

# **TIMEKEEPING ESSENTIALS**

## **Meal Periods, Rest Breaks, and Overtime**



**Human Resources**

PEPPERDINE



# AT PEPPERDINE...

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We want to do things right.

Follow the law  
Protect the University

We want to do the right thing.

Treat individuals with dignity and respect  
Clearly communicate expectations



# TIMEKEEPING

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Time worked must be accurately recorded to the minute, without exception.

Timecards must be approved and paid in a timely manner.

A timesheet is a legal record and must always be accurate.



# TIMEKEEPING

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**Falsifying time worked, working off the clock hours, working unauthorized overtime, missing meal and rest breaks, or taking short or late breaks is a violation of University policy.**

*Employees should enter time on a daily basis, as time is worked.*

*Supervisors should review timesheets regularly and thoroughly.*



In	Transfer	Out	In	Transfer	Out	Shift
8:00AM		12:00PM	1:00PM		5:00PM	8.0
8:00AM		12:00PM	1:00PM		5:00PM	8.0
8:00AM		12:00PM	1:00PM		5:00PM	8.0
8:00AM		12:00PM	1:00PM		5:00PM	8.0
8:00AM		12:00PM	1:00PM		5:00PM	8.0
8:00AM		12:00PM	1:00PM		5:00PM	8.0
8:00AM		12:00PM	1:00PM		5:00PM	8.0
8:00AM		12:00PM	1:00PM		5:00PM	8.0
8:00AM		12:00PM	1:00PM		5:00PM	8.0
8:00AM		12:00PM	1:00PM		5:00PM	8.0



Pay Code	Amount	In	Transfer	Out	In	Transfer	Out
		8:01AM		12:57PM	2:01PM		5:05PM
		7:59AM		11:57AM	12:55PM		5:01PM
		7:58AM		12:55PM	1:53PM		5:04PM
		7:37AM		12:05PM	1:00PM		4:35PM
		8:00AM		12:06PM	1:07PM		5:00PM
Sick	6.25						
		8:00AM		9:40AM			
		7:59AM		12:50PM	1:52PM		5:03PM
		8:01AM		12:55PM	1:50PM		5:00PM
		8:00AM		11:30AM	12:31PM		5:04PM
		7:59AM		12:57PM	1:55PM		5:00PM



# MEAL BREAKS

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Employees **must** be given a 30 minute, or greater, duty-free, uninterrupted meal break for every 5 hours of work completed in a workday.

If employees do not work more than six hours in a workday, they may voluntarily waive their meal period in writing.

If employees work more than six hours, they must take a meal period of no less than 30 minutes before the end of the fifth hour of work.

Employees are required to cease all work and clock out for this unpaid meal period.



# MEAL BREAKS

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*Meal breaks must begin before the end of the fifth hour of work.*

If you begin working at 8:00am, you would complete the end of your...

**1<sup>st</sup> hour by 8:59 am**

**2<sup>nd</sup> hour by 9:59 am**

**3<sup>rd</sup> hour by 10:59 am**

**4<sup>th</sup> hour by 11:59 am**

**5<sup>th</sup> hour by 12:59 pm**





# MEAL BREAKS

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**Example:** You start work at 7:55am and will work an 8 hour shift.

1. You must take at least a 30-minute meal period.
2. You must begin your meal period by 12:54pm.

If you miss the meal period, begin it at or later than 12:55pm, or if it lasts less than 30 minutes, you will be awarded a “wage premium,” which means one hour at your regular rate of pay will be added to your paycheck.

There is a maximum of one wage premium per day, regardless of how many meal periods are missed.



## MEAL BREAKS

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If an employee works *more than* 10 hours, they are entitled to a second meal period (duty-free, uninterrupted, 30 minutes).

**However,** if an employee works more than 10 hours, but less than 12, a second meal period can be waived in writing, **if the first meal period was taken.**



# REST BREAKS

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Employees are entitled to a paid rest break of at least 10 minutes for every “major fraction” of 4 hours of work, after working at least 3.5 hours.

Pepperdine policy allows for 15 minute breaks.

Rest breaks are paid time, so employees do not have to record these on the timesheet.

Rest breaks cannot be pooled or tacked together.

Rest breaks can be required on premises.



# REST BREAKS

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Employees who are not provided a required rest break may be awarded a wage premium, and should contact Human Resources.

<b><u>HOURS OF WORK</u></b>	<b><u>NUMBER OF REST PERIODS</u></b>
<b>0 - 3.5</b>	<b>0</b>
<b>3.5 - 6</b>	<b>1</b>
<b>6 - 10</b>	<b>2</b>
<b>10 - 14</b>	<b>3</b>
<b>14 - 16</b>	<b>4</b>



# OVERTIME

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Under California and federal law, employees must be paid daily or weekly overtime, depending on the number of hours they have worked in a work day or work week.

Pepperdine's Work Day:  
**12:01am to 12:00 midnight**

Pepperdine's Work Week:  
**Monday, 12:01am to Sunday, 12:00 midnight**



# OVERTIME

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## **1.5 times the regular rate:**

Time worked over 8 hours in a single day

Time worked over 40 hours in a work week

The first 8 hours worked on the 7<sup>th</sup> consecutive day of the work week

## **2.0 times the regular rate:**

Time worked over 12 hours in a single day

Time worked over 8 hours on the 7<sup>th</sup> consecutive day of the work week



# MANAGING OVERTIME

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If after hours or weekend work is necessary, schedules may be rearranged **in the same work day or work week** to avoid overtime.

Advanced planning is critical!

**Example:** A non-exempt employee must work 6 hours on Saturday.

- *Is this work going to exceed 8 hours in a day?*
- *Is it going to exceed 40 hours in a work week?*
- *Is it going to require the employee to work 7 consecutive days?*



# MAKE-UP TIME

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**Compensatory time off is not an option for non-exempt Pepperdine employees.**

## **Make-Up Time**

Employees are allowed to work up to 11 hours in a day without overtime pay if they are “making up” time they lost in the same work week, due to personal circumstances.

Requests must be submitted by employees in a Make-Up Time Request form with the Payroll Office. Supervisors may not solicit employees to use make-up time.





# MAKE-UP TIME

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**Example:** You call off your 8-hour shift on Monday and have to come in 3 hours late on Tuesday due to personal circumstances.

You work 5 hours Tuesday and 8 hours each day Wednesday through Friday.

You receive permission from your supervisor to work 11 hours on Saturday to make up for your lost time. Saturday's hours are paid at your regular rate.



# TRAVEL TIME

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Travel time is compensable if the employee is subject to the control of the employer.

Time spent commuting to and from work is not considered hours worked.

Time spent traveling to a one-day assignment is compensable.

Time spent traveling to an out-of-town or overnight assignment is compensable.



# SUMMARY

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Record all time worked to the minute, without exception.

Record time daily, as you begin and end working.

Ensure you clearly understand your supervisor's expectations.

Get all overtime approved in advance.

**Contact Human Resources with any questions.**



# THANK YOU

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QUESTIONS or CONCERNS?

Human Resources: (310) 506-4397

[employment@pepperdine.edu](mailto:employment@pepperdine.edu)