

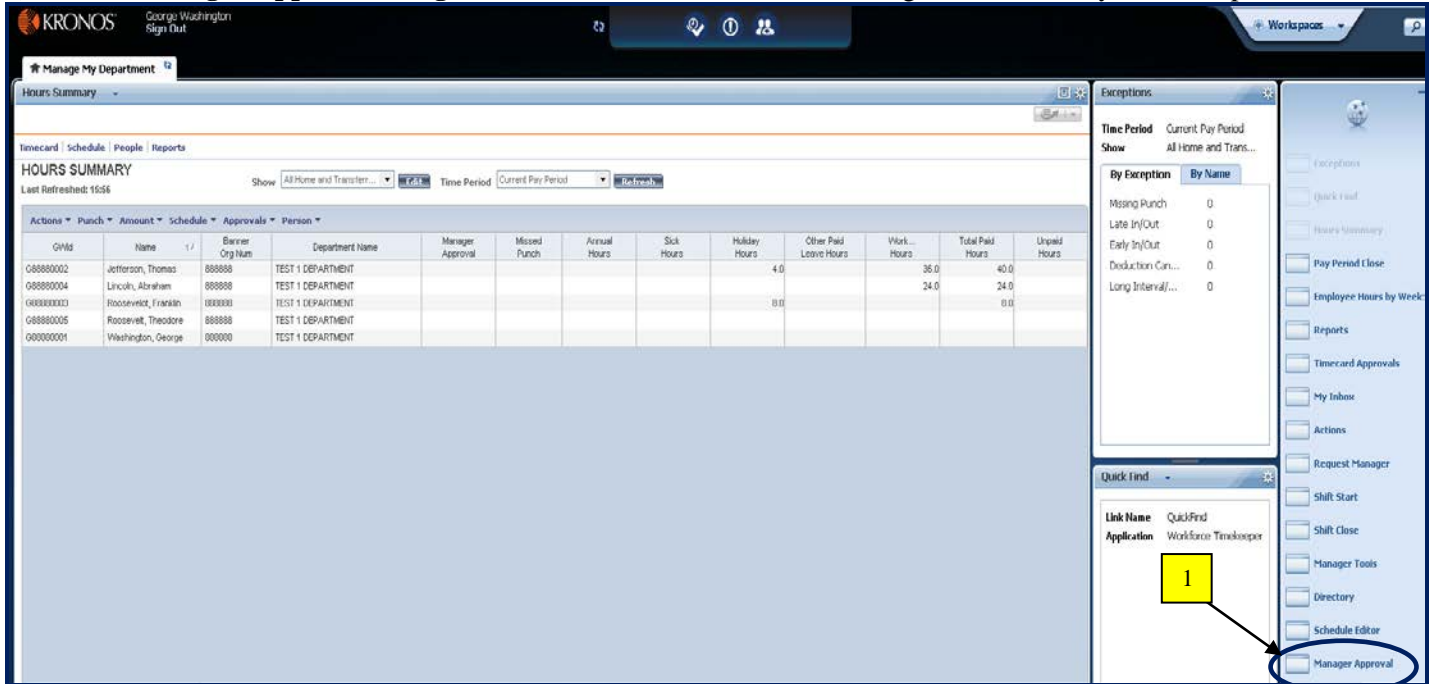
TIME REPORTING

HELPFUL TIPS

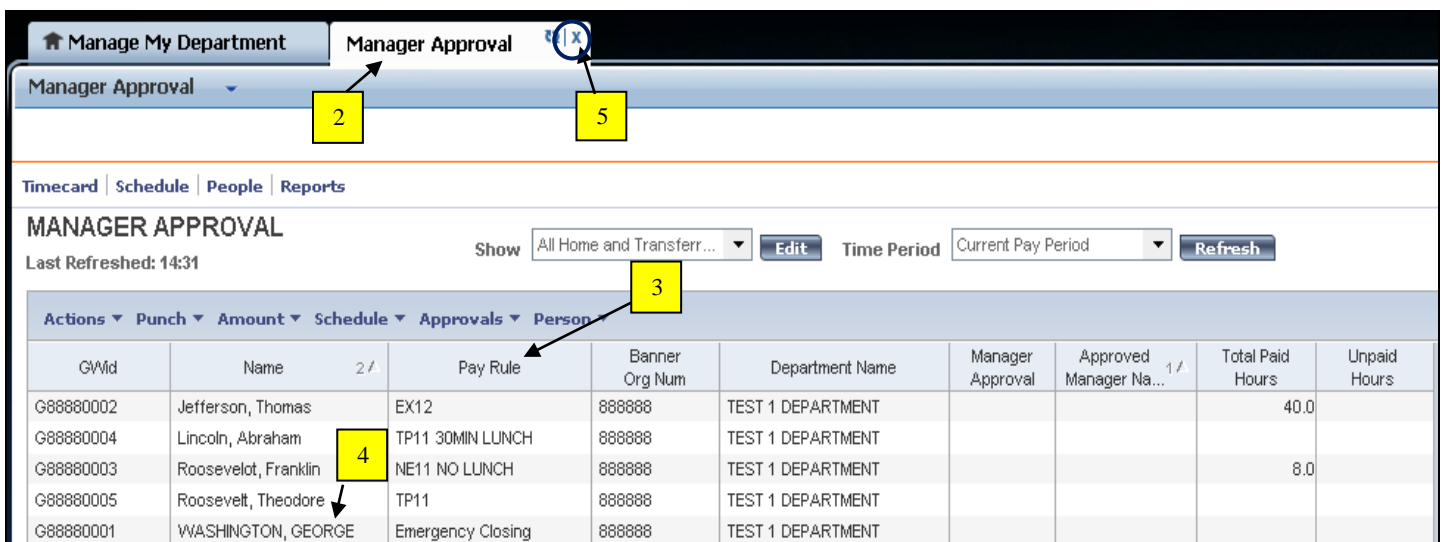
Employees Meal Break Pay Rule

You can check an employee's meal break setting by checking the Pay Rule column on the Manager Approval Widget. Please confirm employees are in the correct meal break before approving. Most non-exempt employees default into Kronos with a 1 hour meal break and all temporary and student employees default in with no meal break. Please see next page for the attached list of employees meal break Pay Rules with descriptions.

1) Select **Manager Approval Widget** from the Related Items Bar on the right hand side of your workspace



- 2) The **Manager Approval Widget** will open in its own tab
- 3) You can view the employees Pay Rule from the Pay Rule column
- 4) If the employee is a Monthly Timekeeper their name will appear in 'All Caps' and their meal break will say 'Emergency Closing'. This is a generic placer since this employee is not paid from Kronos.
- 5) To **update a Meal Break** instructions can be found at, <https://payroll.gwu.edu/trs-instructions>
- 6) When your finished you can close the Manager Approval Widget



GWid	Name	2/	Pay Rule	Banner Org Num	Department Name	Manager Approval	Approved Manager Na...	Total Paid Hours	Unpaid Hours
G88880002	Jefferson, Thomas		EX12	888888	TEST 1 DEPARTMENT			40.0	
G88880004	Lincoln, Abraham		TP11 30MIN LUNCH	888888	TEST 1 DEPARTMENT				
G88880003	Roosevelot, Franklin		NE11 NO LUNCH	888888	TEST 1 DEPARTMENT			8.0	
G88880005	Roosevelt, Theodore		TP11	888888	TEST 1 DEPARTMENT				
G88880001	WASHINGTON, GEORGE		Emergency Closing	888888	TEST 1 DEPARTMENT				

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Employees Default Meal Break Pay Rule

Pay Rule	Description
Starts with EX	Bi-weekly Exempt – populates hours
NE 11	Default FT - non-exempt NE11, 1 hour meal break
NE 12	Default PT - non-exempt NE12, 1 hour meal break
NE 13	Default FT - non-exempt NE13, 1 hour meal break
NE 14	Default FT - non-exempt NE14, 30 min meal break
NE 15	Default FT - non-exempt NE15, 1 hour meal break
NE 16	Default PT - non-exempt NE16, 1 hour meal break
NE 17	Default FT - non-exempt NE17, 1 hour meal break
NE 18	Default FT - non-exempt NE18, no meal break
NE 19	Default PT - non-exempt NE19, no meal break
TP 11	Default temp TP11, no meal break
TP 12	Default temp TP12, no meal break
TP 13	Default temp TP13, no meal break
TP 14	Default temp TP14, no meal break
TP 15	Default temp TP15, no meal break
TP 16	Default temp TP16, no meal break
TP 17	Default temp TP17, no meal break
TP 18	Default temp (work study) TP18, no meal break
TP 19	Default temp TP19, no meal break
TP 20	Default temp TP20, no meal break
UN11	Default union FT - UN11, 1 hour meal break
UN12	Default union PT - UN12, no meal break
UN13	Default union FT - UN13, 30 min meal break
UN14	Default union FT - UN14, 1 hour meal break
UN15	Default union PT - UN15, no meal break
UN16	Default union FT - UN16, no meal break