MSS3: Crediting Lunch Back for PBJ Clients

CMS requires a lunch be deducted if an employee works 8 hours. This document describes how LTC PBJ clients credit auto deducted lunch time back into the shift totals for employees so that PBJ CMS report can deduct 30 minutes from the shift totals and report is generated correctly.

Note: Don't use the **Credit Worked Time** operation to credit lunch back for PBJ purpose. This operation does not credit auto deducted lunch time back into the shift totals and the report is generated incorrectly.

Time Card	~	Curren	t Period ${\sim}$	Editing
Last Name	First	Name	ID	Badge
Bates	Norr	man	70	7
D .			Schedule	s
Date			End	
Schedu	34 Iling	>	6:00a	2:30p
7 Transa	ctions	>	6:00a	2:30p
Credit		>	Credit Ho	urs
Pay to	Start/E	nd >	Credit Dol	lars
Notes/0	Comme	ents >	Credit Wo	rked Time

To credit lunch back:

1. Navigate to the **Editing Sheet** section of the employee's **Time Card** page. On July 17, the employee worked from 6:00 to 15:00 with the total 8:30 hours and 30-minute lunch deducted. For the July 17 entry, click

^[10] in the Workgroups column and select Transfer at Time of Day. The Workgroup Change @ Time of Day dialog is displayed.

Edwar	Edwards, Michael U (Evergreen-Skilled Nursing-Registered Nurse-CNA-Lunch) 506																					
Tim	e Card $ \smallsetminus $	Currer	t Period \sim	Editing	Sheet ~	Adjus	stments	Approv	e Prir	t					<	Edwards, N	lichael U	>	Prefe	erences	S	ervice
Last N	lame First	Name	MI	ID	Badge	Division		Departi	ment	Job Co	de	Shift	L	unch	Hired							
Edwar	rds Mich	ael	U	506	506	Evergree	en Acres	Skilled	Nursing	Registe	red Nur	se CNA	L.	unch	07/25	/15						
	D .		Schedul	es		Pune	ches															
	Date		Start	End	IN		OUT		Hours		Workgroups											
	JUL																					-
0	17 Mon		6:00	14:30	6:0	0	15:00		Day	8:30	D)	Evergreen Transfer at Tir	Skill me of E	led Nursing Day		Registered Nurse	CNA		Lunch	6:00	15:00	8:30
	JUL											Reallocate Ho	ours									
Ø	18		6:00	14:30	8:0	0 🛇	16:30	\triangle	Day	8:00	D	Block Hrs. Tra	ans. for	r Mon Jul	-17	Registered Nurse	CNA	1	Lunch	8:00	16:30	8:00
	Tue	_										Period Block I	Hours	Transfer								- 1
Ø	JUL 19 Wed	Ē	8:30	17:00	≗ + 8:0	0 💿	≗ + 16:30		Day	8:00	ß	Cancel Transf	fer Adjs onn	S ied tvarsing		Registered Nurse	CNA	I	Lunch	8:00	16:30	8:00

Or click the Pencil icon () on July 17 in the **Date** column and select **Workgroup**, then **Transfer at Time of day**. The **Workgroup Change @ Time of Day** dialog is displayed.

Tim	e Card $ \smallsetminus $	Current F	Period \sim	Editing	Editing Sheet $ \smallsetminus $				
Last N	lame	First Name	MI	ID	Bad				
Edwa	rds	Michael	U	506					
_			Schedule	s					
	Date		Start	End	IN				
Ø	JUL 17		6:00	14:30	6:00				
la	Transactions		6:00	14:30	8:00				
40	Pay to Start/	End >							
6	Notes/Comn	nents >	8-30	17.00	<u>•</u> + 8·00				
-	Workgroup	>	Transfe	er at Time of D)ay				
	Daily	>	Reallo	cate Hours					
6	Incidents	>	Block Hrs. Trans. for Mon Jul						
	Employee P	references	Period Block Hours Transfer						
_		08 4	Cance	Transfer Adjs					

2. Make sure the start time of the shift 6:00 is selected in the **Time** field and *No Lunch* is selected for the **Lunch** workgroup level. Click **Ok**.

Workgroup Change 🤅) Time of Day				8
- Properties			- Workgroup		
Date:	7/17/17		Division:	Evergreen	\sim
Time:	6:00		Department:	Skilled Nursing	\sim
Reason Code:	[no reason given]	~	Job Code:	Registered Nurse	\sim
Notes:	•		Shift:	CNA	\sim
			Lunch:	No Lunch	\sim
				Ok	Cancel

3. The 30-minute lunch time is credited back with the total *9:00* hours displayed. Transferred workgroup is highlighted in blue with *No Lunch* displayed.

Time Card $ \sim $	Time Card Current Period Editing Sheet Adjustments Approve Print										> Preference	sService
Last Name	First Name	MI	ID	Badge	Division	Department	Job Code	Shift	Lunch	Hired		
Edwards	Michael	U	506	506	Evergreen Acres	Skilled Nursing	Registered Nurse	CNA	Lunch	07/25/15		
Dete	Schedules			Punches		11 million	14/					
Date		Start	End	IN	OUT	Hours	vvorkgroups	vvorkgroups				
JUL 17 Mon		6:00	14:30	6:00 🛇	15:00	Day 9:00	Evergreen	Skilled Nursing	Registered Nurse	CNA	No Lunch 6:00	15:00 9:00

No Lunch for All Shifts

When an employee never has time for lunch and shouldn't get deduction for pay, but CMS would have the lunch deduction for PBJ purpose, you can specify the following settings.

1. Navigate to the employee's time card page. Select **Personal Information** in the first drop-down list and

Workgroup in the second drop-down list. Click the Pencil icon () for the current workgroup assignment. The **Adjust Current Home Workgroup Settings** dialog is displayed.

Personal	Personal Information V Workgroup V											
Last Name	First Name	MI	ID	Badge	Division		Department	Job Code		Shift	Lunch	
Edwards	Michael	U	506	506	Evergreen A	Acres	Skilled Nursing	killed Nursing Registered Nurse			Lunch	
Change	Change Home Workgroup Assignment											
Current												
Adj	Division	Department		Job Code	Shift	Lunch	Level 6	Level 6		Effective	Comments	
Ø	Evergreen Acres	Skilled Nursir	ng F	Registered Nurse	CNA	Lunch	Direct Care Nu	ursing I	Default	7/22/19		

2. Make sure *No Lunch* is selected for the **Lunch** workgroup level. Specify an effective date in the **Effective Beginning** field. The following selection indicates there would not have lunch deductions in their shifts for pay starting 7/22/2020. Click **Ok**.

Properties		Workgroup			
Note:	Changes in this area will not	Division:	Evergreen Acres	\sim	
	maintain historical records. Unless	Department:	Skilled Nursing Registered Nurse		
	select the "Change Home	Job Code:			
	Workgroup Assignment" button in the toolbar above.	Shift:	CNA	\sim	
Assignment Date:	7/22/20	Lunch:	No Lunch	~	
Notes:		Level 6:	Direct Care Nursing	~	
		Level 7:	Default	\sim	
		Level 7:	Default		

3. *No Lunch* is updated in the **Lunch** column and the effective date is updated in the **Effective** column.

Personal Information $$												
Last Name	First N	ame I	MI	ID	Badge	Division		Departmen	nt	Job Code	Shift	Lunch
Edwards	Michae	el l	U	506	506	Evergreen A	cres	Skilled Nur	sing	Registered Nurs	se CNA	No Lunch
Change Home Workgroup Assignment												
Current												
Adj	Division	Departm	ent	Job Co	Job Code		Lunch		Level 6		Level 7	Effective
Ø	Evergreen Acres	Skilled N	lursing	Registe	red Nurse	CNA	No Lur	nch	Direct C	are Nursing	Default	7/22/20

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