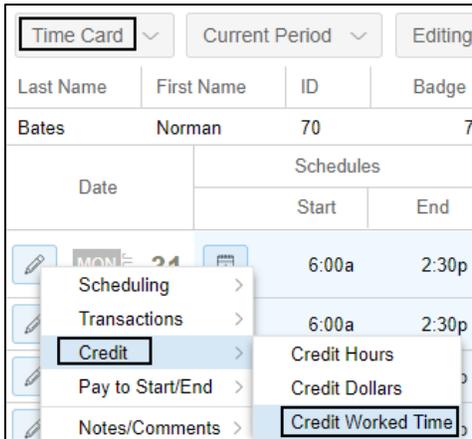


# MSS3: Crediting Lunch Back for PBJ Clients

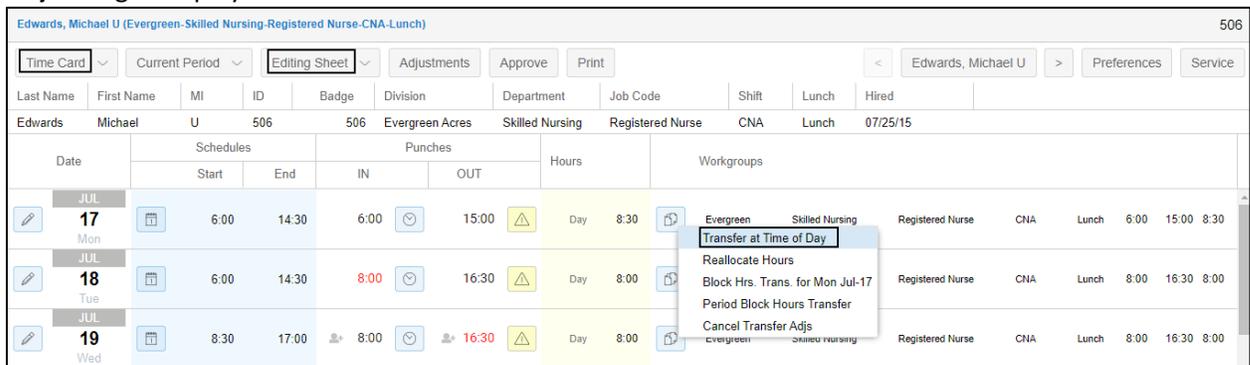
CMS requires a lunch be deducted if an employee works 8 hours. This document describes how LTC PBJ clients credit auto deducted lunch time back into the shift totals for employees so that PBJ CMS report can deduct 30 minutes from the shift totals and report is generated correctly.

**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.

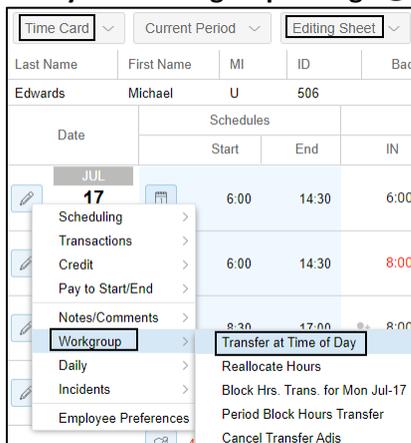


To credit lunch back:

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  in the **Workgroups** column and select **Transfer at Time of Day**. The **Workgroup Change @ Time of Day** dialog is displayed.



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.



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**

**Properties**

Date: 7/17/17

Time: 6:00

Reason Code: [no reason given]

Notes:

**Workgroup**

Division: Evergreen

Department: Skilled Nursing

Job Code: Registered Nurse

Shift: CNA

Lunch: No Lunch

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 | Current Period | Editing Sheet | Adjustments | Approve | Print | Edwards, Michael U | Preferences | Service

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

Date	Schedules		Punches		Hours	Workgroups
	Start	End	IN	OUT		
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 Information | Workgroup

Last Name	First Name	MI	ID	Badge	Division	Department	Job Code	Shift	Lunch
Edwards	Michael	U	506	506	Evergreen Acres	Skilled Nursing	Registered Nurse	CNA	Lunch

Change Home Workgroup Assignment

**Current**

Adj	Division	Department	Job Code	Shift	Lunch	Level 6	Level 7	Effective	Comments
📎	Evergreen Acres	Skilled Nursing	Registered Nurse	CNA	Lunch	Direct Care Nursing	Default	7/22/19	

- 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**.

**Adjust Current Home Workgroup Settings**

**Properties**

Note: Changes in this area will not maintain historical records. Unless you are simply repairing a mistake, select the "Change Home Workgroup Assignment" button in the toolbar above.

Assignment Date: 7/22/20

Notes:

**Workgroup**

Division: Evergreen Acres

Department: Skilled Nursing

Job Code: Registered Nurse

Shift: CNA

Lunch: No Lunch

Level 6: Direct Care Nursing

Level 7: Default

Ok Cancel

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

Personal Information			Workgroup							
Last Name	First Name	MI	ID	Badge	Division	Department	Job Code	Shift	Lunch	
Edwards	Michael	U	506	506	Evergreen Acres	Skilled Nursing	Registered Nurse	CNA	No Lunch	
Change Home Workgroup Assignment										
Current										
Adj	Division	Department	Job Code	Shift	Lunch	Level 6	Level 7	Effective		
	Evergreen Acres	Skilled Nursing	Registered Nurse	CNA	No Lunch	Direct Care Nursing	Default	7/22/20		