Why is a lunch punch that is less than 30 minutes considered a paid lunch in Kronos WFR?

Tell Me

Reference Human Resources Personnel Information Memorandum (PIM) #16, Normal and Variable Schedules for SHRA Staff Employees - Subject to the Wage and Hour Provisions of the Fair Labors Standards Act (FLSA) for additional information.

1. If an employee clocks out/in for a lunch period that ends up being less than 30 minutes, the whole lunch will be considered as paid time per PIM 16.
2. Rounding is not a factor when calculating the 30-minute lunch period required by FLSA.
3. Paid lunch instances should be a rare exception and should be pre-approved by your Supervisor.
4. Supervisors will receive an automated email from Kronos notifying them of paid lunch instances in Kronos WFR.
5. Supervisors and employees can monitor lunch punches in Kronos by going to My Reports > Time & Labor > Calculated Time > Lunch and Breaks.

Note

Exception: If an employee's initial clock in for the day is during the lunch time associated with their schedule (i.e., 12 PM), it will show up in Kronos WFR as a "Paid Lunch" exception, which is ok.

Related FAQs

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