

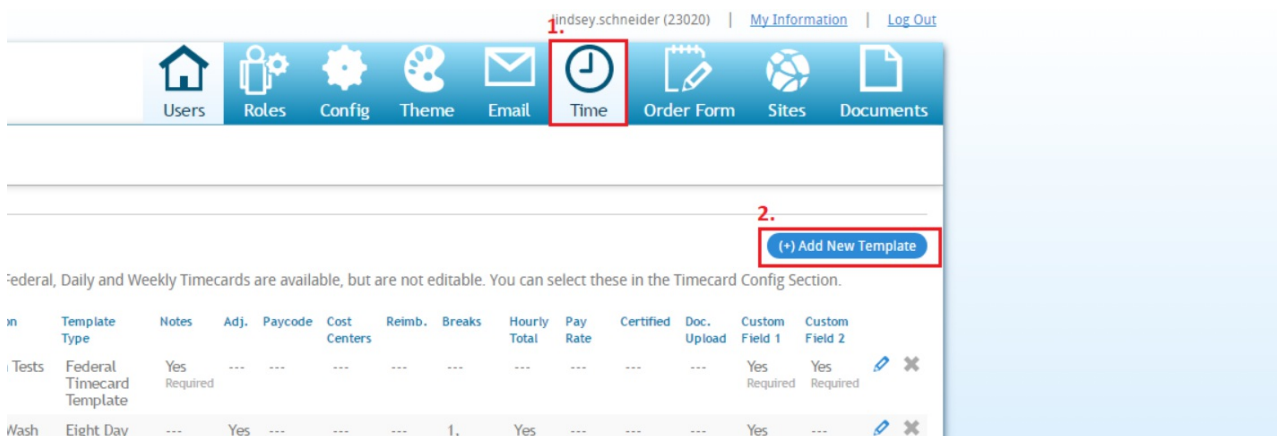
2nd Lunch

Last Modified on 12/19/2018 1:09 pm CST

Within WebCenter, users will be able to setup a second lunch option for employees who work more than the normal allotted hours and would be privy to a second lunch as well as additional breaks.

Step 1: Creating a new template

In order for employees to enter a second lunch option a WebCenter administrator will need to setup a new template. Navigate to time (1.), and select '+Add New Template' (2.):



Enter the template description of choice and select the federal timecard template within the template type drop-down. New fields should be visible called "Show Break 1,2,3,4,", "Custom Break4 Label", and the "Show Lunch2 In/Out" fields. Depending on which option is chosen, users may select to preview the template before saving.

Edit Template

Description:

Template Type:

Show Adjustments

Show Notes

Notes Required

Show Pay Code

Pay Code Read Only

Show Cost Centers

Allow Free-Text Cost Centers

Show Reimbursement Flags

Show Break 1

Custom Break1 Label

Show Break 2

Custom Break2 Label

Show Break 3

Custom Break3 Label

Show Break 4

Custom Break4 Label

Lunch Off

Show Lunch2 In/Out

Show Pay Rate

In the following example 'Show Lunch 2 In/Out' was chosen. This could be useful when an employee may work more than 8 hrs in a day and will need a second lunch in order to be in compliance with specific regulations.

Preview Template ✕

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	12/9/2012	12/10/2012	12/11/2012	12/12/2012	12/13/2012	12/14/2012	12/15/2012
Punch In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch 2 Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch 2 In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Punch Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Regular Overtime Double Time **Total Hours**

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Adjust. Test	Daily Total Timecard Template	Yes	Yes	---	---	---	---	---	---	Yes	---
Blyss Cosmetics	Daily Total Timecard Template	---	Yes	---	---	---	1	---	Reg	---	---

Users may select multiple options how they would like their lunch/breaks to operate. For example you may want to capture break 1 & 2 as well as lunches:

imasey.schneider (23020) | my information

vorks SOFTWARE

Preview Template

Form Sites Do

Cost Center

	Sun 12/9/2012	Mon 12/10/2012	Tue 12/11/2012	Wed 12/12/2012	Thu 12/13/2012	Fri 12/14/2012	Sat 12/15/2012
Punch In							
Break (min)							
Lunch Out							
Lunch In							
Break (min)							
Lunch 2 Out							
Lunch 2 In							
Punch Out							

Regular Overtime Double Time **Total Hours**

[\(+\)](#) Add New

Timecard Config Section.

Loc.	Custom Field 1	Custom Field 2
...	Yes Required	Yes Required
...	Yes	---
Yes	---	---
Yes	---	Yes

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Blyss Cosmetics	Federal Timecard Template	---	Yes	---	---	---	---	---	---	---	---	---
Cornerstone Customization Test - 'minutes'	Federal Timecard Template	Yes	Yes	Yes	Yes	Yes	1, 2	---	---	---	---	---
Crom Equipment	Federal Timecard Template	---	---	Yes	---	---	---	---	Reg	---	---	---
Crom Equipment	Federal Timecard	---	Yes	Yes	---	---	---	---	---	---	---	---

When setting up the template if a user selects Break 3 this will override the regular lunch and turns Lunch 1 into a minutes field and Lunch 2 would remain in and out as shown:

Edit Template



Description	<input type="text" value="Lunch"/>
Template Type	<input type="text" value="Federal Timecard Template"/>
Show Adjustments	<input type="checkbox"/>
Show Notes	<input type="checkbox"/>
Notes Required	<input type="checkbox"/>
Show Pay Code	<input type="checkbox"/>
Pay Code Read Only	<input type="checkbox"/>
Show Cost Centers	<input type="checkbox"/>
Allow Free-Text Cost Centers	<input type="checkbox"/>
Show Reimbursement Flags	<input type="checkbox"/>
Show Break 1	<input type="checkbox"/>
Custom Break1 Label	<input type="text"/>
Show Break 2	<input type="checkbox"/>
Custom Break2 Label	<input type="text"/>
Show Break 3	<input checked="" type="checkbox"/>
Custom Break3 Label	<input type="text"/>
Show Break 4	<input type="checkbox"/>
Custom Break4 Label	<input type="text"/>
Lunch Off	<input type="checkbox"/>
Show Lunch2 In/Out	<input checked="" type="checkbox"/>
Show Second Shift	<input type="checkbox"/>
Show Pay Rate	<input type="checkbox"/>
Show Double Time Pay Rate	<input type="checkbox"/>
Show Overtime Pay Rate	<input type="checkbox"/>
Show Certified	<input type="checkbox"/>
Show Document Upload	<input type="checkbox"/>
Show Custom Field 1	<input type="checkbox"/>

Cancel

Preview

Save and Close

Template preview:

Preview Template



	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	12/9/2012	12/10/2012	12/11/2012	12/12/2012	12/13/2012	12/14/2012	12/15/2012
Punch In							
Lunch Break (min)							
Lunch 2 Out							
Lunch 2 In							
Punch Out							

Regular Overtime Double Time **Total Hours**

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If Break 4 is selected it will override the lunch 2 in/out (cannot be selected) and turns the second lunch field into minutes.

Edit Template



Description	<input type="text" value="Lunch"/>
Template Type	<input type="text" value="Federal Timecard Template"/>
Show Adjustments	<input type="checkbox"/>
Show Notes	<input type="checkbox"/>
Notes Required	<input type="checkbox"/>
Show Pay Code	<input type="checkbox"/>
Pay Code Read Only	<input type="checkbox"/>
Show Cost Centers	<input type="checkbox"/>
Allow Free-Text Cost Centers	<input type="checkbox"/>
Show Reimbursement Flags	<input type="checkbox"/>
Show Break 1	<input type="checkbox"/>
Custom Break1 Label	<input type="text"/>
Show Break 2	<input type="checkbox"/>
Custom Break2 Label	<input type="text"/>
Show Break 3	<input type="checkbox"/>
Custom Break3 Label	<input type="text"/>
Show Break 4	<input checked="" type="checkbox"/>
Custom Break4 Label	<input type="text"/>
Lunch Off	<input type="checkbox"/>
Show Lunch2 In/Out	<input type="checkbox"/>
Show Second Shift	<input type="checkbox"/>
Show Pay Rate	<input type="checkbox"/>
Show Double Time Pay Rate	<input type="checkbox"/>
Show Overtime Pay Rate	<input type="checkbox"/>
Show Certified	<input type="checkbox"/>
Show Document Upload	<input type="checkbox"/>
Show Custom Field 1	<input type="checkbox"/>

Cancel

Preview

Save and Close

Template preview:

Preview Template

✕

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
	12/9/2012	12/10/2012	12/11/2012	12/12/2012	12/13/2012	12/14/2012	12/15/2012
Punch In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch In	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Lunch 2 Break (min)	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Punch Out	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Regular Overtime Double Time **Total Hours**

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These can be useful if employees simply need to enter how many minutes they spent on a second lunch vs. exact time in and out.

Step2: Configurations

Once the newly created template(s) are generated, navigate to the configs section of WebCenter to designate the templates to their respective clients within the timecard category:

The screenshot shows the Tempworks software configuration interface. The top navigation bar includes icons for Users, Roles, Config (highlighted), Theme, Email, Time, Order Form, Sites, and Documents. The left sidebar shows a list of Entity and Category options, with 'Timecard' selected. The main content area displays a list of configuration items for Timecard Templates:

Item Name	Description	Default	Rules
Timecard Template		Default: Default Federal Template	Show Rules (18)
Timecard Workflow Type		Default: All Contacts (All order contacts will have ability to approve timecard.)	Show Rules (4)
Timecard Create	Allows a user to create timecards. This will also affect employees being able to create timecards for certain customers if the rules are applied to the customer.	Default: true	Show Rules (7)
Cost Centers Modal Window	Choose cost centers in a modal window instead of directly on the page. Use this if there are a huge number of cost centers which are slowing down the Timecards page.	Default: false	Show Rules (2)
Timecard Edit Mode	Choose who can edit/submit/delete timecards	Default: Employee + All Contacts	Show Rules (1)
Create New Label For Timecard Cost		Default: Cost Center	Show Rules (0)

To turn this configuration on, you will create a rule to decide which templates are used and how they are applied. Choosing "When" allows users to filter between a Customer, User Role, Entity, etc. and create the parameters to enter in the "Is" section. Selecting "Use" applies the rule and assigns the template accordingly. In the below example, the rule is setup for a Customer to use the 2 Lunch Test template:

The screenshot shows the 'Timecard Template' configuration page. The default is set to 'Default Federal Template'. The 'Rules' section is expanded, showing a rule configuration:

When: is Use:

[Add Rule](#)

Configuration 2: Enable Second lunch verification

Notifications	there are a huge number of cost centers which are slowing down the Timecards page.		
Order			
Pay Codes	Timecard Edit Mode Choose who can edit/submit/delete timecards	Default: Employee + All Contacts	Show Rules (1) ▶
Required Documents			
Timecard	Create New Label For Timecard Cost Centers Enter text to replace the label "Cost Center" on the application.	Default: Cost Center	Show Rules (0) ▶
TimeClock			
TimeClock Rules			
Users	Timecard Create Days In Advance How many days in advance of the current payroll week do you want to be able to create timecards for.	Default: 14	Show Rules (0) ▶
Vendor			
	Timecard Use ExpectedEndDate On Day Check If set to true the system will also look at the assignments expected end date when checking to make sure the entered time is within the assignment date.	Default: false	Show Rules (0) ▶
	Enable Second Lunch Verification If this is enabled, the system will check, on the employee side, if the daily total hours exceed the given threshold and warn the user if they have not entered a second lunch	Default: false	Show Rules (0) ▶

If this configuration is set to True, the system looks at day total hours, if it's over the threshold and the employee didn't take a second lunch and they were supposed to this configuration will ensure a warning is populated for that timecard.

For example if they work nine hours the system doesn't throw a warning, if they go over 10 the employee should have a second lunch.

Enable Second Lunch Verification Default: false Hide Rules (0) ▼

If this is enabled, the system will check, on the employee side, if the daily total hours exceed the given threshold and warn the user if they have not entered a second lunch

Rules

When: is Use: True False

[Add Rule](#)

Configuration 3: Second Lunch Threshold

Users may setup the second lunch threshold based on company specifications. The default settings are set to 600 mns = 10 hours. To change the default settings simply setup a new rule and enter the hours in a minutes format.

Second Lunch Threshold

Default: 600

Show Rules (0) ▶

Specify the number of minutes the daily total hours must be at or exceed before warning the user about missing a second lunch

Within Enterprise the payroll department will be able to preview the detailed timecard and verify the lunch punches:

Detailed Timecard

Pay and Bill Rates Adjustments Overrides Codes

Webcenter time - Submitted

	Day 1	Day 2	Day 3	Day 4	Day 5	Day 6	Day 7
Day In	08:00						
Lunch 1 Out	11:30						
Lunch 1 In	12:45						
Lunch 2 Out	15:30						
Lunch 2 In	16:15						
Day Out	18:30						
Totals	8.50	0.00	0.00	0.00	0.00	0.00	0.00

Reg Hrs	8.50	Units	0.00
OT Hrs	0.00	Unit Bill	\$0.00
DT Hrs	0.00	Unit Pay	0.0000
Salary	0.0000	<input type="checkbox"/> Salary Approved	
Salary Bill	0.0000		

test

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