FLEX Schedules with Meal Breaks – Now Available!

By popular demand, FLEX schedules with meal breaks have been created and are available for use. Meal breaks are automatically deducted after 5.50 hours worked. Timekeepers will not need to manually enter “MEAL” codes nor will employees have to clock out and clock in when utilizing these new FLEXIBLE work schedules. These work schedules allow for flexible clocking times and incorporate a meal break. The 5-minute grace periods will still not be effective for these FLEX schedules as the grace periods require defined shift start and end times. With these new work schedules, the codes WKML and MEAL can still be used to extend or shorten a lunch break.

Below are the new work schedules that have been created:

1. FL08H30M (8 hours – 30 minute lunch)
2. FL08H45M (8 hours – 45 minute lunch)
3. FL08H60M (8 hours – 60 minute lunch)
4. FL08H90M (8 hours – 90 minute lunch)
5. FL10H30M (10 hours – 30 minute lunch)
6. FL10H45M (10 hours – 45 minute lunch)
7. FL10H60M (10 hours – 60 minute lunch)
8. FL10H90M (10 hours – 90 minute lunch)
9. FL12H30M (12 hours – 30 minute lunch)
10. FL12H45M (12 hours – 45 minute lunch)
11. FL12H60M (12 hours – 60 minute lunch)
12. FL12H90M (12 hours – 90 minute lunch)

The meal break will be deducted when an Attendance Type (such as REG, OTP, CTE, etc.) exceeds 5.50 hours worked. If the employee works a 6-hour shift without a lunch, the timekeeper would have to enter a WKML code of 30 minutes, as a meal will be deducted after the first 5.50 hours worked.

It is important to note that in CATS, the target hours will reflect as outlined below:

a. 8HR, 0800-1600
b. 10HR, 0800-1800
c. 12HR, 0600-1800

Since the meal break is not actually built into the daily work schedule, the target hours had to be established as exactly 8, 10, and 12 hours to prevent absences from exceeding the allowable hours. Normal (non-flexible) work schedules with a meal break reflect the true clock IN/OUT times; for example, an 8-hour shift with a 30 minute meal break would show target hours as 0800-1630. But for these new work schedules, the shifts will be displayed as outlined above and will appear to not account for the meal break, even though it does after 5.50 hours worked.

If you have any questions regarding the new work schedules, please feel free to contact Payroll Operations at ucflexpa@uc.edu.