, 6-day consecutive, and rolling-24 overtime. OT is applied proportionately across roles, wages, and locations worked. Reporting provides visual understanding of overtime source.

Saturday Nov 30, 2019 1:30am

Name	OT	OT WTD	OTDT	OTDT WTD	Schedule - Role	Hrs Worked	Hrs Worked WTD
Agraz, Mara	1.48	3.42			Newport Beach BOH - Froster - boh	9.48	35.42
Albanes Juarez, Jaime Ernesto	0.23	3.33			LA Commissary Cupcake - Production kitchen associate	8.23	43.33
Albanes Juarez, Jose	0.22	3.55			LA Commissary Cupcake - Production kitchen associate	8.22	43.53
Ambrosio, Gumersindo	1.36	6.25			Newport Beach BOH - Baker - boh	9.36	38.25
Asencio, Oscar	0.48	1.62			LA Commissary Cupcake - Production kitchen associate	8.48	33.60
Barajas, Daniel	0.27	0.28			La Jolla BOH - Baker in Training	8.27	31.73
Becerra, Natalie	0.72	1.94			Americana MGT - Bakery manager	8.72	25.94
Brennan, Corinne	1.28	6.07			Westlake MGT - Bakery manager	9.28	30.07
Brewer, Annabelle	0.15	0.15			Beverly Hills Cupcakes - Bakery associate - foh	8.15	28.79
Bustamante, Anabela	0.59	0.60			Grove BOH - Froster - boh	8.59	16.60