

# Kronos Basics- Understanding Meal Breaks



**INFORMATION ON THE NEW PROGRAMMING  
IN KRONOS, NYS AND FEDERAL LAW, AND  
COMPLETING TIMECARDS CORRECTLY**

**JULY 2015**



**Cornell University**  
**Cooperative Extension**

# NY State Law Regarding Meal Breaks



## **The Basics of the Law as they apply to CCE:**

- According to NY State Law, **any** employee who works a shift of more than 6 hours that begins at or before 11am and goes past 2:00 pm must be given a 1/2 hour lunch break between 11am and 2pm. This break may be unpaid.
- In addition, if the same hourly employee works past 7:00pm, he/she must also be given a 20 minute meal break between 5pm and 7pm.
- If an hourly employee begins a shift after 1pm and works 6 or more hours, he/she must be given a 45 minute meal break. This break should be mid-way through the shift if it is the only break he/she gets.

# Points to Ponder Regarding These Rules



- **The Meal Break must be undisturbed. No work should be done during the period.**
- **Short meal breaks (less than 30 minutes except for the second dinner meal break in the same shift) are paid.**
- **Mid-shift breaks other than meal breaks are not required by NYS or Federal law. Should be less than 15 minutes.**

# Meal Break Violations- Missing Meal Break



Browser address bar: <https://www.kronos.cornell.edu/wfc/applications/suitenav/navigation.do>

Browser tabs: Most Visited, Getting Started, CCETC, Room & Equipment R..., Kronos, Workday, Webmail, Home - SBN Lead HR..., Taleo Toolkit, Expanded Job Profile: ...

Cornell University | Log Off | Change Password

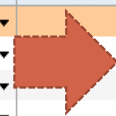
MY INFORMATION | MY CALENDARS | MY LINKS

## MY TIMECARD

Last Saved: 4:06PM

Name & ID: A'Empire, State B 0000101-000  
Time Period: Current Pay Period

	Date	Earnings Codes	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
<input checked="" type="checkbox"/>	Thu 7/23			10:00AM		4:03PM				6.0	6.0	6.0
<input checked="" type="checkbox"/>	Fri 7/24			10:00AM		4:03PM				6.1	6.1	12.1
<input checked="" type="checkbox"/>	Sat 7/25											12.1
<input checked="" type="checkbox"/>	Sun 7/26											12.1
<input checked="" type="checkbox"/>	Mon 7/27			9:56AM						6.3	6.3	18.4
<input checked="" type="checkbox"/>	Tue 7/28											18.4
<input checked="" type="checkbox"/>	Wed 7/29											18.4
<input checked="" type="checkbox"/>	Thu 7/30											18.4
<input checked="" type="checkbox"/>	Fri 7/31											18.4
<input checked="" type="checkbox"/>	Sat 8/01											18.4
<input checked="" type="checkbox"/>	Sun 8/02											18.4
<input checked="" type="checkbox"/>	Mon 8/03											18.4



Bonus Applied, Long Interval

Shift is longer than 6 hours, no meal break is recorded

### TOTALS & SCHEDULE

### ACCUALS | AUDITS

Account	Earnings Codes	Amount	Date	Start Time	End Time	Pay Code	Amount
...XTENSION/0000/0000/A'Empire, Coop A/11194/000	Msg - Violation - Lu...	1.0	Fri 7/24				
...XTENSION/0000/0000/A'Empire, Coop A/11194/000	REG	18.4	Sat 7/25				
			Sun 7/26				
			Mon 7/27				
			Tue 7/28				

# Meal Break Violations- Short Meal Break

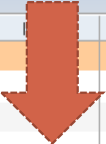
MY TIMECARD

Last Saved: 4:06PM

Name & ID A\*Empire, State B 0000101-000

Time Period Current Pay Period

**Meal Break is shorter than 30 minutes.**



	Date	Earnings Codes		Transfer	Out	Shift	Daily	Cumulativ	
X	Thu 7/23					6.0	6.0	6.0	
X	Fri 7/24					6.1	6.1	12.1	
X	Sat 7/25							12.1	
X	Sun 7/26							12.1	
X	Mon 7/27		9:56AM	12:00PM	12:25PM	4:35PM	6.3	6.3	18.4
X	Tue 7/28							18.4	
X	Wed 7/29							18.4	
X	Thu 7/30							18.4	
X	Fri 7/31							18.4	
X	Sat 8/01							18.4	
X	Sun 8/02							18.4	
X	Mon 8/03							18.4	

Short Break

TOTALS & SCHEDULE ACCRUALS AUDITS

Account	Earnings Codes	Amount
...XTENSION/0000/0000/A*Empire, Coop A/11194/000	Msg - Violation - Lu...	1.0
...XTENSION/0000/0000/A*Empire, Coop A/11194/000	REG	18.4

Date	Start Time	End Time	Pay Code	Amount
Fri 7/24				
Sat 7/25				
Sun 7/26				
Mon 7/27				
Tue 7/28				
Wed 7/29				

# Meal Break Violation: Late Meal Break



## TIMECARD

Person & Id A/Empire, State B (0000101-000)

Time Period  7/23/2015 - 8/05/2015

Timecard successfully saved on: 7/28/2015 10:21 AM

Add Row	Date	Earnings Codes	Amount	In	Transfer	Out	No Meal	Totals	
								Shift	Daily
	Thu 7/23	<input type="text"/>	<input type="text"/>	10:00AM	<input type="text"/>	4:02PM	<input type="checkbox"/>	6.0	6.0
	Fri 7/24	<input type="text"/>	<input type="text"/>	10:00AM	<input type="text"/>	4:03PM	<input type="checkbox"/>	6.1	6.1
	Sat 7/25	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	Sun 7/26	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	Mon 7/27	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	Mon 7/27	<input type="text"/>	<input type="text"/>	12:25PM	<input type="text"/>	4:30PM	<input type="checkbox"/>	6.3	6.3
	Tue 7/28	<input type="text"/>	<input type="text"/>	10:25AM	<input type="text"/>	2:25PM	<input type="checkbox"/>		
	Tue 7/28	<input type="text"/>	<input type="text"/>	3:01PM	<input type="text"/>	5:25PM	<input type="checkbox"/>	6.4	6.4
	Wed 7/29	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	Thu 7/30	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	Fri 7/31	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	Sat 8/01	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	Sun 8/02	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		

**Meal Break was taken after the period between 11:00 am and 2:00 pm.**



Bonus Applied

# I Have Red Boxes! What do I do?



- Do not modify your punches unless you need to correct your actual hours worked!
- Make a comment explaining why you have a violation (i.e.- took a short lunch because program participants arrived early)
- Discuss the issue with your supervisor to determine a way to avoid the issue in the future.
- Make an effort to avoid future issues with breaks (sometimes this is unavoidable due to programming- just make sure you explain the reason on the card).

# How to make a comment in your card- Java Version



## MY TIMECARD

Last Saved: 4:06PM

Name & ID

Time Period

Save Actions ▼ Punch ▼ Amount ▼ Accruals ▼ Comment ▼ Approvals ▼ Reports ▼

	Date	Earnings Codes	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Thu 7/23			10:00AM		4:02PM				6.0	6.0	6.0
X	Fri 7/24			10:00AM		4:03PM				6.1	6.1	12.1
X	Sat 7/25											12.1
X	Sun 7/26											12.1
X	Mon 7/27			9:56AM		12:00PM	12:25PM		4:35PM	6.3	6.3	18.4
X	Tue 7/28											18.4
X	Wed 7/29											18.4
X	Thu 7/30											18.4
X	Fri 7/31											18.4
X	Sat 8/01											18.4
X	Sun 8/02											18.4
X	Mon 8/03											18.4

Add Comment...  
Edit Punch...

Hover over and right click on the punch you want to comment on. Click on "Add Comment"

TOTALS & SCHEDULE			ACCRAUALS	AUDITS
Account	Earnings Codes	Amount	Date	Amount
...XTENSION/0000/0000/A'Empire, Coop A/11194/000	Msg - Violation - Lu...	1.0	Fri 7/24	
...XTENSION/0000/0000/A'Empire, Coop A/11194/000	REG	18.4	Sat 7/25	
			Sun 7/26	
			Mon 7/27	
			Tue 7/28	
			Wed 7/29	



# How to make a comment in your card- Java Version



## MY TIMECARD

Loaded: 4:41PM

Name & ID A/Empire, State B

Time Period Current Pay Period

Save Actions ▼ Punch ▼ Amount ▼ Accruals ▼ Comment ▼ Approvals ▼ Reports

	Date	Earnings Codes	Amount	In	
X	Thu 7/23			10:00AM	
X	Fri 7/24			10:00AM	
X	Sat 7/25				
X	Sun 7/26				
X	Mon 7/27			9:56AM	
X	Tue 7/28				
X	Wed 7/29				
X	Thu 7/30				
X	Fri 7/31				
X	Sat 8/01				
X	Sun 8/02				
X	Mon 8/03				

### Add Comment

**Comments**

- Meal Violation
- 48 Hour Minimum Notice
- Analysis Committee
- AO Site Activities
- Arbitration Settlement
- Bad Lunch Punch
- Banfi Host
- Basic Academy
- Bereavement

**Note**

Short lunch due to programming beginning earlier than expected

OK Cancel Help

Transfer	Out	Shift	Daily	Cumulative
▼		6.0	6.0	6.0
▼		6.1	6.1	12.1
▼				12.1
▼				12.1
▼	4:35PM	6.3	6.3	18.4
▼				18.4
▼				18.4
▼				18.4
▼				18.4
▼				18.4

TOTALS & SCHEDULE ACCRUALS AUDITS COMMENTS

All ▼

Account	Earnings Codes	Amount
...XTENSION\0000\0000\A\Empire, Coop A\11194\000	Msg - Violation - Lu...	1.0
...XTENSION\0000\0000\A\Empire, Coop A\11194\000	REG	18.4

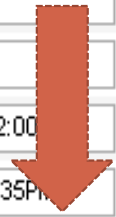
Select "Meal Violation" and explain incident, professionally, in note. Click "OK" and save.

# How to Make a Comment in your Timecard-HTML Version



als Summary		Refresh				
ant	In	Transfer	Out	No Meal	Totals	
					Shift	Dai
	10:00AM	<input type="text"/>	4:02PM	<input type="checkbox"/>	6.0	6.0
	10:00AM	<input type="text"/>	4:03PM	<input type="checkbox"/>	6.1	6.1
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	9:56AM	<input type="text"/>	12:00	<input type="checkbox"/>		
	12:24	<input type="text"/>	4:35PM	<input type="checkbox"/>	6.3	6.3
	10:25AM	<input type="text"/>	2:25PM	<input type="checkbox"/>		
	3:01PM	<input type="text"/>	5:25PM	<input type="checkbox"/>	Bonus Applied	6.4
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/>		

Click into the punch you want to comment on



# How to Make a Comment in Your Timecard-HTML Version



The screenshot shows the Kronos Workforce Central interface in a Mozilla Firefox browser window. The browser address bar shows the URL: `https://www.kronos.cornell.edu/wfc/applications/mss/comments.do?commentableCellName=T0R6`. The page title is "COMMENTS". Below the title, there is a notification: "Tue 7/28 2:25PM (out-punch, Bonus Applied)". The main content area is divided into two sections: "Available Comments" and "Selected Comments". The "Available Comments" list includes: ".Meal Violation", "48 Hour Minimum Notice", "AO Site Activities", "Analysis Committee", "Arbitration Settlement", "Bad Lunch Punch", "Banfi Host", "Basic Academy", "Bereavement", and "Book signing". The "Selected Comments" section is currently empty. At the bottom of the interface, there are "OK" and "Cancel" buttons. The background shows a timecard grid with dates from Sat 7/25 to Fri 7/31.

1. Click on Comments

3. Click the right arrow to bring over

2. Select Meal Violation

4. Click OK

# Some Comments about Comments



- **HTML users cannot enter notes. Therefore supervisors or pay reps will need to enter this information on their behalf.**
- **All information that is saved in Kronos is part of the permanent record in payroll, including comments.**
- **This means that these can be seen by auditors, supervisors, pay reps, Cornell Payroll, etc.**
- **Comments should be professional, accurate, factual, and to the point.**

# What's Wrong with this Timecard?

Cornell University

Log Off | Change Pas

MY INFORMATION ▾

MY CALENDARS ▾

MY LINKS ▾

## \*MY TIMECARD

Last Calculated: 4:53PM

Name & ID

Time Period

Save | Actions ▾ | Punch ▾ | Amount ▾ | Accruals ▾ | Comment ▾ | Approvals ▾ | Reports ▾

	Date	Earnings Codes	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
<input checked="" type="checkbox"/>	Thu 8/06			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	8.0
<input checked="" type="checkbox"/>	Fri 8/07			8:00AM		12:00PM	12:30PM		4:00PM	7.5	7.5	15.5
<input checked="" type="checkbox"/>	Sat 8/08											15.5
<input checked="" type="checkbox"/>	Sun 8/09											15.5
<input checked="" type="checkbox"/>	Mon 8/10			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	23.5
<input checked="" type="checkbox"/>	Tue 8/11			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	31.5
<input checked="" type="checkbox"/>	Wed 8/12			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	39.5
<input checked="" type="checkbox"/>	Thu 8/13			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	47.5
<input checked="" type="checkbox"/>	Fri 8/14			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	55.5
<input checked="" type="checkbox"/>	Sat 8/15											55.5
<input checked="" type="checkbox"/>	Sun 8/16											55.5
<input checked="" type="checkbox"/>	Mon 8/17											55.5

### TOTALS & SCHEDULE

ACCRUALS | AUDITS

			Date	Start Time	End Time	Pay Code	Amount
All ▾			Tue 8/11				
			Wed 8/12				
			Thu 8/13				
			Fri 8/14				
			Sat 8/15				
			Sun 8/16				

Account	Earnings Codes	Amount
...XTENSION/0000/0000/A'Empire, Coop A/11194/000	REG	55.5

# What's Wrong with this Timecard?



## **Answer: Punches are exactly the same!!**

- In/out punches should reflect actual hours worked.
- CCE is not unique to the rest of employers- we don't have employees all arriving exactly on time or leaving exactly on time!
- Lunch breaks are not an exact science either! There should be fluctuations based on actual schedules.
- Timecards should be done daily and reflect actual hours. Do not complete them ahead of time except on the last day of the pay cycle.

# Additional Notes about Timecards



- **These are legal documents! When you approve, you are stating that the information is accurate.**
- **Kronos tracks data entry as it is entered. If you complete your timecard ahead of time, this is recorded, as are any changes made after this.**
- **Kronos tracks who enters what data, in real time, including employee, supervisor, and Pay Rep.**

# Earnings Codes for Use in Kronos by Hourly Employees



These are the codes that employees can use for time other than regular hours. Do not use ANY other codes, even if you can see them!

- VAC = Vacation
- SIC = Sick
- PER = Personal
- HSP = Holiday
- PDL = Paid Leave
- VBB = Vacation Pay Out



# Codes that may be added by Supervisors or Pay Reps



- **VBB- Vacation Buyout (if you have resigned or are leaving a regular position for a casual one)**
- **PSB- Reimbursement for a short lunch break or dinner break (under 30 minutes for lunch, or 20 for dinner must be paid)**

# Can I be disciplined for not taking a break?



- **The short answer is – YES.**
- **If a supervisor is providing guidance and you are choosing not to take a break, to take it late, or to take a shorter than required break, it is supervisor discretion as to whether disciplinary action should result.**
- **Your employer is required to provide these breaks per the guidance of the law. If there is not a good business reason that you do not do so, it is our obligation to follow up and ensure you do!**

# Questions?



- Please feel free to contact me for further information about Kronos and timekeeping issues:
- Renee Smith, Human Resources Lead,  
[rls476@cornell.edu](mailto:rls476@cornell.edu)