Feature Focus Guide: Employee Breaks

Core Product: Aloha Quick Service, Aloha Table Service
Last Updated: June 20, 2024

Contents

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Revision Record

Date	Version #	Description
Prior to 01/17/2023	v6.4+	We redesigned the breaks functionality and introduced the concept of break rules with the ability to support multiple break laws jurisdictions.
	v12.3+	We enhanced the employee break functionality with many features specific to the break law jurisdictions.
	v19.3.8+	Added the ability to customize text to appear with break reminder messages.
01/17/2023		Converted the document to use new templates. Updated front cover and back page to reflect new NCR branding.
06/20/2024		Updated document to reflect NCR Voyix branding.

About Employee Breaks

Employee Breaks at a Glance	
Core Product	Aloha Quick Service and Aloha Table Service v6.4 and later
Separate License Required?	No
Other References	Aloha Quick Service Reference Guide; Aloha Quick Service Manager Guide, Aloha Quick Service Report Guide, Aloha Table Service Reference Guide, Aloha Table Service Manager Guide, Aloha Table Service Server Guide, Aloha Table Service Report Guide

About this guide

The Employee Breaks Feature Focus Guide describes how to implement employee breaks for both the Aloha® Quick Service and Aloha Table Service order entry systems. The purpose of this guide is not to dictate or interpret the intentions of the labor laws, but to offer a comprehensive tool to assist you in being compliant with the labor laws in your jurisdiction. It is your responsibility to research and know the laws that govern breaks in your area. Failure to do so, could result in extensive fines and stiff penalties.

How this guide is organized

The Employee Breaks Feature Focus Guide begins by familiarizing you with an unrestricted break configuration, and then introduces you to the advanced features required for more complex labor laws. If the jurisdiction in which the restaurant is located *does not* require employees to take breaks, you can use the default paid and unpaid breaks configured in the system without any consequence. You do not have to implement additional break features, such as placing enforcements on breaks, configuring waive break and break reminder messages, and enabling penalty pay.

If the jurisdiction in which the restaurant is located *does* require your employees to take an allotment of breaks, we highly recommend you configure, or at least view, the optional advanced break features listed in this document. Implementing only one break feature may satisfy some jurisdictions, where others may require you to implement the full spectrum of break features.

The Employee Breaks Feature Focus Guide is organized as follows:

Section 1: Employee Breaks overview

This section discusses what an employee break is and provides you with a brief description of the features you can implement when configuring employee breaks for your restaurant.

Section 2: Implementing Employee Breaks without restrictions

This section guides you through how to use the default unpaid and paid breaks that are already in the system, which is the unrestricted break configuration. You learn how to configure essential requirements, such as configuring your employees to take breaks, printing break receipts, enabling break buttons to appear on the order entry screen, and more.

Section 3: Implementing Employee Breaks with restrictions

This section teaches you how to expand on the unrestricted break configuration to create more complex break rules. This section discusses placing enforcements on a break rule, configuring break reminder and waive break messages, configuring penalty pay requirements, and more. Depending on the labor laws in your jurisdiction, you may be able to bypass this section of the guide.

Section 4: Using Employee Breaks with restrictions

This section demonstrates how to use employee breaks in the Front-of-House (FOH) for both a unrestricted break configuration, and an advanced configuration that places enforcements on breaks, utilizes break reminder messages, and more.

Section 5: Reporting Employee Breaks

This section details how to run and accurately analyze employee breaks using the specialized break reports provided by the system.

Use case scenarios

This section outlines use case scenarios depicting the expected results from various configurations with the individual advanced features related to breaks.

Section 1: Employee Breaks overview

An employee break is when an employee goes off the clock for a short time, usually from 15 minutes up to an hour, for a rest or a meal, and then returns to work. The jurisdiction in which the restaurant resides governs the breaks employees are required, by law, to take. The Employee Breaks feature is designed so that no matter what the laws for your jurisdiction, you can configure the Aloha POS system to meet the requirements and help you monitor your employee breaks.

The Employee Breaks feature allows you to efficiently handle such things as paid or unpaid breaks, minor employees, recurring or non-recurring breaks, and much more.

The following is only a sample of what you can do with the Employee Breaks feature:

- Pay or not pay an employee for a break.
- Apply a break rule to specific jurisdictions.
- Remind employees to take their breaks.
- Force an employee to remain on a break for a designated number of minutes. With this feature, a manager must override the enforcement when an employee returns from a break early.
- Allow a manager to convert an unpaid break to paid, in the case where an employee returns from their break early.
- Allow a manager to remove a break, indicating the employee never went on the break, in the case where an employee returns from their break early.
- Provide employees the opportunity to waive their meal period breaks with waive break messages.
- Help managers in determining the status of breaks taken by employees, using the FOH Employee Breaks Report.
- Help managers in determining when employees are due to take a break, using the FOH Break Alert Report.

Section 2: Implementing Employee Breaks without restrictions

This section discusses the configuration requirements of the unrestricted employee breaks pre-loaded in the system. You must complete the steps in this section to implement an unrestricted break setup. If your jurisdiction has more stringent labor laws requiring your employees to take breaks under very specific guidelines, complete this section, then refer to Section 3: Implementing Employee Breaks with restrictions for how to build on the unrestricted configuration to meet your requirements.

Configuring unrestricted employee breaks

If you are an experienced user, refer to Procedures at a Glance for abbreviated steps. If you prefer more detail, continue reading this document. To configure an unrestricted break rule, perform the following procedures.

Procedures at a Glance:
If you are viewing this document using Adobe Acrobat Reader, click each link for detailed information regarding the task. Click Previous View ⊙ to return to this location and proceed to the next step.

1.	Access **Maintenance > Labor > Security Roles** to provide access to the Break Rules function. See page 8.
2.	Access **Maintenance > Labor > Jobcodes > Breaks** tab to define which job codes can take paid and unpaid breaks. See page 9.
3.	Access **Maintenance > Labor > Break Rules** to add an unrestricted paid and unpaid break to the default break rules. See page 10.
4.	Access **Maintenance > Business > Store > Store Settings > Labor** group **> Employee Settings** group bar to enable break receipts to print each time an employee starts and ends a break. See page 12.
5.	Access **Maintenance > Screen Designer > Quick Service Screen Designer** for Quick Service installations or **Maintenance > Screen Designer > Table Service Screen Designer** for Table Service installations and add the Break button function to a panel in use. See page 13.

Providing access to break rules

With the addition of the Break Rules function to Aloha Manager, you must have a sufficient security role to access the Break Rules function on the Labor menu; otherwise the Break Rules function does not appear when you log in to the Back-of-House (BOH). The default command options for Break Rules are:

	View	Edit	Add	Delete
Minimum	Yes	No	No	No
Typical	Yes	Yes	Yes	No
Maximum	Yes	Yes	Yes	Yes

To provide access to the Break Rules option:

1. Select **Maintenance > Labor > Security Roles**.
2. Select a **security level** from the drop-down list.
3. Select the **POS** tab.
4. Scroll down the list of **functions** and select **Break Rules**.
5. Select **View**, **Edit**, **Add**, and **Delete**, where applicable.
6. Click **Save**.
7. Repeat this **procedure** for any other security roles needing access to break rules.
8. Exit the **Security Roles** function.

Allowing employees to take breaks

You control the break types you allow employees to take by the job code an employee uses when they clock in to the Aloha FOH.

To allow employees to take breaks:

1. Select **Maintenance > Labor > Jobcodes.**
2. Select the **job code** from the drop-down list.

Figure 1 Jobcodes - Jobcode Tab - Breaks Group Bar

3. Under the 'Breaks' group bar, select **one of the following options** from the 'Break type' drop-down list.

   ○ Select **None** to indicate employees clocked in with this job code cannot take paid or unpaid breaks.
   ○ Select **Paid** to indicate employees clocked in with this job code can take paid breaks only.
   ○ Select **Unpaid** to indicate employees clocked in with this job code can take unpaid breaks only.
   ○ Select **Paid & Unpaid** to indicate employees clocked in with this job code can take paid and unpaid breaks.

> 💡 **Tip**
> These options only define the type of breaks an employee can take. You define whether a break is paid or unpaid using the Break Rule function.

4. For Table Service, select **Allow breaks with open tables,** if you want to allow an employee to take a break even if they have open tables.

5. Click **Save**.

6. Repeat this **procedure** for any other job code you want to configure breaks.

7. Exit the **Jobcodes** function.

Adding an unrestricted paid and unpaid break to the default break rules

The Break Rule function is the key element for developing the requirements for your breaks. In this section, we introduce you to the Break Rule function and the changes you can make to the default unrestricted break rules, such as renaming a break rule, making a break rule inactive, or configuring a break rule to count toward overtime. You may opt to leave the default break rules as they are. The system comes preloaded with the following two default break rules you can use:

● 001 Paid

● 002 Unpaid

Although these default break rules are in the system, you must still add at least one break to each break rule; otherwise, the system offers no break for the employee to take. For an unrestricted break, leave zero hours needed to earn a break in the 'Minimum hours worked for a break' and 'Maximum hours worked for a break' columns on the Rules tab. This ensures these breaks are always available and the employee does not need to work a specified number of hours to earn the break. In Section 3: Implementing Employee Breaks with restrictions, you will learn how to build a more restrictive break rule, if needed.

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To modify the default break rules:

1. Select **Maintenance > Labor > Break Rules**.

Figure 2 Break Rules

2. Select **Paid Break** or **Unpaid Break** from the 'Break Rule' drop-down list.

3. Under the 'Settings' group bar, type a **name**, up to 20 characters, for the break rule, if needed. The name appears on all applicable reports and FOH messages.

4. Type a **description**, up to 25 characters, for the break rule, if needed. The name appears on the FOH screens and printed reports.

5. Select **Active** to indicate the break rule is active, if needed.

6. If this is a paid break, select **Count Toward Overtime**, if you want employees to receive overtime wages for break minutes they take when they reach overtime.

7. Select the **Rules** tab.

8. Click **Add**. The system adds a break to the break rule. For an unrestricted break, leave all options at zero values.

9. Click **Save**.

10. Repeat this **procedure** for the remaining paid or unpaid unrestricted break rule.

11. Exit the **Break Rules** function.

Configuring the system to print break receipts

To provide proper documentation for employees who take breaks, configure the system to print a break receipt when an employee starts and ends a break. At the start of a break, the receipt prints the number of break minutes to take, the start time, and when the employee is due back. At the end of a break, the receipt prints the number of break minutes taken and the number of minutes paid, if applicable.

To configure the system to print break receipts:

1. Select **Maintenance > Business > Store**.
2. Select the **Store Settings** tab.
3. Select the **Labor** group located at the bottom of the screen.

Figure 3 Store Settings Tab - Labor Group

4. Under the 'Employee Settings' group bar, select **Print break receipts** to print a break receipt to the local printer when an employee starts and ends a break.
5. Click **Save** and exit the **Store** function.

Adding break buttons to a panel

The Start Break button is available on the Table Service FOH Working with Tables/Tabs screen, but if your order entry screens are using panels, such as a Table Service floor plan, or if you are a Quick Service operation, you must provide access to break buttons in the FOH. The Break button function, available for both Quick Service and Table Service, allows an employee to do their own break in or out. The Break In/Out button function, available for Quick Service only, enables a manager to do the break in or break out for the employee.

For Quick Service, to add the Break and Break In/Out button functions to a panel:

1. Select **Maintenance > Screen Designer > Quick Service Screen Designer**.
2. Select **Work with Panels**.
3. Select **Panel > Open Panel**, select a **panel to edit** and click **OK**.
4. Select **Panel > New Button**
5. In the Properties dialog box, select **Break** from the 'Action' drop-down list.
6. Complete the available **button attributes** as you would do for any other button.
7. Select **Panel> New Button**.
8. In the Properties dialog box, select **Break In/Out** from the 'Action' drop-down list.
9. Complete the available **button attributes** as you would for any other button.
10. Select **Panel > Save Panel** and exit **Screen Designer**.

For Table Service, to add the Break button function to a floor plan in use:

1. Select **Maintenance > Screen Designer > Table Service Screen Designer**.
2. Select **Work with Panels**.
3. Select **Panel > Open Panel**, select a **panel to edit** and click **OK**.
4. Select **Panel > New Button**
5. In the Properties dialog box, select **Break** from the 'Action' drop-down list.
6. Complete the available **button attributes** as you would do for any other button.
7. Select **Panel > Save Panel** and exit **Screen Designer**.

Using unrestricted employee breaks

We will start with using an unrestricted break, which satisfies many jurisdictions that do not legally require employees to receive breaks. With an unrestricted break, the system allows you to take an unlimited number of paid and unpaid breaks, based on the job code for which you clock in. Furthermore, you do not have to take a break at all, and there is no consequence to the employee or restaurant.

Starting an unrestricted break

In Aloha Table Service, touch the Start Break button on the FOH Working with Tables/Tabs screen or a Table Service floor plan panel. In Aloha Quick Service, touch the configured break button placed on a panel.

1. Log in to the **FOH**.
2. Locate and touch the **Start Break** button. The 'Select a break to start' screen appears. The appearance of the 'Select a break to start' screen is the same for Quick Service and Table Service. A button appears on the left side for a paid break and on the right side for an unpaid break.
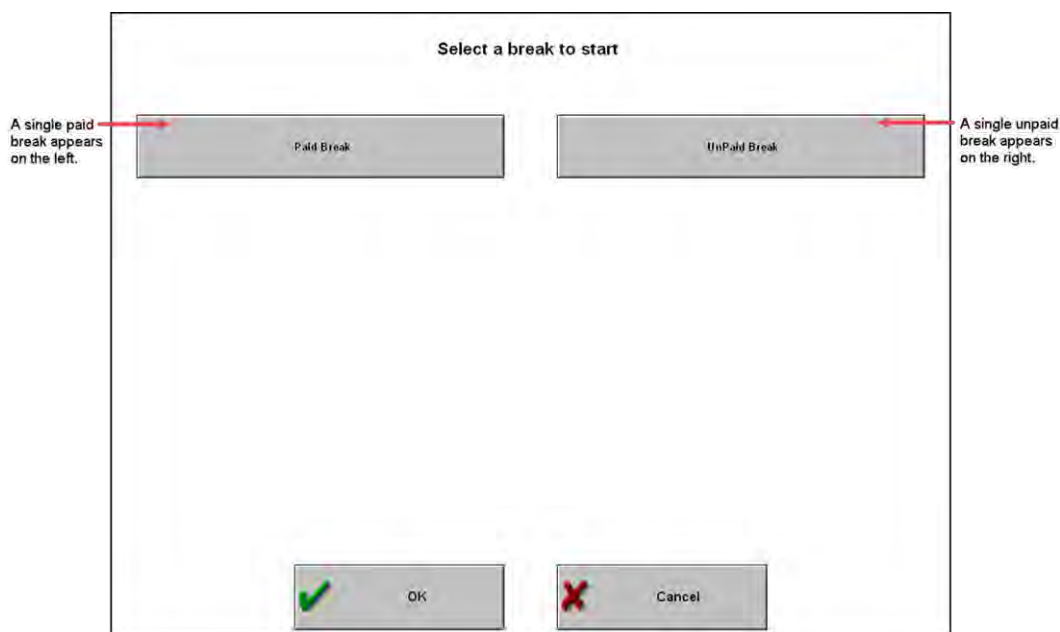

Figure 4 FOH Start a Break Screen for an Unrestricted Break

3. Touch the **appropriate break button** and touch **OK**. The Employee Break receipt prints at the local printer.

Employee Break Information

Unit # 1171   05/02/2007

ABBY GALE

Job: Bartender
Start Time at   2:13 PM

Rule: Paid Break
Type: Paid

Figure 5 Employee Break Receipt Chit for an Unrestricted Break

Ending an unrestricted break

1. Log in to the **FOH**. The end break screen appears.

Figure 6 FOH End Break Screen

2. Touch **End Break**. The Employee Break receipt prints at the local printer.

Figure 7 Employee Break Receipt Chit for an Unrestricted Break

Keep your Employee Break receipt for documentation purposes and to match against your earned wages.

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Managing unrestricted employee breaks

As a manager, you can perform maintenance on breaks from the FOH for the current day and from the BOH for prior days.

Editing a break from FOH

Edit the break in and out times for the current day for an employee, as needed. You can also end a break for an employee who forgot to return to the clock. You should also select an available reason for performing each edit, such as 'Forgot to return from break.'

To edit a current break in and out time for an employee from the FOH:

1. For Quick Service operations, locate the panel containing your MGR Functions, touch **Edit Break**. For Table Service operations, touch **Functions > Employee > Edit Breaks**. The Select Employee to Edit Break In/Outs screen appears.
2. Select the **employee**.
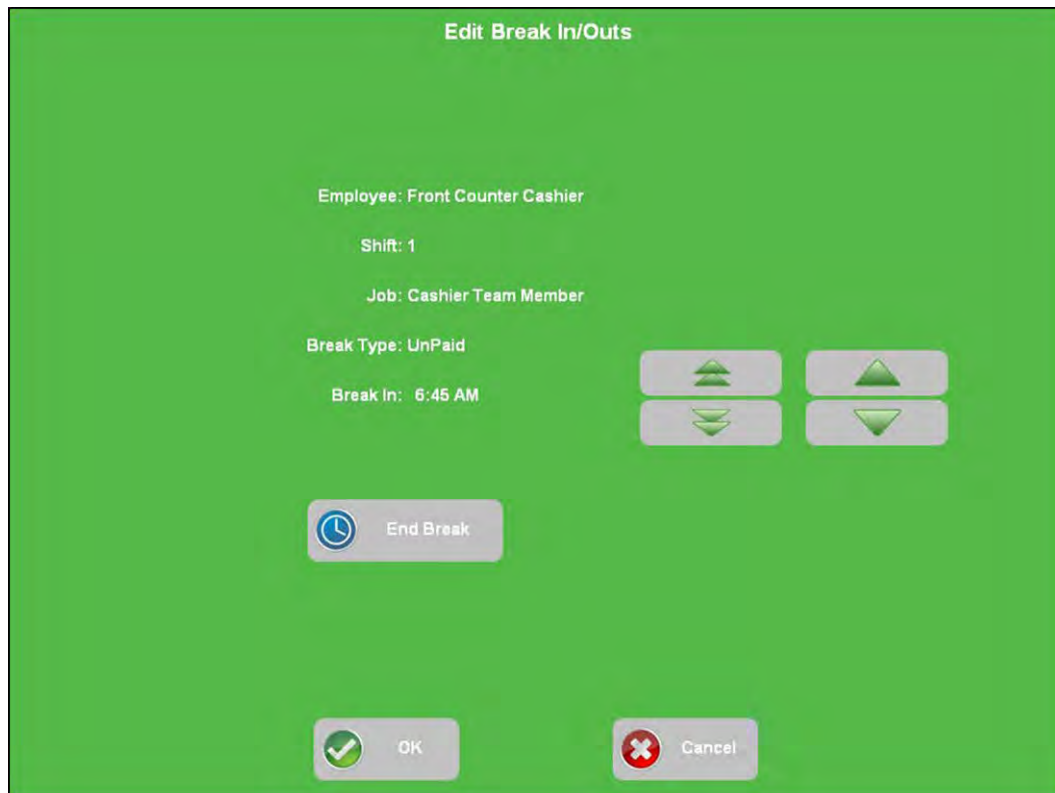3. Touch **OK**. The Edit Break In/Out screen appears.

Figure 8 Edit Break In/Out Screen

4. To adjust the **hour of the break in and out times**, touch the corresponding double UP and DOWN arrows.

5. To adjust the **minutes of the break in and out times**, touch the corresponding single UP and DOWN arrows.

6. To end the break, touch **End Break**.

7. Touch **OK**. The Select Reason for Punch Edit screen appears.

8. Touch **OK**.

9. Touch **Exit** to display the floating logo.

Editing a break from BOH

Perform maintenance on break punches for prior days, as needed. The next time the employee clocks in, an edit punch acknowledgment message may appear. If the employee rejects the punch adjustment, and after speaking to the employee, you may need to edit the punch again.

> 📖 **Reference**
> Refer to Supporting Punch Edit Acknowledgments for Employees in the POS v12.3 Enhancement Release Guide for more information.

To edit or add a break punch:

1. Select **Functions > Edit Punches**. The Edit Punches function tab appears.

2. Select the **date**. The employees who worked for the day and their labor hours appear.

3. Click **Breaks**. The Edit Breaks dialog box appears with a list of breaks.

4. Select an **existing break punch** and click **Edit**, or click **Add** to add a new break punch. The Edit Break Record dialog box appears.

Figure 9 Edit Breaks Record Dialog Box

5. Adjust the **Time In** and **Time Out** times using a 24-hour clock. For example, if the employee started a break at 5:00 p.m. and ended at 5:15 p.m., 17:00 and 17:15 appear.

> 💡 **Tip**
> When editing punches, you can only enter a time between 0:00 and 23:59.

6. Select the **type** of break.
7. Select a **reason** from the 'Edit Reason' drop-down list.
8. Click **Save** to save and view the adjusted break punch.
9. Click **Done** to return to the Edit Punches function.
10. Click **Close** and exit the **Edit Punches** function.

What's Next?		
You have now implemented an unrestricted break rule that satisfies many labor jurisdictions that do not legally require employers to give their employees breaks. From here, you can do one of the following:		
Refresh the system and skip to .	**OR**	Continue to .

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Section 3: Implementing Employee Breaks with restrictions

In the previous section, Section 2: Implementing Employee Breaks without restrictions, you learned how to implement unrestricted employee breaks for use in your restaurant. With this section, you build upon that knowledge to create more complex break rules and place restrictions. This section covers the following topics:

- Break rule violations, how they occur, and receiving notification when they do.
- Break rules based on a qualifier, such as the age of an employee.
- Break rules based on hours worked.
- Break rule enforcements based on minimum minutes taken or a specific time frame.
- Break rules with waive break and break reminder messages to allow an employee to waive a break and remind them to coordinate a break.
- Break rules that require penalty pay.

> 💡 **Tip**
> We highly recommend you consult the labor laws in your area to ensure your configuration meets the requirements of the law.

After all settings are in place, you must select Utilities > POS > Refresh POS & All Installed Products to transfer the new information to the FOH terminals, or wait for the End-of-Day (EOD) process to accomplish the data refresh for you. After the data refresh is complete, all new settings become operational across the Aloha network.

About break rules and violations

An active break rule is always on, daily. They are not tied to a specific employee or job code; however, it is the job code that determines if you can take a paid or unpaid break, or both. In general, you would create a break rule for each labor law instituted in your jurisdiction. For example, you would create a separate break rule to address under-aged employees who require an extra break or create a separate break rule to address penalty pay mandates required in one of your stores in a certain area.

Placing restrictions on break rules makes the task of ensuring your restaurant is in compliance with the labor laws in your area much easier because the system can track and report to you when a break rule violation occurs. A break rule violation can occur for any of the following reasons:

- An earned break was not taken.
- An earned break was taken outside of the enforced time frame.
- The enforced minimum break minutes were not fully taken.

The consequences of a break rule violation can be severe, depending on the labor laws in your area. Regional labor boards are entitled to periodically audit establishments to regulate the percentage of violations that occur, and if the percentage is too high, could administer fines upon the restaurant.

Employees can legally contest whether they received an earned break, and if the restaurant is found to be at fault, the employee could receive compensation. Additionally, if your area supports penalty pay, the restaurant is required to pay additional wages to an employee when a violation occurs.

An earned break was not taken

A break rule violation occurs if an employee earns a required break, but does not take the break. An employee earns a break based on the minimum hours worked as defined by the break rule. In the following diagram, a break rule allows an employee to receive a break after 3.5 hours of work. If that break is not taken, a break rule violation occurs.

Figure 10 Break Rule Diagram for an Unearned and Earned Break

When the break becomes earned, it is considered "consensual." A consensual break is typically 10 to 15 minutes of paid break time. A consensual break can be waived, and not taken, as an agreement between the employee and manager. Failure to take an unwaived consensual break results in a break rule violation.

When the break is no longer consensual, it becomes mandatory. A mandatory break is typically 30 minutes to one hour of unpaid break time and is not waivable. The break must always be taken. Failure to take a mandatory break results in a break rule violation.

In the following diagram, a break rule depicts a time frame of 3.5 to 5.0 hours where the break is considered earned and consensual. If the scheduled shift is longer than five hours or an employee works longer than five hours, the break becomes mandatory.
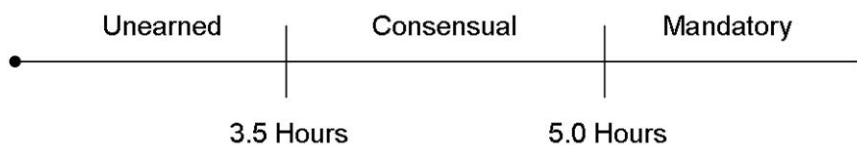

Figure 11 Break Rule Diagram for a Consensual and Mandatory Break

An earned break was taken outside of the enforced time frame

Some laws require an employee to take a break within a specific time frame, based on either the hours of the day or the hours into a shift. In the following diagram, a break rule requires an employee to take a break between the hours of 12:00 p.m. and 2:00 p.m. When enforced, if the employee starts a break before 12:00 p.m., the employee must receive manager approval to take the break outside of the time frame. If the break is allowed, a break rule violation occurs. If an employee starts

a break after 2:00 p.m., the break is considered past due. The employee must receive manager approval to take the break outside of the time frame. If the break is allowed, a break rule violation occurs.
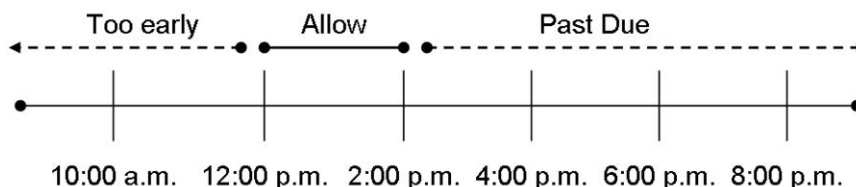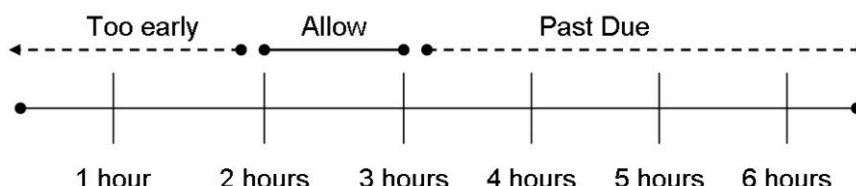

Figure 12 Break Rule Diagram for an Enforced Time of Day Time Frame

The same concept applies when you configure the enforcement to apply based on the hours into a shift. In the next diagram, a break rule requires an employee to take a break within two to three hours into their shift. When enforced, if an employee starts a break before two hours, the employee must receive manager approval to take the break outside of the time frame. If the break is allowed, a break rule violation occurs. If an employee starts a break after three hours, the break is considered past due. The employee must receive manager approval to take the break outside of the time frame. If the break is allowed, a break rule violation occurs.

Figure 13 Break Rule Diagram for an Enforced Hours into Shift Time Frame

The enforced minimum break minutes were not fully taken

Some laws require an employee to take the full minimum break minutes before they return from a break. In the following diagram, a break rule requires an employee to take 15 minutes. The employee starts the break at 12:00 p.m. and must return no sooner than 12:15 p.m. When enforced, if an employee returns from the break before 12:15 p.m., the employee must receive manager approval. If

the return is allowed, and kept as punched, a break rule violation occurs. There is no violation if an employee returns from a break too late.
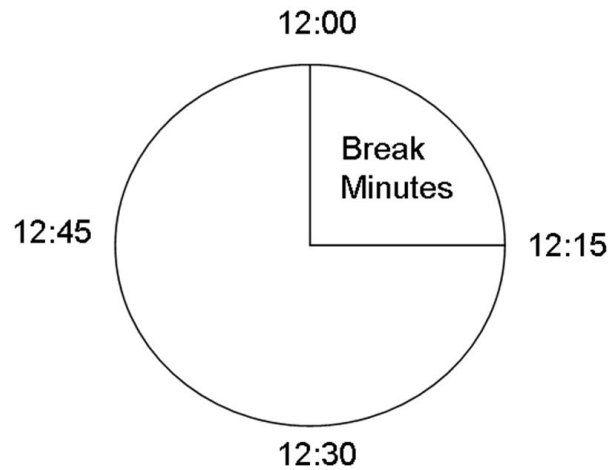
Figure 14 Break Rule Diagram for an Enforced Break Time Minutes

Impact of editing punches on break rule violations

This section discusses the impact on break rules when you edit employee times. When you edit a punch for the current day, the system queries the break rule engine and replaces the existing break rules for which the employee qualified with a new set of break rules for which the employee now qualifies. The change to the punch could incur a violation or penalty pay. When you edit a punch from a prior day, the system *does not* query the break rule engine again and reset the break rules. All break rule violations and earned penalty pay will remain.

Editing the Clock In Time for an Employee Still Clocked In

When you edit the current day's clock in time for an employee from the FOH:

- If the employee has yet to take a single break and is still on the clock, the system queries the break rule engine again. The system replaces the existing break rules, for which the employee qualified at clock in, with a new set of break rules for which the employee now qualifies, with the new clock in time. If a break is waivable at clock in, the system records the waive response as "Not Prompted," and if the hours worked are inside the consensual threshold, prompts the employee to waive the break upon clock out.

- If the employee has taken a break, the system does not reset the break rules for the employee. The employee must abide by the current break rules under which they clocked in. The following message appears:
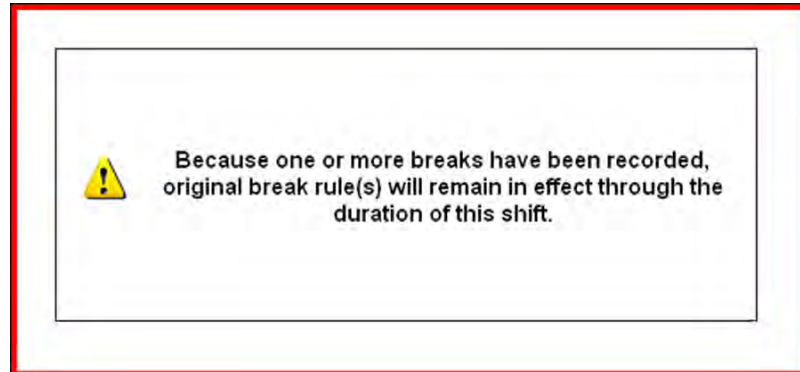
Figure 15 FOH Original Break Rule Remains in Effect Message

Editing the Clock In/Out Time for an Employee Clocked Out

When you edit the current day's clock out time for an employee, the system queries the break rule engine again. The system replaces the existing break rules for which the employee qualified, with a new set of break rules for which the employee now qualifies, based on the worked hours for the complete shift.

● If making the shift longer results in a new unused break, a break rule violation might occur. If the violation also incurs a penalty pay, the system records a 'System - Paid Break Mandatory' or 'System - Unpaid Break Mandatory' in the Pay Adjustments function. If the break is waivable, the system never prompts to waive the break and records the waive response as "Not Waived."

● If making the shift shorter reduces the number of allotted breaks, the cancellation of a break rule violation might occur. The system removes any violation or penalty pay that occurred due to the canceled break.

Clocking out an employee

When you clock out an employee from the FOH, the system records any break rule violations and penalty pay that occurs.

Deleting a clock out for an employee

When you delete a clock out for an employee, the system resets all break rule requirements, including waives and violations.

Editing a break for an employee

When you edit the current break in or out time for the current day for an employee, the system queries the break rule engine again. If the employee is still on the clock, the system behavior does not change. If the employee has clocked out:

- If making the break longer reverses a violation incurred by an enforced early break return, the system removes the violation or penalty pay that occurred.
- If making the break shorter results in a break rule violation, and the violation also incurs a penalty pay, the system records the penalty accordingly.
- If adjusting the break start time falls outside of an enforced time frame, the new time may incur a break rule violation. If the violation also requires penalty pay, the system records the break accordingly.

Ending a break for an employee

When you end a break for an employee, the system behaves as normal because the employee is still clocked in. However; if you end a break that falls within an enforced early return, you must select a break return option. Depending on the choice, a break rule violation might occur. Refer to "Establishing early break return options" on page 59 and "Employee approves early return and the system takes action" on page 59.

Implementing manager approvals when a break rule violation occurs

The Aloha POS system *always* records a break rule violation internally, even for an restrictive break rule. In jurisdictions with strict labor laws, we recommend you enable the system to notify management when a break rule violation occurs. With this feature, a notification appears when an employee clocks out with a violation. The manager, or an employee with sufficient access, must approve the clock out before the employee can leave. At this time, the manager must decide the action to take on the violation. The manager may require the employee to stay on the clock and take a forgotten break, adjust the employee's break time at a later time, using the Edit Punches function, or allow the employee to clock out with a violation.

Configuring manager approvals when a break rule violation occurs

To configure require a manager to approve an employee clock out when a break rule violation occurs, you must select 'Manager must approve clock out when Break is violated' in Store Settings. The manager approving the clock out, must have sufficient access.

To configure the system to notify the manager when a break rule violation occurs:

1. Select **Maintenance > Business > Store**.
2. Select the **Store Settings** tab.

3. Select the **Labor** group located at the bottom of the screen.
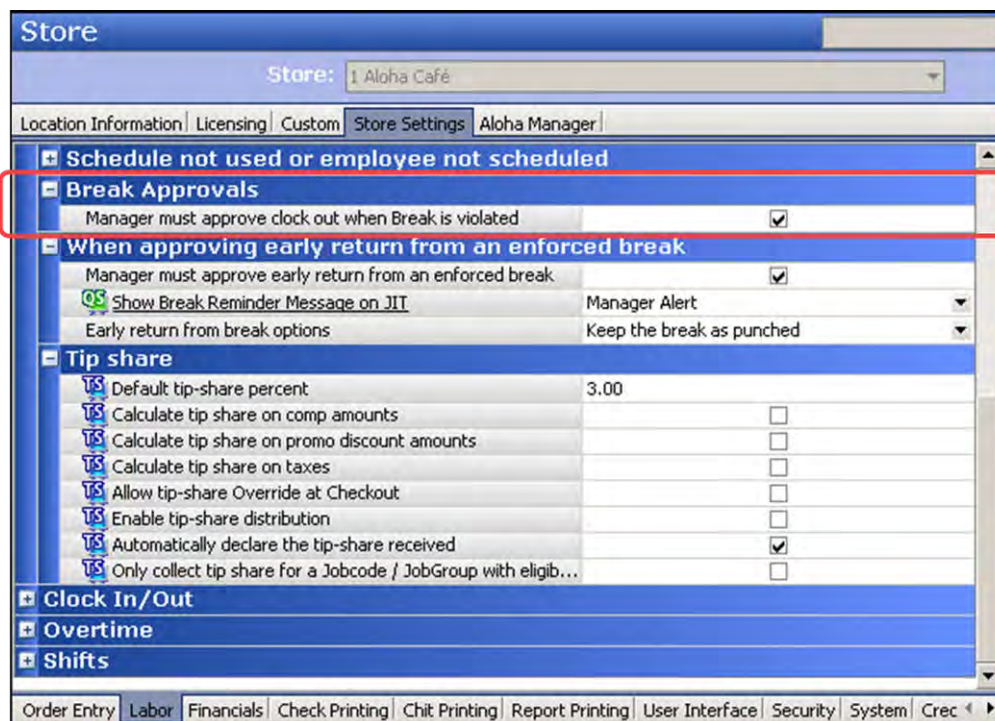
Figure 16 Labor Group - Break Approvals Group Bar

4. Under the 'Break Approvals' group bar, select **Manager must approve clock out when Break is violated**.

5. Click **Save** and exit the **Store Settings** function.

To allow a manager to approve a clock out:

1. Select **Maintenance > Labor > POS Access Levels**.

2. Select an **access level**, such as Manager, from the drop-down list.

3. Select **Approve clock out**.

4. Click **Save**.

5. Repeat the **procedure for each access level** for which you want to provide access to approve a clock out.

6. Exit the **Access Levels** function.

Using manager approvals when a break rule violation occurs

When an employee tries to clock out and a break rule violation has occurred, the employee cannot clock out without manager approval.

To view a break rule violation when an employee clocks out:

1. When you are ready to clock out, locate and touch **Clock Out**. The Break Rule Violation manager approval screen appears.
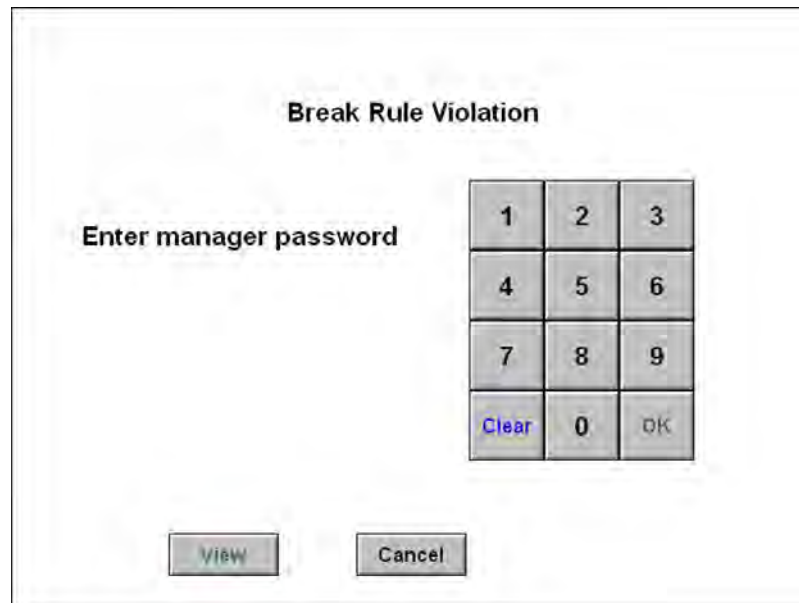
Figure 17 Break Rule Violation Manager Approval Screen

2. To review the break rules that are violated, touch **View**.

Figure 18 Break Rule Violation Screen

3. Touch **OK** to return to the FOH Break Rule Violation manager approval screen.

4. A manager, or an employee with sufficient access, must **enter their password** to approve the clock out and allow the violation.

5. Upon approval, continue with **clocking out of the system**.

Qualifying for a break rule

Some labor laws require restrictions and certain circumstances before an employee can qualify for a break from a break rule. This determines the availability of a break for an employee. If the employee does not qualify, then the system does not offer them a break to take. You can use any of the following qualifiers for a break rule, separately or combined:

- Qualify for a break based on a schedule.
- Qualify for a break using contiguous shifts.
- Qualify for a break based on age.
- Qualify for a break based on the time a shift starts.
- Qualify for a break based on the time a shift ends.

It may be helpful to think about qualifiers as a doorway into a break rule. If an employee, or the conditions under which the employee works, does not qualify for the break, the door is closed and the system does not offer the break to the employee.

Figure 19 Break Rules - Qualifiers Group Bar

Qualifying for a break based on a schedule

For sites that use a labor schedule, you can use the scheduled shift to qualify employees for a break, as opposed to their actual hours worked. This configuration is at the store level instead of for each individual break rule.

To qualify a break rule based on a schedule:

1. Select **Maintenance > Business > Store**.
2. Select the **Store Settings** tab.
3. Select the **Labor** group located at the bottom of the screen.

Figure 20 Labor Group - Scheduling Group Bar

4. Under the 'Scheduling' group bar, select **Use employee schedule to qualify breaks**.
5. Click **Save** and exit the **Store** function.

Qualifying for a break using a schedule behaves differently based on the following:

Labor Schedule is Present	When an employee clocks in, the system reads their schedule for the day. Once all other qualifiers, such as age, the shift start time, and shift end time are met, the system offers the breaks in accordance to the break rule and at the times the breaks are earned.
	When the employee clocks out, the system reads the actual hours the employee worked to validate if they actually earned any breaks. If the employee did not take the minimum number of breaks or break minutes, a break violation occurs.
	For example, a break rule offers a break every 3.50 to 5.00 hours, and the employee is scheduled for 4.5 hours. The system offers only one break. If the employee stays later and works 7.00 hours, they must take a second break or a violation occurs upon clock out.
Labor Schedule is Not Present or Non-Scheduled Employee Works	With no schedule, the system does not qualify employee for breaks using a schedule and uses the actual or expected hours the employee works.

Qualifying for a break using contiguous shifts

Some restaurants dissect an employee's shift into multiple job codes which pay different rates and have different duties and functions. For example, an employee could work a kitchen job code from 9:00 a.m. to 11:00 a.m., and then work a server job code from 11:01 a.m. to 3:00 p.m. When switching to each job code, they must clock out from the previous job code and clock in for the next job code.

Ordinarily, each time you clock out, the requirements of the break rule resets for each clock in. In the example given, the requirements for the break rule in effect for the kitchen job code ends when the employee clocks out and another set of requirements for a break rule starts for the server job code. If the break rule in effect for the kitchen job code requires a break after three hours, the employee will never reach three hours since only two hours are scheduled or worked. The system records a violation. Additionally, when the employee clocks in with the server job code, there is no history of the kitchen job code, since the break rule resets. In these circumstances, you can enable the system to read multiple shifts as one, or contiguous, to qualify employees for a break.
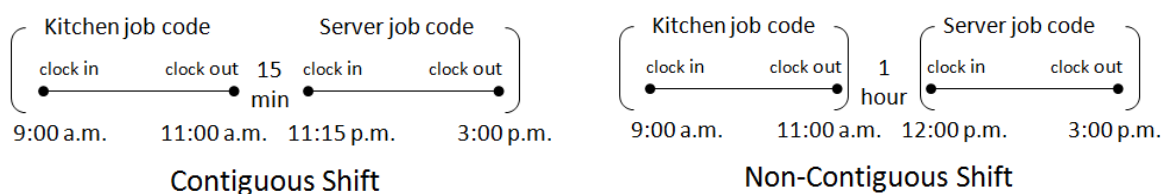

Figure 21 Contiguous and Non-Contiguous Shift Examples

This configuration is at the store and job code level, instead of for each individual break rule.

- You must configure each job code you want to allow within a contiguous shift.
- Each contiguous shift must have a clock in and clock out punch of less than 30 minutes between each shift. This threshold is configurable.

To configure the system to consider contiguous shifts:

1. Select **Maintenance > Business > Store > Store Settings** tab.
2. Select the **Store Settings** tab.
3. Select the **Labor** group located at the bottom of the screen.

Figure 22 Labor Group - Employee Settings Group Bar

4. Under the 'Employee settings' group bar, select **Consider contiguous shifts when qualifying breaks** to enable the system to read multiple contiguous job codes together as one to qualify employees for a break.
5. Type the **number of minutes allowed** between punches, from 0 to 30, to consider for contiguous shifts, in the 'Minutes between shifts are less than' text box. Type '0' to indicate employees must clock out and back in within the same minute.
6. Click **Save** and exit the **Stores** function.

To configure a job code with the ability to allow a contiguous shift:

1. Select **Maintenance > Labor > Jobcodes**.
2. Select a **job code** from the drop-down list.

Figure 23 Jobcodes - Breaks Group Bar

3. Under the 'Breaks' group bar, select **Allow contiguous shifts**.
4. Click **Save**.
5. Repeat this **procedure** for each job code you want to have the ability to be a contiguous shift.
6. Exit the **Jobcodes** function.

Qualifying for a break using contiguous shifts behaves differently based on the following:

Labor Schedule is Present	When an employee clocks in, the system reads their schedule for the day. Once all other qualifiers, such as age, the shift start time, and shift end time are met, the system offers the breaks in accordance to the break rule and at the times the breaks are earned. When the employee clocks out and then clocks back in, within the configured threshold for contiguous shifts, the system continues to read the schedule and qualify breaks.
	When the employee clocks out, the system reads the actual hours the employee worked to validate if they actually earned any breaks. If the employee did not take the minimum number of breaks or break minutes, a break violation occurs.
Labor Schedule is Not Present or Non-Scheduled Employee Works	With no schedule, the system reads the actual hours the employee worked to validate if they earned any breaks.

Qualifying for a break based on age

Most labor laws require an additional break for minor employees, with the minor age varying by state.The Aloha POS system offers two methods for qualifying a minor break rule, depending on if you want to require a break for all eligible minors, or if you want to exempt certain minor employees from receiving a minor break. You cannot implement both methods.

> 💡 **Tip**
> A break rule for minor employees is dependent on the age defined for the employee in the 'Birth date' option in Employee Maintenance. If you do not define an accurate birth date or if you leave the birth date blank, the system cannot determine the age of an employee.

Qualifying a break rule for all minors with no exceptions

If your labor law requires all employees under or between a certain age to earn a break, without the ability to exempt an employee from a minor status, then you can use the options within the 'Employee age' drop-down list in Break Rules Maintenance to qualify minor employees for a break.

SCENARIO: LABOR LAW All employees who are of minor age, by state, are required to have a 30-minute uninterrupted break when working more than five consecutive hours.

If you have restrictions based on different age ranges, such as employees below 16, between the ages of 16 and 18, and others, you must create separate break rules for each range. In this configuration, an employee can qualify for only one of the break rule.
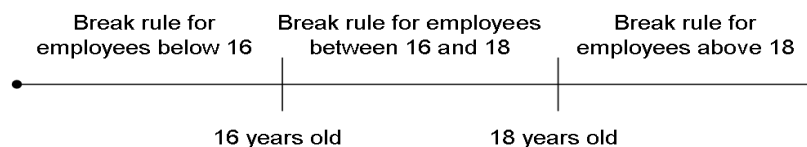

Figure 24 Break Rule Age Qualifier Setup

To configure a break rule for all minors with no exceptions:

1. Select **Maintenance > Labor > Break Rules**.
2. Select a **break rule** from the drop-down list.
3. Under the 'Qualifiers' group bar, select an **option** from the 'Employee Age' drop-down list.

   ○ Select **Under** if an employee must be under a certain age to qualify for the break rule. Type the oldest age an employee must be younger than to qualify for the break rule. For example, if you type 16, the employee must be younger than 16 to qualify for the break rule. An

employee who is 15 qualifies for the break rule up to, and including, the day before their 16th birthday.

Figure 25 Qualifiers Group Bar - Employee Age 'Under'

○ Select **Above** if an employee must be over a certain age to qualify for the break rule. Type the youngest age an employee must be older than to qualify for the break rule. For example,

if you type 18, the employee must have had their 18th birthday to qualify for the break rule.

Figure 26 Qualifiers Group Bar - Employee Age 'Above'

○   Select **Between** if an employee must be within a range of ages to qualify for the break rule. Type the minimum and maximum ages an employee can be before they qualify for the break rule. For example, if you type 16 and 18, respectively, the break rule applies to all employees

who are 16 and older, up to the day they turn 18. On their 18th birthday, they are no longer eligible.

Figure 27 Qualifiers Group Bar - Employee Age 'Between'

- ○ Select **None** to apply to all employees, regardless of their age.

4. Complete the **remaining options** as you would for any other break rule.

5. Click **Save**.

Qualifying a break rule for minors allowing exceptions

If your labor law requires all employees under a certain age to earn a break; however, has a strict interpretation of what qualifies as a minor status, then you must configure additional options within the system and provide a reason why an employee is exempt from minor status.

SCENARIO: LABOR LAW All employees who are of minor age, by state, are required to have a 30-minute uninterrupted break when working more than five consecutive hours. An employee is not considered a minor if they are of minor age and either married, have a diploma or a GED equivalent, military personnel, or any other court-ordered waiver by the public school or Child Labor Board.

In this implementation, you do not configure an age range for qualification of a break rule. Instead, you must define the minor age for the store, and provide a reason why the employee is exempt from minor status. These minor employees are not subject to the requirements of a minor break law and do not receive a minor break. Additionally, the system does not record a break violation.

To configure the minor age for a store:

1. Select **Maintenance > Business > Store**.
2. Select the **Store Settings** tab.
3. Select the **Labor** group located at the bottom of the screen.

Figure 28 Labor Group - Employee Settings - Minor Age Is Under

4. Under the 'Employee settings' group bar, specify the **age you are no longer considered a minor** in the 'Minor age is under' text box, based on the laws in your jurisdiction. The system compares the minor age to the current age of the employee (system date - employee birth date) to determine if an employee is a minor. If the employee is considered a minor, they can qualify for the minor break rule. If you type '0' the system cannot qualify a break rule for minors regardless if exceptions are in place.
5. Click **Save** and exit the **Store** function.

To configure a reason to exempt a employee from a minor break:

1. Select **Maintenance > Labor > Minor Exemptions**.
2. Click **New**.

Figure 29 Minor Exemptions Function

3. Type a **reason to exempt a minor from qualifying for a break**. Common examples are 'Has marriage license,' 'Has high school diploma,' 'Military personnel,' and others.
4. Click **Save**.
5. Repeat this **procedure** for each exemption reason for an employee who is a minor.
6. Exit the **Minor Exceptions** function.

To attach a minor exemption reason to an employee:

1. Select **Maintenance > Labor > Employees.**
2. Select an **employee** from the drop-down list.

3. Select the **Status** tab.

Figure 30 Employees - Status Tab - Break Exemption Group Bar

4. Under the 'Break Exemptions' group bar, select an **exemption reason** from the 'Exempt from Minors break rules' drop-down list. If you do not select an exemption reason, the employee is still subject to a minor break.

5. Click **Save**.

6. Repeat this **procedure** for each employee you want to be exempt from a break rule that applies to minors.

7. Exit the **Employees** function.

To configure a break rule to only apply to a minor:

1. Select **Maintenance > Labor > Break Rules**.

2. Select a **break rule** from the drop-down list.

Figure 31 Break Rules - Qualifiers Group Bar - Only Applies to Minors

3. Under the 'Qualifiers' group bar, select **Only applies to minors** to specify this break rule only applies to employees who are defined as minors.

4. Click **Save**.

5. Repeat this **procedure** for each break rule you want to apply only to a minor.

6. Exit the **Break Rules** function.

Qualifying for a break based on the time a shift starts

Some labor laws restrict employees from taking a break based on the time a shift starts. This prevents an employee from taking a break too early in their shift. When you restrict a break rule by the time the employee clocks in, the rule applies only to those employees.

SCENARIO: LABOR LAW An employee can earn an additional 20 minute break between 5:00 p.m. and 7 p.m. for those employed on a shift starting before 11:00 a.m. and continuing after 7:00 p.m.

If you have restrictions based on different times a shift starts, such as shifts starting before 9:00 a.m., shifts starting after 11:00 a.m. and others, you must create separate break rules for each range. In this configuration, an employee can qualify for only one of the break rule.
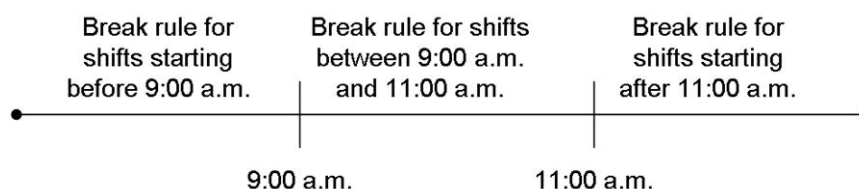

Figure 32 Break Rule Shift Start Qualifier Setup

Qualifying for a break based on the time a shift starts behaves differently based on the following:

Labor Schedule is Present	When you qualify a break based on the time a shift starts, and you select 'Use employee schedule to qualify breaks' in Store Settings, the system reads the *scheduled clock in time* of the employee for qualifying. If the employee clocks in during the time that is restricted, the system does not offer the applicable break.
	For example, a break rule specifies you cannot take a break if you clock in between the hours 12:00 p.m. and 2:00 p.m., and the scheduled shift starts at 12:30 p.m. The system does not qualify the employee for a break.
Labor Schedule is Not Present or Non-Scheduled Employee Works	When you qualify a break based on the time a shift starts, and you clear 'Use employee schedule to qualify breaks' in Store Settings, the system reads the *actual clock in time* of the employee for qualifying. If the employee clocks in during the time that is restricted, the system does not offer the applicable break.
	For example, a break rule specifies you cannot take a break if you clock in between the hours 12:00 p.m. and 2:00 p.m., and the employee clocks in at 12:30 p.m. The system does not qualify the employee for a break.

Refer to for more information on qualifying for a break using a schedule.

To restrict a break based on the time an employee clocks in:

1. Select **Maintenance > Labor > Break Rules**.
2. Select a **break rule** from the drop-down list.
3. Select an **option** from the 'Shift Start Time' drop-down list.

Figure 33 Shift Start Time - Before and After

○ Select **Before** if an employee must clock in for their shift before a specific time to qualify for the break rule. Type the latest time, in military time, an employee can clock in before they qualify for the break rule. For example, if you type 11:00, the rule applies to all employees who clock in *before* 11:00 a.m.

○ Select **After** if an employee must clock in for their shift after a specific time to qualify for the break rule. Type the earliest time, in military time, an employee can clock in before they

qualify for the break rule. For example, if you type 17:00, the rule applies to all employees who clock in at, or after, 5:00 p.m.

Figure 34 Shift Start Time - Between

- ○ Select **Between** if an employee must clock in within a range of time to qualify for the break rule. Type the earliest and latest times an employee can clock in to qualify for the break rule. For example, if you type 09:00 and 11:00, respectively, the rule applies to all employees who clock in at, or after, 9:00 a.m., up to, and including, 11:00 a.m.
- ○ Select **None** to apply to all employees, regardless of their shift start time.
4. Complete the **remaining options** as you would for any other break rule.
5. Click **Save**.

Qualifying for a break based on the time a shift ends

Some labor laws restrict employees from taking a break based on the time their shift ends. This prevents an employee from taking a break too late in their shift. When you restrict a break rule by the time the employee clocks out, the rule applies only to those employees.

SCENARIO: LABOR LAW An employee can receive a 30-minute break before the last two hours of their shift when they work 7 1/2 consecutive hours or more.

If you have restrictions based on different times a shift ends, such as shifts ending before 5:00 p.m., shifts ending after 7:00 p.m. and others, you must create separate break rules for each range. In this configuration, an employee can qualify for only one of the break rule.
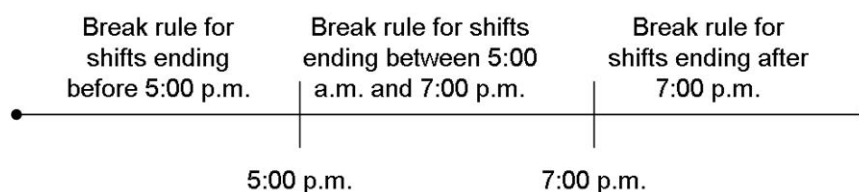

Figure 35 Break Rule Shift End Qualifier Setup

Qualifying for a break based on the time a shift ends behaves differently based on the following:

Labor Schedule is Present	When you qualify a break based on the time a shift ends, and you select 'Use employee schedule to qualify breaks' in Store Settings, the system reads the *scheduled clock out time* of the employee for qualifying. If the employee clocks out during the time that is restricted, the system does not offer the applicable break.
	For example, a break rule specifies you cannot take a break if you clock out between the hours 17:00 p.m. and 22:00 p.m., and the scheduled shift starts at 18:30 p.m. The system does not qualify the employee for a break.
Labor Schedule is Not Present or Non-Scheduled Employee Works	When you qualify a break based on the time a shift ends, and you clear 'Use employee schedule to qualify breaks' in Store Settings, the system reads the *actual clock out time* of the employee for qualifying. If the employee clocks out during the time that is restricted, you must have manager approval to clock out or a violation occurs.
	For example, a break rule specifies you cannot take a break if you clock out between the hours 17:00 p.m. and 22:00 p.m., and the employee clocks in at 18:30 p.m. The system does not qualify the employee for a break.

Refer to for more information on qualifying for a break using a schedule.

To restrict a break based on the time an employee clocks out:

1. Select **Maintenance > Labor > Break Rules**.

2. Select a **break rule** from the drop-down list.

3. Select an **option** from the 'Shift End Time' drop-down list.

Figure 36 Shift End Time - Before

○ Select **Before** if an employee must clock out for their shift before a specific time to qualify for the break rule. Type the latest time, in military time, an employee can clock out to qualify for

the break rule. For example, if you type 17:00, the rule applies to all employees who clock out *before* 5:00 p.m. .

Figure 37 Shift End Time - After

○ Select **After** if an employee must clock out for their shift after a specific time to qualify for the break rule. Type the earliest time, in military time, an employee can clock out to qualify for the

break rule. For example, if you type 19:00, the break rule applies to all employees who clock out on, or after, 7:00 p.m.

Figure 38 Shift End Time - Between

- ○ Select **Between** if an employee must clock out within a range of time to qualify for the break rule. Type the earliest and latest times an employee can clock out to qualify for the break rule. For example, if you type 17:00 and 19:00, respectively, the break rule applies to all employees who clock out at, or after, 5:00 p.m., up to, and including, 7:00 p.m.
- ○ Select **None** to apply to all employees, regardless of their shift end time.

4. Complete the **remaining options** as you would for any other break rule.
5. Click **Save**.

Specifying the hours needed to earn a break

Most jurisdictions require employees to work a minimum number of hours before they earn a break, and depending on the number of hours, they earn a set number of minutes for the break. Use the Break Rules function to specify the hours needed to earn a break, and the number of minutes employees are allowed to take when they earn the break.

SCENARIO: LABOR LAW An employee is entitled to an unpaid meal break of at least 30-minutes after each period of five consecutive hours of work.

To specify the hours needed to earn a break:

1. Select **Maintenance > Labor > Break Rules**.
2. Select the **Rules** tab.

Figure 39 Break Rules - Rules Tab

3. Select a **break rule** for which to specify the hours needed to earn a break.
4. Under the 'Hours and time' group bar, configure the **following**:

   ○ Type the **minimum number of hours worked for a break**, from 0 to 24, an employee must work to earn a break.

   ○ Type the **maximum number of hours worked for a break**, from 0 to 24, an employee must work to earn a break.

○ Type the **minimum uninterrupted break minutes** in 'Minimum break minutes per interval' an employee must take to constitute as a break.

○ If this is a paid break, type the **maximum break minutes** in 'Maximum paid break minutes per interval' for which an employee is paid for the break. Any minutes taken after the maximum paid minutes are unpaid. Type 0 (zero) to pay for all break minutes taken. The break must be longer than the defined minimum break minutes.

5. Select **Recurring** if you want the first set of break requirements to restart each time the maximum hours worked has been reached. The system automatically creates a new occurrence with an offset, based on the maximum worked hours, and allows the employee to earn another break of the same type and length with every new occurrence.

   - OR -

   Clear **Recurring** if you want to define a second or third set of break requirements when the first maximum hours worked has been reached.

6. If you cleared 'Recurring,' click **Add** and repeat **step 4** for each non-recurring set of break requirements.

7. Click **Save**.

8. Repeat the **procedure** for each break rule you need to create to abide by your labor laws.

9. Exit the **Break Rules** function.

Excluding unpaid break minutes from hours worked

By default, the system includes the minutes taken from an unpaid break as worked time. For example, if you configure a break rule to have an unpaid break due every five hours and the employee clocks in at 12:00 p.m., they are due for a break at 5:00 p.m. If the employee takes a 30-minute unpaid break at 4:00 p.m., the system displays the next break due at 10:00 p.m. By excluding the unpaid break minutes from hours worked, the next break is due at 10:30 p.m. This feature does not consider paid breaks.

To exclude unpaid break minutes from hours worked:

1. Select **Maintenance > Labor > Break Rules**.

2. Select the **Rules** tab.

3. Select a **break rule** from the drop-down list.

Figure 40 Break Rules - Rules Tab

4. Under the 'Rules' group bar, select **Exclude unpaid break minutes from hours worked**.

5. Click **Save**.

6. Repeat this **procedure** for each break rule for which to exclude unpaid break minutes from hours worked.

7. Exit the **Break Rules** function.

Supporting mutually exclusive break rules

Some labor laws offers only one break from a break rule, based on the length of time the employee is scheduled or actually works. The system qualifies the employee with only one break for which the scheduled hours meet the minimum and the maximum hours needed to earn a break.

SCENARIO: LABOR LAW An employee must take a 20-minute break if scheduled within six hours, or a 30-minute break if scheduled within eight hours.

For example, you can configure a meal break with two breaks which are mutually exclusive. The first break allows a 20-minute break when an employee works between 4 to 6 hours, and a second break allows a 30-minute break when an employee works between 6.01 and 8 hours. Based on the

scheduled or actual hours worked, the employee can take either the 20-minute or 30-minute break, but not both. If the employee is scheduled for seven hours, the system only offers the 30-minute break, and not the 20-minute break.

To configure a mutually exclusive break rule, you must follow certain conditions:

- The mutually exclusive break rule must contain at least two breaks.
- The times for the breaks within a mutually exclusive break rule must precede each other within the difference of a minute. For example, the maximum hours worked for the first break must be a minute behind the minimum hours worked configured for the second break, such as 6 hours configured for the maximum hours worked for the first break, and 6.01 hours configure for the minimum hours worked for the second break. If you configure the difference between the first and second breaks for longer than a minute, or the times overlap, the breaks are not considered mutually exclusive and both breaks are offered to the employee.
- You cannot configure the break rule as recurring.
- You must select 'Apply only one break based on hours worked.'

A mutually exclusive break rule behaves differently based on the following:

Labor Schedule is Present	When you qualify a break rule using a schedule, and a scheduled employee works, the system reads the scheduled hours of the employee at the time they clock in. The system offers only one of the breaks, based on the length of time they are scheduled. The other breaks are not applicable and not offered. The system does not record a violation.
Labor Schedule is Not Present or Non-Scheduled Employee Works	When you qualify a break rule using a schedule, and a non-scheduled employee works, or no schedule is present, the system offers ALL breaks from the mutually exclusive break rule to the employee. The employee must choose the appropriate break when they start a break. The other breaks remain available and can still be taken, if needed.
	When the employee clocks out, the system reads the actual hours the employee worked for qualification. In the event the employee chose a break that does not contain the allowable number of break minutes based on the break law, a violation occurs. If allowed, the employee can take another break from the mutually exclusive break rule at that time to avoid a violation.

Refer to for more information on qualifying for a break using a schedule.

To configure a mutually exclusive break rule:

1. Select **Maintenance > Labor > Break Rules.**
2. Select a **break rule** from the drop-down list.

3. Select the **Rules** tab.

Figure 41 Break Rules - Rules Tab - Rules Group Bar

4. Under the 'Rules' group bar, select **Apply only one break based on hours worked**.

5. Under the 'Hours and time' group bar,' click **Add** to add the first break.

6. Type the **minimum number of hours worked for the first break**, from 0 to 24, an employee must work.

7. Type the **maximum number of hours worked for the first break**, from 0 to 24, an employee must work.

8. Click **Add** to add the second break.

9. Using the maximum hours worked for a break value from the first break, type **one minute over for the minimum number of hours worked** configured for the second break.

10. Type the **maximum number of hours worked for the second break** an employee must work.

11. Click **Save**.

12. Repeat this **procedure** for each break rule you want to configure as mutually exclusive.

13. Exit the **Break Rules** function.

Placing enforcements on break minutes

This section details the configuration requirements to place enforcements on break minutes. If you are an experienced user, refer to Procedures at a Glance for abbreviated steps. If you prefer more detail, continue reading this document.

To place an enforcement on a break, perform the following procedures:

Procedures at a Glance:
If you are viewing this document using Adobe Acrobat Reader, click each link for detailed information regarding the task. Click Previous View ⊙ to return to this location and proceed to the next step.

1.	Access **Maintenance > Labor > POS Access Levels > 'Employee'** group tab and select 'Approve Start/End Breaks' to provide the ability to approve early break starts and returns. See <u>page 53</u>.
2.	Access **Maintenance > Labor > Break Rules > Rules** tab to designate the time frame in which an employee can start a break. See <u>page 53</u>.
3.	Access **Maintenance > Labor > Break Rules > Rules** tab and select 'Enforce Minimum Break Time' to enforce the minimum break minutes an employee takes for a break. See <u>page 58</u>.
4. 4 .	Access **Maintenance > Business > Store > Store Settings** tab **> Labor** group **> 'Break Approvals'** group bar to establish early break return options. See <u>page 59</u>.

Providing the ability to approve early break starts and returns

When you configure breaks to require manager approval, and an employee attempts to start or return from a break early, the manager approval screen appears. You must provide an employee, such as a manager, sufficient access to override the enforcement.

To provide the ability to override early break starts and returns:

1. Select **Maintenance > Labor > Pos Access Levels.**
2. Select a **manager access level** from the drop-down list.
3. Select **Approve start/end breaks** to enable all employees assigned this access level the ability to approve an early break start or return.
4. Click **Save**.
5. Repeat the **procedure** for each access level requiring the ability to approve an early break start or return.
6. Exit the **Pos Access Levels** function.

Designate the time frame during which an employee can start a break

Some labor laws require employees to start their break within a specific time frame. When enforced, if an employee attempts to start a break too early, the manager approval screen appears. You can

configure time frames based on either the number of hours into the shift the employee works or a set time of the day.

When you place an enforcement on the break start time and you are using a 'Shift Start Time' qualifier, ensure the two time frames coincide with each other for optimal use. In the following example, the "Shift Start Time" qualifier time frame of 2:00 to 4:00 does not match the enforcement on the break start time of 12:00 to 2:00; therefore, an enforcement is placed on a break before an employee actually earns a break at 2:00.
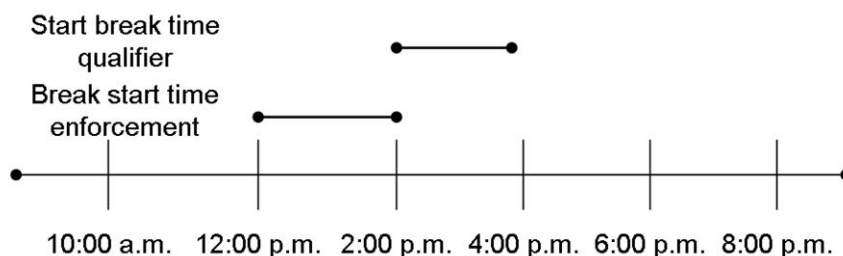
Figure 42 Incorrect Setup with Qualifiers and Enforcements

Configuring the time frame during which an employee can start a break

You can configure the time frame during which an employee can start a break either by the number of hours into the shift an employee works or on a set time of day.

To establish a time frame to start a break based on the number of hours into the shift an employee works:

1. Select **Maintenance > Labor > Break Rules**.
2. Select a **break rule** for which to enforce break start times.
3. Select the **Rules** tab.
4. Clear **Recurring**.

5. Select **Enforce break start time** to prevent an employee from starting a break too early or too late.

Figure 43 Hours Into Shift Configuration

6. Select **Hours into shift** from the 'Break calculation method' drop-down list. The 'Earliest time a break can start' and 'Latest time a break can start' columns appear in the 'Hours and time' group bar. Use the 24-hour clock format, from 00:00 to 23:59, to enter the data. This option is disabled if the break rule is configured as recurring.

7. Under the 'Hours and time' group bar, configure the **following**:

   ○ Type the **minimum number of hours** in 'Earliest time a break can start' into a shift an employee must work before they can start a break without manager approval. For example, if you type 2:00, an employee cannot start a break until they are at least two hours into their shift, unless a manager approves the early break.

   ○ Type the **maximum number of hours** in 'Latest time a break can start' into a shift an employee can work before they are no longer able to start a break without manager approval. For example, if you type 4:00, an employee can start a break anytime from the earliest restriction up to four hours into their shift; they cannot start a break after they reach four hours into their shift unless a manager approves the late break.

8. Click **Save.**

9. Repeat this **procedure** for each break rule for which you need to place restrictions based on the number of hours and minutes into a shift an employee works.

10. Exit the **Break Rules** function.

To establish a time frame to start a break based on a set time of day:

1. Select **Maintenance > Labor > Break Rules**.

2. Select a **break rule** for which to enforce break start times and press **Enter**.

3. Select the **Rules** tab.

4. Clear **Recurring**.

5. Select **Enforce break start time** to prevent an employee from starting a break too early or too late.

Figure 44 Time of Day Configuration

6. Select **Time of day** from the 'Break calculation method' drop-down list. The 'From' and 'To' columns appear in the 'Hours and time' group bar. Use the 24-hour clock format, from 00:00 to 23:59, for entering the data. This option is disabled if the break rule is configured as recurring.

7. Under the 'Hours and Time' group bar, configure the **following**:

○ Type the **earliest time** of day an employee can start a break without manager approval in 'Fro.' For example, if you type 12:00, an employee cannot start a break until 12:01 p.m, unless a manager approves the early break.

○ Type the **latest time** of day an employee can start a break without manager approval in 'To.' For example, if you type 16:00, the employee can start a break anytime from the earliest restriction up to 4:00 p.m., but cannot start a break at 4:01 p.m.

8. Click **Save.**

9. Repeat this **procedure** for each break rule for which you need to place restrictions based on a specific time frame.

10. Exit the **Break Rules** function.

Starting a break with enforcements

When you start a break outside of the times you are allowed, the manager approval screen appears if you are starting the break too early or the break is considered past due if you are starting the break too late.

To start a break with enforcements:

1. Log in to the **FOH**.

2. Locate and touch the **Start Break** button.

3. Select the **break** to take.

   If you select a break that is *before* the established *start* time, a manager approval screen appears, stating, "You are starting the break outside the defined break window." A manager, or an employee with access, must enter their **employee number**, using the numeric keypad, and touch **OK**. Touch **Cancel** to exit the screen and start the break at a later time.

   - OR -

   If you select a break that is *after* the established *end* time, the break is considered past due. The break button appears with a Past Due indication, and the next approaching allotted break for the break rule appears for you to take. If you choose to take the past due break and touch OK, the

manager approval screen appears, stating, "You are starting the break outside the defined break window".

Figure 45 FOH Starting a Break Early Message

4. A manager, or an employee with access, must enter their **employee number** using the numeric keypad and touch **OK**, or you can touch **Cancel** to exit the screen.

5. Select the appropriate **break button** and touch **OK.** Upon approval, the system begins your break time. Pick up the break chit from the local printer.

Enforcing the minimum break minutes an employee must take

Enforcing the minimum minutes an employee must take for a break helps locations that legally require employees to take their allotted breaks. If an employee tries to return from a break without taking their minimum break minutes, the system prompts them to either approve the early break return or seek manager approval for the early break return. If the early break return is approved, a violation could occur, depending on the break approval. You learned how to designate the minimum break minutes in "Specifying the hours needed to earn a break" on page 48.

To enforce the minimum break minutes:

1. Select **Maintenance > Labor > Break Rules**.

2. Select the **break rule** for which to enforce a minimum number of minutes.

3. Select the **Rules** tab.

Figure 46 Rules Group Bar - Enforce Minimum Break Minutes

4. Under the 'Rules' group bar, select **Enforce minimum break minutes** to prevent an employee from returning from a break before taking their minimum break minutes, unless a manager or employee approves the early break return.

5. Click **Save.**

6. Repeat this **procedure** for each break rule for which you need to enforce minimum break minutes.

7. Exit the **Break Rules** function.

Establishing early break return options

When you allow an employee to return from a break early, the full break minutes are not taken. You must configure what to do with the minutes not taken or the break itself, with the options in the 'When approving early return from an enforced break' group bar in Store Settings.

In the Aloha POS system, you can handle the enforcement on ending a break early in three ways:

- The employee can approve the early break return (no manager approval required) and the system takes corrective action, if required.

- The manager must approve the early break return and the system takes corrective action, if required.

- The manager must approve the early break return and determines the corrective action that is needed on a per break basis.

Employee approves early return and the system takes action

This configuration does not require manager approval when an employee returns early from a break. The decision is left to the employee. The employee receives a confirmation screen in which they must

choose yes or no to return from the break, then the system takes action on the early return by keeping the break as punched, or removing the break if the break minutes are below the defined threshold.

To allow an employee to approve their own early break return:

1. Select **Maintenance > Business > Store**.
2. Select the **Store Settings** tab.
3. Select the **Labor** group located at the bottom of the screen.
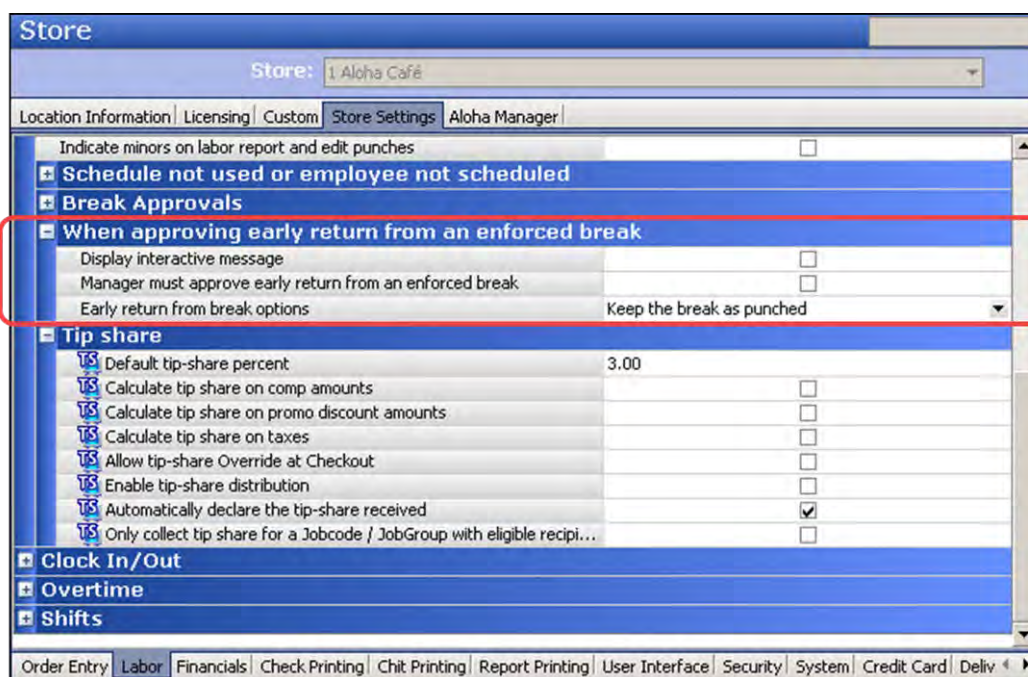
Figure 47 Employee Approves Early Return and the System Takes Action

4. Under the 'When approving early return from an enforced break' group bar, clear **Manager must approve early return from an enforced break**.
5. Select one of the following **options** from the 'Early return from break options' drop-down list.
   - Select **Keep the break as punched** if you want the system to keep the break type and break minutes as punched when an employee returns from a break early.
   - Select **Remove minutes when less than threshold** and type the percent threshold in the 'Remove break minutes when less than percent' text box, if you want the system to remove the break if the total break minutes taken is less than the defined threshold. The system calculates the threshold using the following calculation: threshold % x minimum break minutes. If the total break minutes taken is more than the calculated threshold, the system records the break type and minutes as punched and might incur a break violation. If the total break minutes taken is less than the calculated threshold, the system automatically removes the break.
6. Click **Save** and exit the **Store Settings** function.

Use this procedure if you can approve your own early break return and the system takes action on the remaining untaken break minutes.

To allow an employee to approve their own break return:

1. Log in to the **FOH**. The return break screen appears.
2. Touch **End Break**.

   If you have not taken your minimum required break minutes, the early break return screen appears.

There are 10 minute(s) remaining on the defined break time.
Are you sure you want to end the break?

✔ Yes   ✗ No
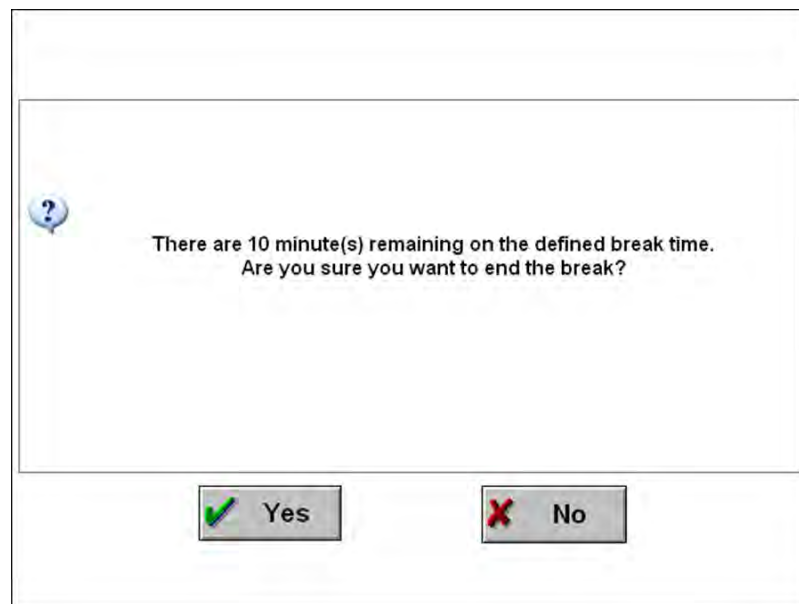
Figure 48 Early Break Return Without Manager Approval Screen

> **Tip**
> The early break return screen appears regardless if you have access to approve early break returns or not.

3. Touch **Yes** to return from the break early and the system takes the appropriate action. If the system records a break, the break chit prints. Pick up the break chit from the local printer.

   - OR -

   Touch **No** to continue with the break.

Employee approves early return with an interactive message

This configuration could require manager approval when an employee returns early from a break, if configured. The decision is left to the employee. The employee receives a confirmation interactive message screen in which they must choose yes or no to return from the break, then the system takes

action on the early return by keeping the break aspunched, or removing the break if the break minutes are below the defined threshold.

If the employee has more than one interactive message assigned, the system uses the interactive message with the lowest Interactive Message ID.

> 📖 **Reference**
>
> Refer to the Interactive Messages Feature Focus Guide - HKS496 for more information on configuring an interactive message.

To configure an interactive message for an early break return:

1. Select **Maintenance > Messaging > Interactive Messages**.
2. Click **New**, select **Early Return from Enforced Break**, and click **OK**.

Figure 49 Interactive Messages

3. Type a **name** for the interactive message, such as 'Early Break Return.'
4. Select a **labor group** for which to display the interactive message. If you select 'None,' you can still display the message to individual employees.
5. Select one of the following **options** from the 'Manager approval needed when response to message is' drop-down list.

○ **No** - Requires manager approval screen when the employee returning from a break early selects a No response.

○ **Yes** - Requires manager approval screen when the employee returning from a break early selects a Yes response.

○ **Yes/No** - Requires manager approval screen when the employee returning from a break early selects either a Yes or No response.

6. Under the 'Text' group bar, type the **message to appear to the employee**, using 'Lines 1' to 'Line 15.' A typical message is "I understand I am entitled to an uninterrupted 30-minute duty free meal period break under CA law. Are you voluntarily choosing to take less than the full 30 minutes?"

7. Select the **Employees** tab.

8. Select an **employee to receive the message** from the 'Available' list and click **>>** to move the employee to the 'Included' list.

9. Repeat **step 8** to add additional employees to the 'Included' list.

10. Select the **Printers** tab.

11. Select **Print notification to local printer**, if you want the message to print.

12. If you print the message to a printer, select **one** of the following from the 'Print when response is' drop-down list.

○ **No** - Prints the message when the employee selects a No response.

○ **Yes** - Prints the message when the employee selects a Yes response.

○ **Yes/No** - Prints the message when the employee selects either a Yes or No response.

13. If you print the message to a printer, select the **printer** from the 'Available' list and click **>>** to move the printer to the 'Included' list.

14. Repeat **step 13** to add additional printers to the 'Included' list.

15. Click **Save**.

16. Repeat this **procedure** for any other interactive message you want to configure.

17. Exit the **Interactive Messages** function.

To attach an interactive message to Store Settings:

1. Select **Maintenance > Business > Store**.

2. Select the **Store Settings** tab.

3. Select the **Labor** group located at the bottom of the screen.

Figure 50 Display Interactive Messages Configuration

4. Under the 'When approving early return from an enforced break' group bar, select **Display interactive message**.

5. Select one of the following **options** from the 'Early return from break options' drop-down list.

   ○ Select **Keep the break as punched** if you want the system to keep the break type and break minutes as punched when an employee returns from a break early.

   ○ Select **Remove minutes when less than threshold** and type the **percent threshold** in the 'Remove break minutes when less than percent' text box, if you want the system to remove the break if the total break minutes taken is less than the defined threshold. The system calculates the threshold using the following calculation: threshold % x minimum break minutes. If the total break minutes taken is more than the calculated threshold, the system records the break type and minutes as punched and might incur a break violation. If the total break minutes taken is less than the calculated threshold, the system automatically removes the break.

6. Click **Save** and exit the **Store Settings** function.

Use this procedure if you can approve your own early break return and the system takes action on the remaining untaken break minutes.

To approve your own break return with an interactive message:

1. Log in to the **FOH**. The return break screen appears.

2. Touch **End Break**.

   If you have not taken your minimum required break minutes, the early break return screen with an interactive message appears.
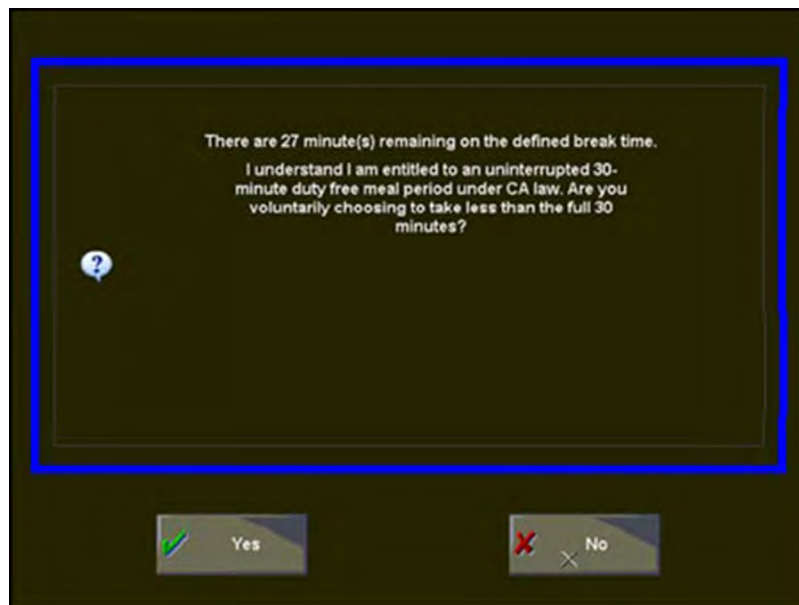
Figure 51 Early Break Return With Interactive Message Screen

> 💡 **Tip**
> The early break return screen appears regardless if you have access to approve early break returns or not.

3. Touch **Yes** to return from the break early and the system takes the appropriate action. If the system records a break, the break chit prints. Pick up the break chit from the local printer.

   - OR -

   Touch **No** to continue with the break.

Manager approves early return and the system takes action

This configuration requires manager approval when an employee returns early from a break and you configure the system to take action on the early return by keeping the break as punched, or removing the break if the break minutes are below the defined threshold.

To require manager approval for an early break return:

1. Select **Maintenance > Business > Store**.

2. Select the **Store Settings** tab.

3. Select the **Labor** group located at the bottom of the screen.

Figure 52 When Approving Early Return From an Enforced Break Group Bar

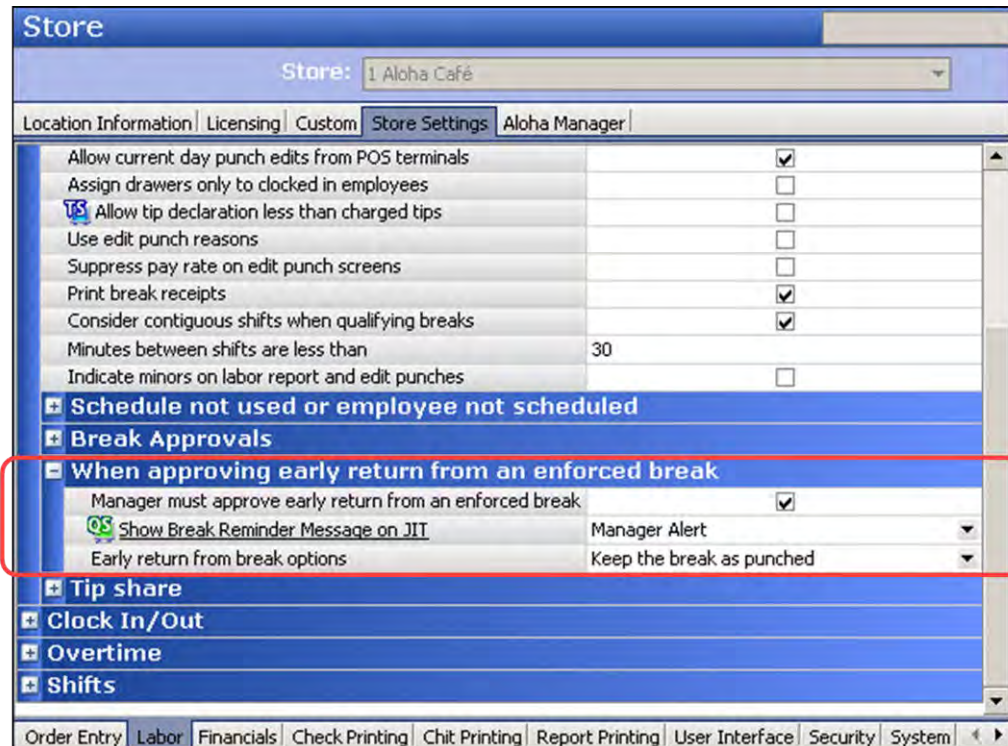4. Under the 'Employee settings > When approving early return from an enforced break' group bar, select **Manager must approve early return from an enforced break**. If using Quick Service, selecting this option enables 'Show Break Reminder Message on JIT.

5. If using Quick Service, select the **break reminder message** to appear on the manager approval screen to alert the manager of a potential issue with an early break return. You must first create this message in Maintenance > Messaging > Break Reminder Messages. See page 94 for details on creating a break reminder message.

6. Select one of the following **options**:

   ○ Select **Keep the break as punched** if you want the system to keep the break type and break minutes as punched when an employee returns from a break early.

   ○ Select **Remove minutes when less than threshold** and type the percent threshold in the 'Remove break minutes when less than percent' text box, if you want the system to remove the break if the total break minutes taken is less than the defined threshold. The system calculates the threshold using the following calculation: threshold % x minimum break minutes. If the

total break minutes taken is more than the calculated threshold, the system records the break type and minutes as punched and might incur a break violation. If the total break minutes taken is less than the calculated threshold, the system automatically removes the break.

7. Click **Save** and exit the **Store Settings** function.

Use this procedure if a manager approves an early break return for you. The system takes action on the remaining untaken break minutes.

To end a break where a manager approves the early return and the system takes action:

1. Log in to the **FOH**. The early break return screen appears.
2. Touch **End Break**. If you have not taken your minimum required break minutes, the manager approval screen appears.
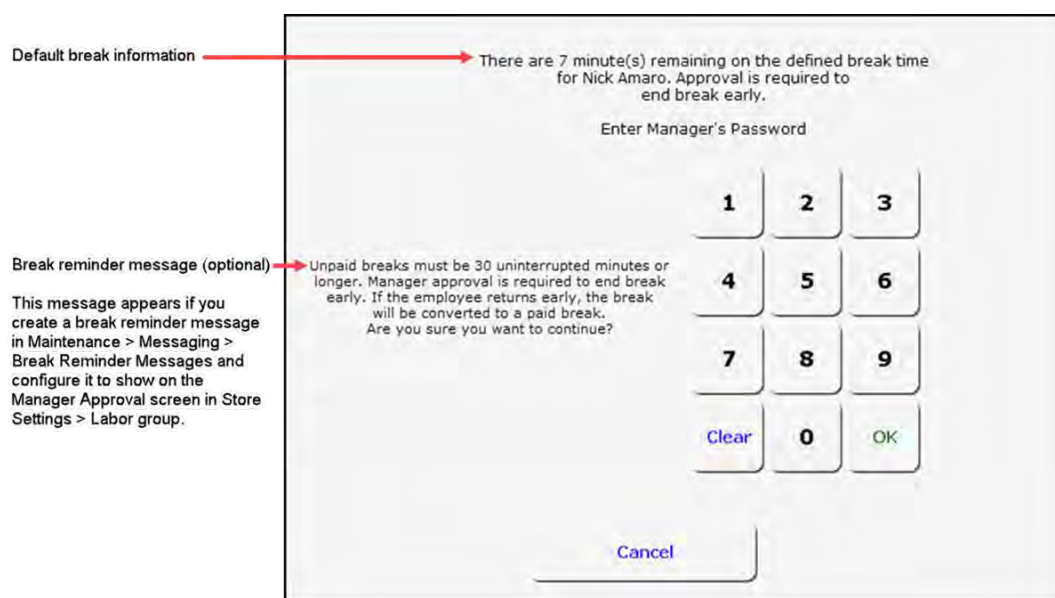
Figure 53 Early Break Return with Manager Approval Screen

3. A manager, or an employee with access, must enter their **employee number** and touch **OK** so you can return from the break early. The system takes the appropriate action. If the system records a break, the break chit prints. Pick up the break chit from the local printer.

- OR -

Touch **Cancel** to continue with the break.

> **Tip**
> The manager approval screen appears regardless if you have access to approve early break returns or not.

Manager approves early return and then takes action

This configuration requires manager approval when an employee returns early from a break; however, it allows the manager to make a decision as to the corrective action on a per break basis. Upon approval, the manager then selects from a list of options from the FOH Break Options screen, to take action on the break. You can enable the 'Keep Break as Punched,' 'Convert Unpaid Break to Paid,' and 'Remove break' options as choices from which the manager selects, but if you enable only one option, the FOH Break Options screen does not appear and the system takes action using the lone configured option.
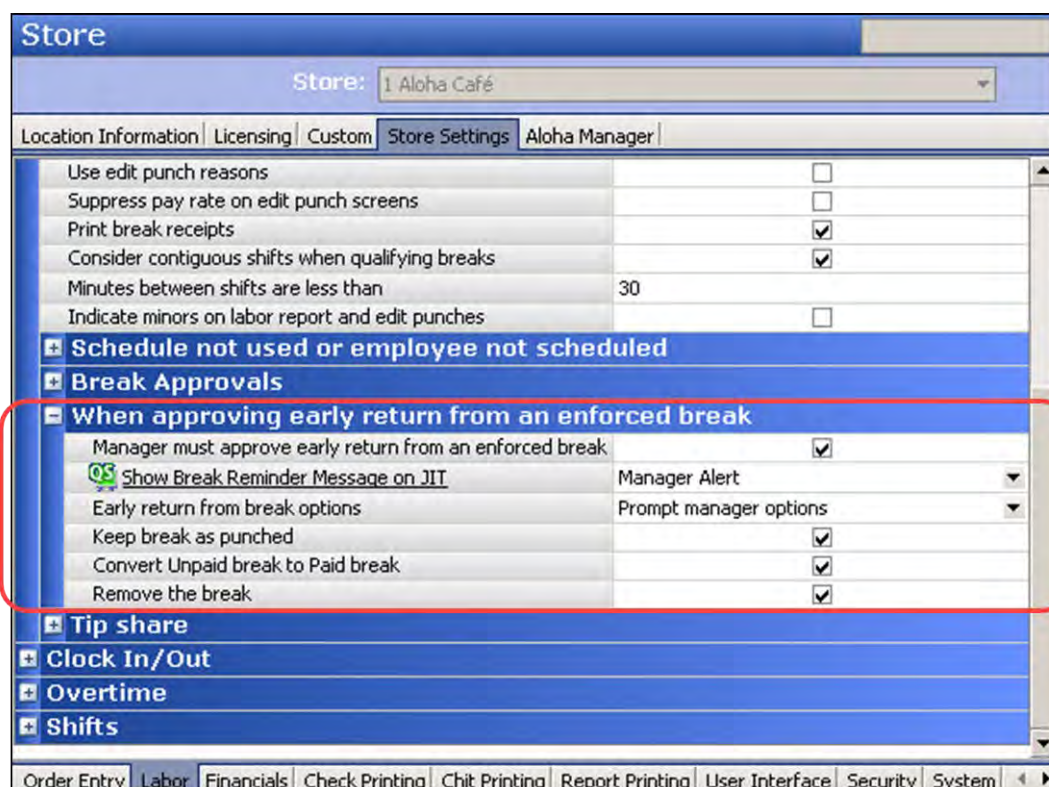

Figure 54 Manager Approves Early Return and Then Takes Action

To require manager approval for an early break return and allow the manager to take action:

1. Select **Maintenance > Business > Store > Store Settings tab.**

2. Select the **Labor** group located at the bottom of the screen.

3. Under the 'Employee settings > When approving early return from an enforced break' group bar, select **Manager must approve early return from an enforced break**. If using Quick Service, selecting this option enables 'Show Break Reminder Message on JIT.'

4. If using Quick Service, select the **break reminder message** to appear on the manager approval screen to alert the manager of a potential issue with an early break return. You must first create

this message in Maintenance > Messaging > Break Reminder Messages. See page 94 for details on creating a break reminder message.

5. Select **Prompt manager options** from the 'Early return from break options' drop-down list.

6. Select one or more of the following **options**.

> 💡 **Tip**
>
> Remember, you must select at least two options to force the FOH Break Options screen to appear and allow a manager to take action on any remaining break minutes. If you select only one option, the FOH Break Options screen does not appear and the system automatically performs the configured action.

   ○ Select **Keep break as punched** to display the 'Keep Break as Punched' button on the FOH screen that appears for a manager override. The system records the break as unpaid.

   ○ Select **Convert Unpaid break into a Paid break** to display the 'Convert Unpaid Break into a Paid Break' button on the FOH screen that appears for a manager override. The system records the break as paid at regular pay.

   ○ Select **Remove the break** to display the 'Remove Break' button on the FOH screen that appears for a manager override. The system removes the break completely.

7. Click **Save** and exit the **Store Settings** function.

Use this procedure if a manager must approve an early break return and then take action on the remaining break minutes not taken.

To end a break where a manager approves the early return and then takes action:

1. Log in to the **FOH**. The early break return screen appears.

2. Touch **End Break**.

   If you have not taken your minimum required break minutes, the manager approval screen appears.
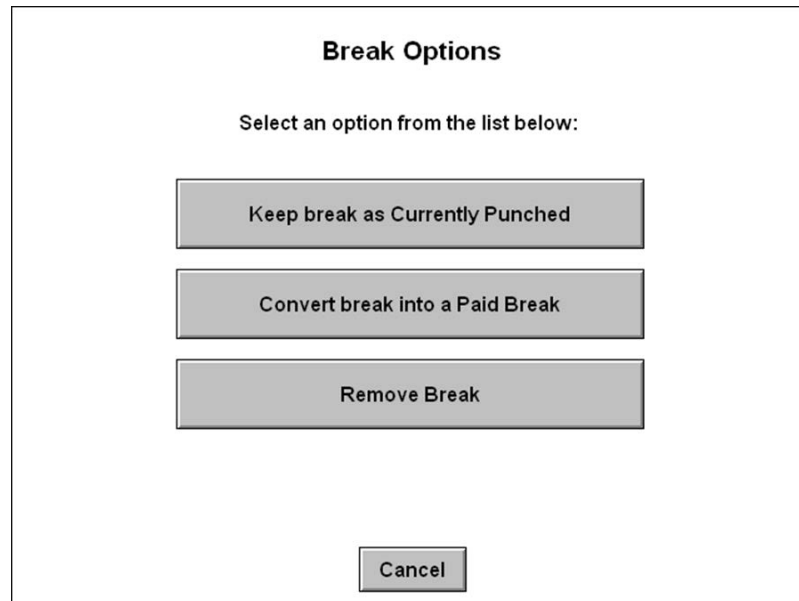
> 💡 **Tip**
>
> The manager approval screen appears regardless if you have access to approve early break returns or not.

3. A manager, or an employee with access, must enter their **employee number** and touch **OK** so you can return from the break early.

   - OR -

   Touch **Cancel** to continue with the break.

If the manager approves the early break return, the Break Options screen appears.

Figure 55 Break Options Screen

4. The manager must select one of the following **actions**:

> 💡 **Tip**
> If the Break Options screen does not appear, the system takes the appropriate action without manager intervention.

- ○ Select **Keep Break as Currently Punched** to retain the break as paid or unpaid for the time frame the employee took the break. The break button no longer appears as a selection.
- ○ Select **Convert break into a Paid Break** to change an unpaid break to a paid break. The system records the break time as paid. This new paid break does not replace a regular paid break that the employee has earned during the shift. Any paid break earned by the employee remains intact.
- ○ Select **Remove Break** to discard the break completely. The break appears as a selection again.

    If the system records a paid or unpaid break, the break chit prints. Pick up the break chit from the local printer.

    - OR -

    If the manager removes the break, the system does not record a break and the break chit does not print.

Exceptions when ending a break early

This section covers some exceptions when an employee ends a break early with enforcements:

Exceptions when the employee is not allowed paid breaks - If an employee is not allowed to take paid breaks, based on their job code, the system behaves differently when that employee returns early from a break.
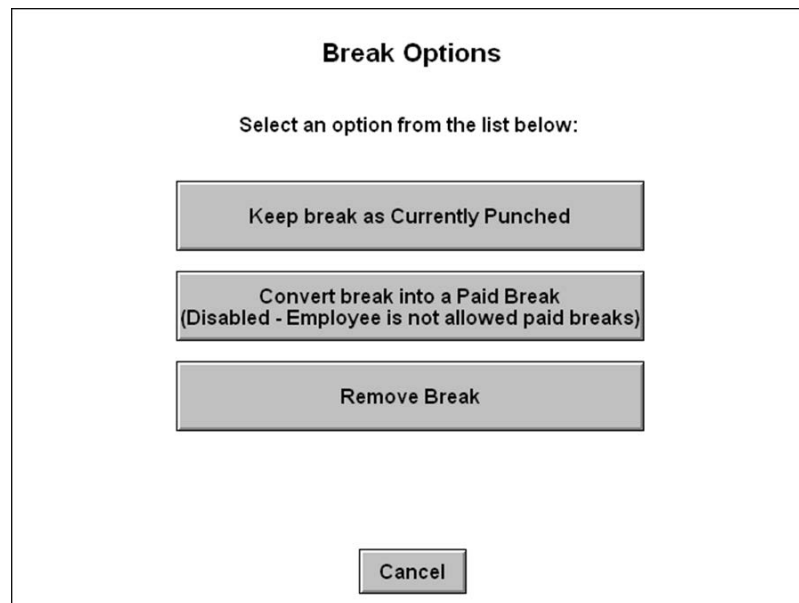
○ As noted, when manager approval is required *and* only one break option is selected for the break rule, the Break Options screen does not appear. The system automatically takes the appropriate action; however, if the action is 'Convert break into a Paid Break,' *and* the employee is not allowed to take a paid break, an error message appears. The system automatically records the break as unpaid.

Figure 56 Job Code Does Not Allow Paid Breaks Error

○ When manager approval is required *and* the 'Convert break into a Paid Break' option is selected with any other option, the Break Options screen appears. If the employee is not allowed to take a paid break, the 'Convert Break into a Paid Break' button appears with the

message, "(Disabled - Employee is not allowed paid breaks)." You must select another break option.
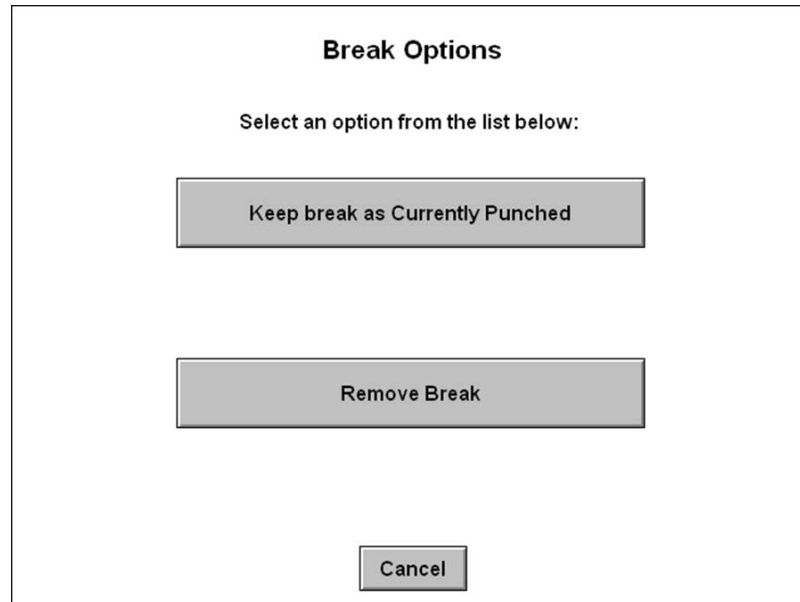

Figure 57 Break Options Screen with Convert to Paid Break Disabled

Exceptions when a break is paid - When a break is paid, the system behaves differently when the system is configured in the following ways:

○ When manager approval is required *and* only one break option is selected for the break rule, the Break Options screen does not appear. The system automatically takes the appropriate action; however, if the action is 'Convert break into a Paid Break,' *and* the break is already paid, the system automatically records the break as paid.

○ When manager approval is required *and* 'Convert break into a Paid Break' is selected with any other option, the Break Options screen appears normally; however, if the break is already paid, the system records the break as paid and the Break Options screen does not appear.

○ When manager approval is required *and* all break options are selected, the Break Options screen appears normally; however, if the break is already paid, the 'Convert Break into a Paid Break' button does not appear on the FOH Break Options screen.

Figure 58 Break Options Screen with Convert to Paid Break Unavailable

Exceptions in 24-hour mode - When an employee returns from an enforced break during the End-of-Day (EOD) process on a system using the 24-hour mode, the break minutes carry over to the new business day. If you convert an unpaid break to a paid break, or remove the break, a message appears at the bottom of the screen, stating, "A portion of this break has occurred on the previous business day. Selecting the indicated options will not adjust the *n* break minutes on *mm/dd/yyyy*. An

adjustment may be made from the BOH to make yesterday's break type consistent with the option chosen." A Break Warning chit also prints to the local printer.
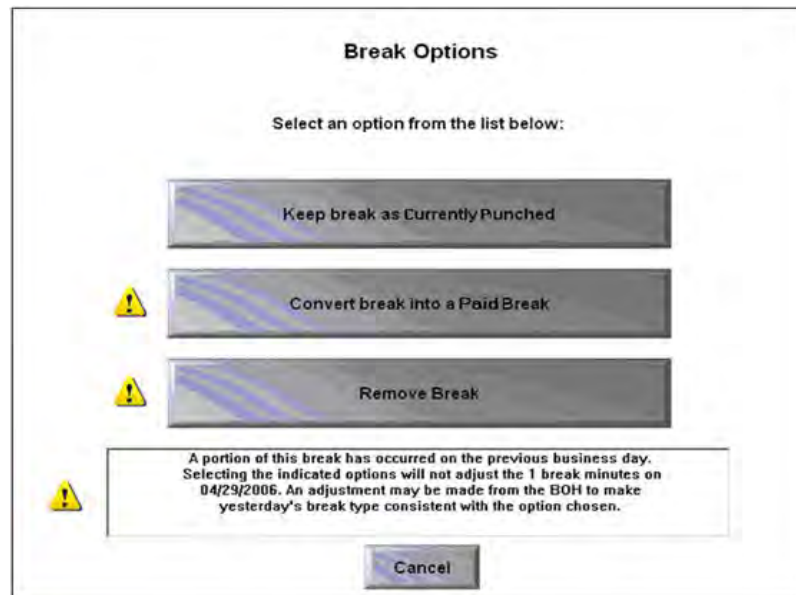

Figure 59   Break Options Screen in 24-Hour Mode

Implementing splittable breaks

The labor laws in some jurisdictions are lax enough to allow employees to partially take a break and then return to that break and complete the remaining minutes required for the break.

SCENARIO: LABOR LAW An employee of minor age who works six or more hours in a shift must be provided with one 30-minute rest break. This break can be taken all at once, or in two breaks that total at least 30-minutes.

Configuring splittable breaks

To configure splittable breaks:

1. Select **Maintenance > Labor > Break Rules**.
2. Select a **break** from the drop-down list.

Figure 60 Splitting Breaks

3. Under the 'Settings' group bar, select **Can be split in two**.
4. Click **Save**.
5. Repeat this **procedure** for any other break rules you want to have the ability to split a break in two.
6. Exit the **Break Rules** function.

Using splittable breaks

When you allow a break to be split into two, the break appears on the Start a break screen in different phases.

- ○ If the break is approaching, the button displays the amount of time until the break is earned, as normal.
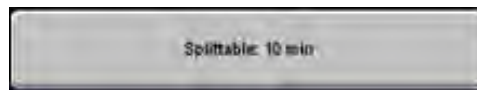

Figure 61 Splittable Break Button - Approaching

- ○ When the break is partially taken, and *no* enforcements are placed on the break minutes, the button displays the amount of time remaining to complete the break, regardless if the break is past due. If there are multiple breaks from the same break rule, the next break does not display until the first break is fully taken.
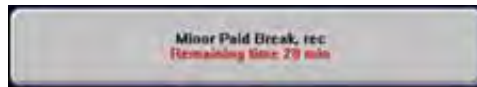

Figure 62 Splittable Break Button - Without Enforcements

- ○ When the break is partially taken, and enforcements are placed on the break minutes, the button displays the amount of time remaining to complete the break unless the break is past due. In this case, "Past due" appears on the button. If there are multiple break from the same break rule, the next break does not appear until the first break is fully taken.

Figure 63 Splittable Break Button - With Enforcements

When you start the first part of a splittable break, and enforcement of break minutes are placed on the whole break, the first part is exempt from any violations. When you take the second part of a splittable break, the system then issues violations, if any are found.

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Implementing the ability to add breaks from FOH

In cases where you qualify breaks using a schedule, and the employee does not work according to their schedule, you may need to add a break on demand to avoid any violations when the employee clocks out.

Without the ability to add a break from the FOH, an employee must end their current break, then after a full minute, start another break. The manager would then edit the time of the break.

Configure the ability to add a break from FOH

In Aloha Table Service, the Add Break button appears on the FOH Employee screen when you access Special Functions > Employee from the Working with Tables screen. This is based on the 'Edit FOH Labor' option in Maintenance > Labor > POS Access Levels. In Aloha Quick Service, you must add the Add Break button to a panel, such as MGR Functions.

To configure the ability to add a break from FOH for Aloha Quick Service:

1. Select **Maintenance > Screen Designer > Quick Service Screen Designer**.
2. Select **Work with Panels**.
3. Select **Panel > Open Panel**, select a **panel to use**, such as MGR Functions, and click **OK**.
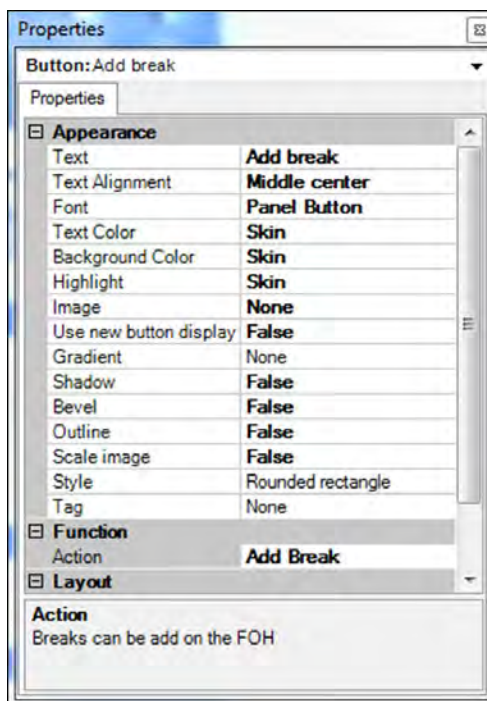4. Select **Panel > New Button**.

Figure 64 Add Break Button Function

5. In the Properties dialog box, select **Add Break** from the 'Action' drop-down list.

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6. Complete any **remaining options**, such as appearance, text, and more, as you would for any other button.

7. Select **Panel > Save Panel**.

8. Exit **Screen Designer**.

Adding a break from the FOH

You can add a break from the FOH.

To add a break from the FOH:

1. For Table Service operations, select **Special Functions > Employee > Add Break**. For Quick Service operations, locate and select the **Add Break** button. The Select Employee to Add Break screen appears.
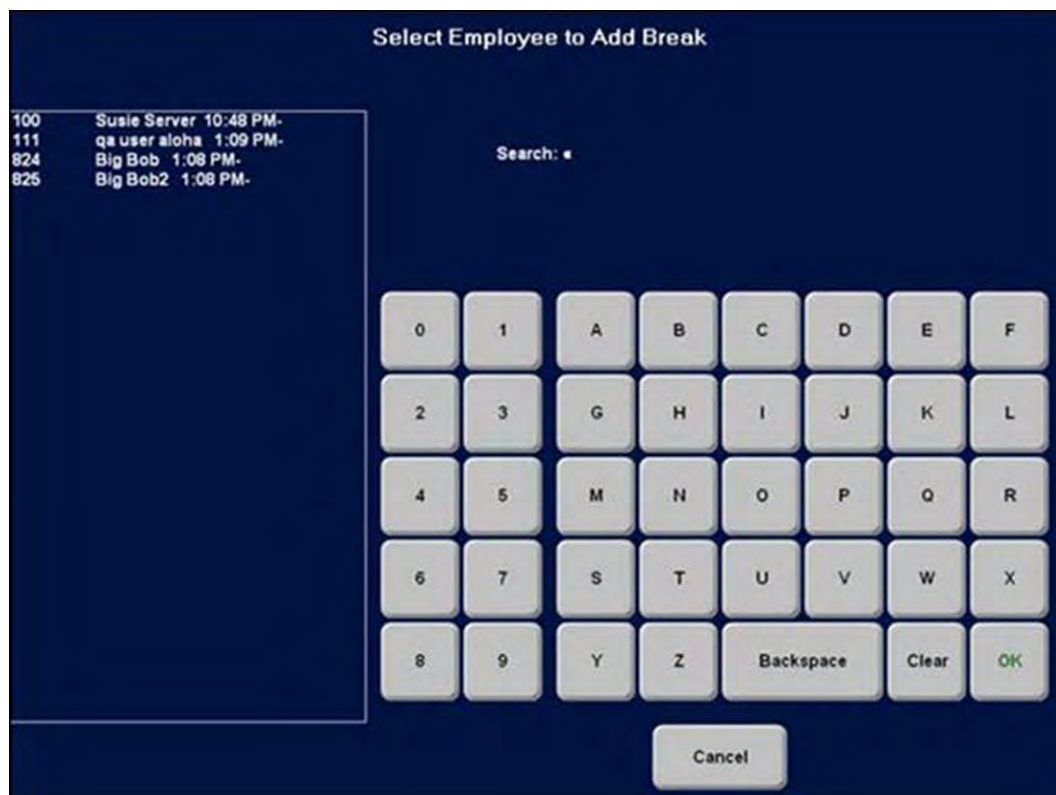

Figure 65 Select Employee to Add Break Screen

2. Select the **employee** for which to add the break from the list and touch **OK**. Use the **alphanumeric keypad** to further search using criteria. The 'Select a break to add' screen appears. The list includes all earned and overdue breaks for which the employee qualifies at the

current time. This includes any breaks for which they would have qualified if a schedule is not used for qualifying.

Figure 66 FOH Select a Break to Add Screen

3. Select a **break** to add for the employee and touch **OK**. The Add Break Start/End screen appears.

Figure 67 FOH Edit Break Start/End Screen

4. Enter the **starting** and **ending** time allowed for the break using the up and down single and double arrows.

5. When you have defined the break minutes, touch **OK**. For Table Service operations, you are returned to the FOH Employee Screen. For Quick Service operations, you are returned to the order entry screen.

Implementing on-duty meal breaks

Many jurisdictions allow on-duty meal breaks where an employee might perform duties while on a break, when agreed upon with their employer. Ordinarily, the system does not allow an employee to perform order entry once they are on break. Typical positions include salary managers, or sole employees working at a station alone, such as a kiosk employee. In some jurisdictions, employees may eat while working and agree to record their break as paid as part of a legal agreement.

SCENARIO: LABOR LAW Employee can work an on-duty meal break counted as time worked and permitted only when nature of work prevents relief from all duties and there is a written agreement between parties.

Configuring an on-duty meal break

To configure an on-duty meal break, you must first configure a waive break message with the text of an agreement that the employee will work during their break, and then configure on-duty meal breaks within the Break Rules function.

To configure an on-duty break agreement:

1. Select **Maintenance > Messaging > Waive Break Message**.
2. Click **New**.
3. Type a **name** for the waive break message, such as 'On-Duty Agreement.'

Figure 68 Waive Break Messages - On-Duty Meal Agreement

4. Under the 'Text' group bar, type the **text you want to appear for the on-duty agreement message** in 'Lines 1-5'. A typical message is "Do you agree to perform duties while on a paid break?"

5. Select the **Jobcode** tab.

6. Select the **job code** from the 'Available' list and click **>>** to move the job code to the 'Included' list.

7. Repeat **step 6** for any other job code you want to receive the on-duty agreement message.

8. Click **Save**.

9. Repeat this **procedure** for any other on-duty message you want to create.

10. Exit the **Waive Break Messages** function.

To configure an on-duty break rule:

1. Select **Maintenance > Labor > Break Rules**.

2. Select a **break rule** from the drop-down list.

Figure 69 Break Rules - On-Duty Break Group Bar

3. Under the 'On duty break' group bar, select **Eligible for on-duty paid break**.

4. Select the **waive break message** from the 'Display on-duty break agreement at clock-in' drop-down list.

5. Click **Save**.

6. Repeat this **procedure** for any other break rules you want to configure as an on-duty break.

7. Exit the **Break Rules** function.

Using an on-duty meal break

When you use an on-duty meal break, you are required to accept a legal on-duty agreement when you clock out. Upon acceptance, the system splits the on-duty break into two break selections, off-duty and on-duty. To take an on-duty meal break and continue working in the FOH, you must select the on-duty break. The system immediately places you on break using the break minutes defined for the break rule and you do not need to end the break. If you choose to take an off-duty meal break, you do not have access to the FOH and you must end your break. If you end your off-duty meal break too early, you must adhere to the usual return break requirements to avoid any violations.

To clock in with an on-duty meal break:

1. When you are ready to clock in, **clock in to the system**, as normal.
2. Respond to any **waive break messages**, if they appear. The on-duty meal agreement message then appears.
3. Touch **OK** to accept the on-duty meal agreement message. If you do not accept the on-duty agreement, you cannot take the on-duty break when you want to take the break.
4. Start your **shift**, as normal.

To start an on-duty meal break:

1. When you are ready to take your on-duty meal break, touch **Start Break**. The Select a break to start screen appears with a choice of either an on-duty meal break or off-duty meal break.

Figure 70 FOH Select a Break to Start Screen for On-Duty Meal Breaks

2. Touch the **on-duty meal break**. The system starts the break and automatically converts any unpaid break minutes to a paid break. A message appears alerting you that an on-duty meal break is in progress and will automatically expire in accordance to the number of minutes allowed for the break.

Figure 71 On-Duty Break is Now in Progress Message

3. Touch **inside the box** to clear the message.

4. Continue **order entry functions**, as needed, while you take your break. In the background, the break ends when the defined break minutes expires.

Ordinarily, an on-duty meal break automatically expires at the appropriate time. If you opted to take and end an off-duty meal break early, which does not give you access to the FOH, the system reads the remaining minutes left for the break. If you end the off-duty meal break too early, you must decide whether to end the break and risk a violation, or convert the break to an on-duty meal break.

To end an off-duty meal break:

1. When your off-duty meal break is finished, touch End Break. The system reads that not all the break minutes were taken and displays the early break return screen.
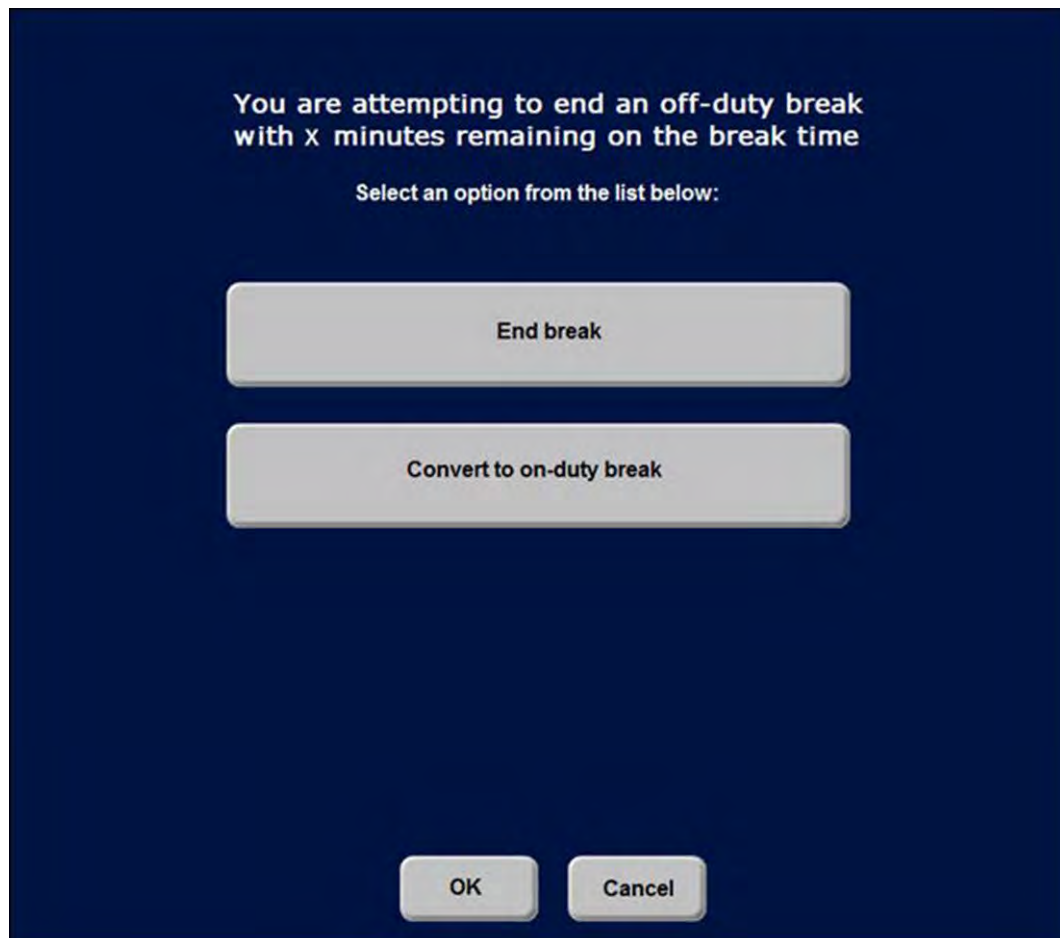
Figure 72 FOH On-Duty End Break Screen

2. Select **one** of the following actions:

○ Select **End Break** to retain the break as paid or unpaid for the time frame the employee took the break. The break button no longer appears as a selection.

○ Select **Convert to on-duty break** to change the off-duty break to an on-duty break. The system sets the break to automatically end when the break expires, based on the minutes left for the break. If the break was originally unpaid, the system automatically converts the entire break to a paid break which counts toward overtime. The On-Duty Meal Break message appears and you now have access to the FOH.

Implementing waive break and break reminder messages

In the hospitality industry where jurisdictions require non-exempt employees to receive breaks, an employee can legally waive all rights to a consensual break and relinquish the responsibility of the restaurant to give the employee a break. When the employee waives their rights to a break, the employee can still take a consensual break, if allowed by the manager. The employee can only waive their consensual breaks and must still take any mandatory breaks that are owed to them.

The Aloha POS system provides the restaurant a valuable tool in that you can configure the system to prompt an/a:

- Employee to waive a consensual break. This prompt can appear when the employee clocks in or clocks out. The system records the response of the employee as legal documentation.
- Manager to enforce a break. This prompt appears on the manager approval screen when the employee attempts to return early from an enforced break.

As an added feature, you can also configure a break reminder message to appear when the employee decides not to waive a break. The system displays a reminder so the employee can be pro-active and coordinate a break with the manager. This is used only when you configure waive break messages to appear when the employee clocks in.

The following are typical scenarios when using waive break and break reminder messages:

SCENARIO: CLOCKING IN WITH WAIVE BREAK AND BREAK REMINDER MESSAGES A break rule has a waive break and a break reminder message configured to appear when an employee clocks in. The employee can do the following:

- *The employee wants to stay on the clock to earn more tips and does not foresee the need to take a consensual break for the shift. The employee opts to **waive** the break at that time and relinquish all rights to receive a break. If business has a slow period while the employee is still on the clock, they can still take the break, if agreed upon with the manager. If the employee works a long period of time without taking the break, and the break becomes mandatory, the system displays the waive break message when the employee clocks out. Since the break has become mandatory, the employee must take the break before they clock out, or the manager can allow the employee to clock out and incur a break rule violation.*
- *The employee wants to ensure they receive a consensual break. The employee opts to **not waive** the break at that time and the restaurant is legally required to give the employee a break. A break reminder message appears to remind the employee to coordinate a time to take the break.*

SCENARIO: CLOCKING OUT WITH A WAIVE BREAK MESSAGE A break rule has a waive break message configured to appear when an employee clocks out, and has not taken their break. The employee can do the following:

- *The employee wants to leave and opts to **waive** the break. The employee allows a manager to clock them out. If the break has become mandatory, a break rule violation incurs.*
- *The employee opts to **not waive** the break and takes their break before clocking out. No break reminder message appears.*

> 📖 **Reference**
>
> Refer to "Use case scenarios" on page 132 for more information on the behavior with waive break and break reminder messages.

Clocking in early from an enforced break scenario (QS only): *The manager approval screen has a break reminder message configured to appear when an employee attempts to return early from an enforced break. The manager can either approve or disapprove the early return.*

This section details the configuration requirements for implementing waive break and break reminder messages. If you are an experienced user, refer to Procedures at a Glance for abbreviated steps. If you prefer more detail, continue reading this document.

To configure waive break and break reminder messages, perform the following procedures:

Procedures at a Glance:
If you are viewing this document using Adobe Acrobat Reader, click each link for detailed information regarding the task. Click Previous View 🔵 to return to this location and proceed to the next step.

1.	Access **Maintenance > Labor > Security Roles** to provide access to the Waive Break Messages and Break Reminder Messages functions. See page 89.
2.	Access **Maintenance > Messages > Waive Break Messages** to configure a waive break message and then **Maintenance > Labor > Break Rules > Rules** tab to attach the waive break message to the appropriate break rule. See page 90.
3.	Access **Maintenance > Messages > Break Reminder Messages** to configure a break reminder message and then **Maintenance > Labor > Break Rules > Rules** tab to attach the break reminder message to the appropriate break rule. See page 93.
4.	If using Quick Service, access **Maintenance > Messages > Break Reminder Messages** to configure a break reminder message for managers and then **Maintenance > Business > Store > Store Settings** tab **> Labor** group **> 'Employee settings > When approving early return from an enforced break'** group bar to assign the message on the JIT screen. See page 94.
5.	Access **Maintenance > Labor > Employees > Tax** tab and select 'Employee Waives 'Consent' Prompt' to allow an employee to bypass the waive consent prompt. See page 95.

Procedures at a Glance:	
6.	Access **Maintenance > Store Settings > Labor > Breaks** tab and select 'Prompt for Waive Breaks' and/or 'Prompt for Break Reminders' to always prompt an employee to waive their break even if a schedule is not in use. See .

Providing access to waive break and break reminder messages

With the addition of the Waive Break Messages and Break Reminder Messages functions to Aloha Manager, you must have a sufficient security role to access the Waive Break Messages and Break Reminder Messages options on the Messages menu; otherwise the options do not appear when you log in to the BOH.

The default command options for Waive Break Messages are:

	View	Add	Edit	Delete
Minimum	Yes	No	No	No
Typical	Yes	Yes	Yes	No
Maximum	Yes	Yes	Yes	Yes

The default command options for Break Reminder Messages are:

	View	Add	Edit	Delete
Minimum	Yes	No	No	No
Typical	Yes	Yes	Yes	No
Maximum	Yes	Yes	Yes	Yes

To provide access to the waive break messages and break reminder messages options:

1. Select **Maintenance > Labor > Security Roles**.
2. Select a **security role** from the 'ID' drop-down list.
3. Select the **POS** tab.
4. Scroll down the list of **functions** and select **Waive Break Messages**.
5. Select **View**, **Add**, **Edit**, and **Delete**, where applicable.
6. Scroll down the list of **functions** and select **Break Reminder Messages**.
7. Select **View**, **Add**, **Edit**, and **Delete**, where applicable.
8. Click **Save** and exit the **Security Roles** function.

Configuring a waive break message

Use the Waive Break Messages function to create the messages for offering your employees the option to waive their consensual breaks. We recommend you word the message in the form of a question where the employee can respond in a yes or no fashion, such as "Would you like to waive your meal period break for this shift?" Ideally, you would create a message specific to each break rule that can be waived.

To configure a waive break message:

1. Select **Maintenance > Messaging > Waive Break Messages**.
2. Click **New**.
3. Type a **name**, up to 20 characters, for the message.

Figure 73 Waive Break Messages Function

4. Type a **message** that is descriptive of its purpose. We recommend wording this message in the form of a question, such as "According to state law, you are entitled to an unpaid 30 minute break. Would you like to waive your break for this shift?" You can enter five lines of text at 50 characters per line.
5. Select the **Jobcode** tab.

6. Select a **job code** from the 'Available' list and click **>>** to move the job code to the 'Included' list.

Figure 74 Waive Break Messages - Jobcode Tab

7. Click **Save**.

8. Repeat this **procedure** until you configure all waive break messages.

9. Exit the **Waive Break Messages** function.

After creating waive break messages, you must attach the messages to the appropriate break rule.

To attach a waive break message to a break rule:

1. Select **Maintenance > Labor > Break Rules**.

2. Select a **break rule** from the drop-down list**.**

Figure 75 Break Rules - Waive Group Bar

3. Under the 'Waive' group bar, select **Eligible to be waived** to activate waive break messages for the break rule.

4. Select **one of the following options** from the 'Display break waive message at' drop-down list to determine when the waive break message appears.

   ○ Select **Clock in** to display the waive break message when the employee clocks in.

   ○ Select **Clock out** to display the waive break message when the employee clocks out.

5. Select the **waive break message** to appear for the break rule.

6. Repeat this **procedure** for all break rules for which you need a waive break message.

7. Click **Save** and exit the **Break Rules** function.

Configuring a break reminder message for an employee

Use the Break Reminder Messages function to create one or more messages for reminding employees to take their breaks. We recommend you word the message in the form of a direction, such as "Please coordinate an hour lunch break with your manager." Ideally, you would create a reminder message specific to each waivable break rule you have configured.

To configure a break reminder message for an employee:

1. Select **Maintenance > Messaging > Break Reminder Messages**.
2. Click **New**.

Figure 76 Break Reminder Message for Employees

3. Type a **name**, up to 20 characters, for the message.
4. Type a **message** that is descriptive of its purpose. We recommend wording this message in the form of a direction, such as "Please coordinate a 10 minute paid break with your manager." You can enter five lines of text at 50 characters per line.
5. Click **Save**.
6. Repeat this **procedure** for each break reminder message you need.
7. Exit the **Break Reminder Messages** function.

After creating break reminder messages for employees, you must attach the messages to the appropriate break rule.

To attach a break reminder message to a break rule:

1. Select **Maintenance > Labor > Break Rules** tab.
2. Select a **break rule** from the drop-down list to which you want to attach a break reminder message**.**

3. Select the **Rules** tab.

Figure 77 Break Reminder Inset

4. Under the 'Rules' group bar, select **Display break reminder at clockin** to activate break reminders to appear at clock in for a scheduled employee.

5. Select the **break reminder message** to appear for the break rule.

6. Click **Save**.

7. Repeat this **procedure** for all break rules for which you need a break reminder message.

8. Exit the **Break Rules** function.

Configuring a break reminder message for a manager (QS only)

Some state laws require an employee to take the full minimum break minutes before they return to work. If your restaurant uses Aloha Quick Service and you require manager approval for an employee to return early from an enforced break, you can create a break reminder message for the manager, or an employee with similar access that appears centered on the left side of the number pad. For example, an employee has seven minutes remaining on a break, but decides to return early. As the employee touches 'break in' to return from the break, the Manager Approval screen appears. The manager sees a custom break reminder message, such as 'Unpaid breaks must be 30 uninterrupted minutes or longer. Manager approval is required to end break early. If the employee returns early, the break will be converted to a paid break. Are you sure you want to continue?', and can make an informed decision.

Instead of attaching the break reminder message to a waivable break rule, you configure the break reminder message in 'Show Break Reminder Message on JIT' under the 'Employee settings > When approving early return from an enforced break' group bar in the Labor group on the Store Settings tab in Maintenance > Business > Store.

To configure a break reminder message for a manager (QS only):

1. Select **Maintenance > Messaging > Break Reminder Messages**.
2. Click **New**.

Figure 78 Break Reminder Messages for Managers

3. Type a **name**, up to 20 characters, to identify the message.
4. Type a **message** that is descriptive of its purpose, such as 'Unpaid breaks must be 30 uninterrupted or longer. Manager approval is required to end break early. If the employee returns early, the break will be converted to a paid break. Are you sure you want to continue?' You can enter five lines of text at 50 characters per line.
5. Click **Save**.
6. Repeat this **procedure** for each break reminder message you need, if needed.
7. Exit the **Break Reminder Messages** function.

After creating the break reminder message for managers, you must select 'Manager must approve early return from an enforced break' located in Maintenance > Business > Store > Store Settings > Labor group > 'Employee settings > Manager must approve early return from an enforced break' group bar. Select the message to appear on the Manager Approval screen in 'Show Break Reminder on JIT,' See <u>"Manager approves early return and the system takes action" on page 65</u> for details.

Allowing an employee to bypass the waive consent prompt

In certain jurisdictions, an employee can sign legal documentation outside the Aloha POS system to always waive their consensual breaks and relinquish all rights to a break. If an employee chooses to do this, you can select 'Employee waives 'Consent' break' in Maintenance > Labor > Employees > Status tab for the employee. The employee never receives the message to waive a consensual break, nor do they receive break reminder messages for consensual breaks; however, they can still take a break, if agreed upon by the manager.

To allow an employee to bypass the waive consent prompt for consensual breaks:

1. Select **Maintenance > Labor > Employees**.

2. Select an **employee** who wants to bypass the waive breaks prompt from the 'Number' drop-down list and press **Enter**.

Figure 79 Employees - Status Tab

3. Select the **Status** tab.

4. Select **Employee waives 'Consent' break** to never prompt the employee to waive their 'consent' breaks.

5. Click **Save**.

6. Repeat this **procedure** for each employee who wishes to bypass the waive breaks prompt.

7. Exit the **Employees** function.

Configuring waive break prompts at clock in with/without Aloha Labor Scheduler

You can create schedules for your employees with the basic labor scheduler inside Aloha Manager or with the advanced Aloha Labor Scheduler add-on. You can also interface with a third party labor scheduling program or not use a schedule at all for your timekeeping. The method you use determines how you configure the prompting of waive break and break reminder messages when you want to prompt the employee at clock in.

Using Aloha Labor Scheduler

When you use either of the Aloha labor scheduler applications, the system can determine if an employee is owed a consensual break based on their scheduled hours. If the shift time frame produces a consensual break, and the break is waivable, the system prompts for any waive break and break reminder message configured to display at clock in.

Not using Aloha Labor Scheduler

When you are not using an Aloha labor scheduler application, or you configure a job code to not use punctuality enforcements with the 'Ignore labor schedule' option in Maintenance > Labor > Job Codes > Job Code tab, the system cannot determine if an employee is owed a consensual break based on their scheduled hours.

Another common circumstance is when an employee is called in to work, although they are not scheduled. In this situation, there is no scheduled shift for the employee and the system cannot determine if the employee is owed a consensual break.

To offset these scenarios, you can configure the system to always prompt employees at clock in regardless if a schedule is in use.

To configure waive break and break reminder messages to always prompt at clock in:

1. Select **Maintenance > Business > Store**.
2. Select the **Store Settings** tab.

3. Select the **Labor** group located at the bottom of the screen.

Figure 80 Labor Group - Schedule Not Used or Employee Not Scheduled

4. Under the 'Schedule not used or employee not scheduled' group bar, select **Prompt for Waive Break Messages** to *always* display waive break messages at clock in, regardless if a schedule is in use or the employee is not scheduled to work. The message appears even if you configured the message to appear at clock out.

5. Select **Prompt for Break Reminder Messages** to *always* display break reminder messages for an unwaived break at clock in regardless if a schedule is in use, or the employee is not scheduled to work. All break reminder messages appear, even the messages configured to appear at clockout.

6. Select a **break reminder message** from the 'Default break reminder message' drop-down list to specify the message to display.

7. Click **Save** and exit the **Store** function.

Implementing penalty pay requirements

This section discusses how to implement penalty pay requirements, if your area requires the restaurant to pay extra wages for a break rule violation.

Penalty pay is used in certain jurisdictions where compensation is given to an employee in lieu of not taking their required break. The pay is usually an hour of regular or minimum wage, depending on the requirements of the law. At the End-of-Day process, the system limits the penalty pay to one per break rule, per day. For example, a store configured with one paid break rule, and one unpaid break rule, and employee that works all day without taking a break, earns a maximum of one penalty pay for the paid break and one for the unpaid break.

Configuring penalty pay requirements

This section details the configuration requirements to implement penalty pay requirements for breaks. If you are an experienced user, refer to Procedures at a Glance for abbreviated steps. If you prefer more detail, continue reading this document.

To configure penalty pay, perform the following procedures:

Procedures at a Glance:	
If you are viewing this document using Adobe Acrobat Reader, click each link for detailed information regarding the task. Click Previous View 🔵 to return to this location and proceed to the next step.	
1. 1	Access M*aintenance > Labor > Break Rules > Rules* tab to enable penalty pay for each break rule for which you want to compensate the employee with extra wages. See page 100.
2. 2	Access **Maintenance > Labor > POS Access Levels > Employee** tab to provide the ability to approve a clock out when a violation occurs and penalty pay is required. See page 101.
3. 3	Access **Maintenance > Business > Store > Store Settings** tab **> Labor** group > Break Approvals tab and select 'Manager Must Approve Clockout When Penalty Pay is Earned' to enable the system to provide notification when an employee earns penalty pay. See page 102.

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Enabling penalty pay

You must enable the use of penalty pay for each break rule for which you want to compensate the employee with extra wages when a violation occurs.

To enable penalty pay:

1. Select **Maintenance > Labor > Break Rules**.
2. Select the **Rules** tab.

Figure 81 Penalty Pay Configuration

3. Select a **break rule** for which to enable penalty pay from the drop-down list.
4. Under the 'Rules' group bar, select **Apply penalty if break is missed** to configure the system to compensate any employee who misses an owed break.
5. Type the **number of hours** to award for penalty pay in the 'Hours to pay if break is missed' text box, when an employee misses an owed break.
6. Select **Regular pay rate** or **Minimum wage rate** from the drop-down list for the rate in which to pay when a break rule violation occurs.
7. Click **Save.**
8. Repeat the **procedure** for each break rule for which you need to provide penalty pay when a break rule violation occurs.
9. Exit the **Break Rules** function.

Providing access to approve a clock out

In "About break rules and violations" on page 20, we discuss how to provide access to approve a clock out. If you have not done this, perform the procedure now to allow a manager, or an employee with sufficient access, the ability to approve a clock out when a violation occurs and penalty pay is required.

To provide access to approve a clock out when a break rule violation occurs:

1. Select **Maintenance > Labor > Pos Access Levels**.

2. Select an **access level** for which to give access to approve a clock out from the 'Level' drop-down list and press **Enter**.

Figure 82 Pos Access Levels - Approve clock out

3. Under the 'Employee' group bar, select **Approve clock out**.

4. Click **Save**.

5. Repeat this **procedure for each access level** for which you want to provide access to approve a clock out.

6. Exit the **Pos Access Levels** function.

Configuring notification for penalty pay upon clockout

In *"About break rules and violations" on page 20*, we discuss how to configure the system to notify you when a break rule violation occurs. Now we will enable the system to also provide notification when an employee earns penalty pay.

To configure notification for penalty pay:

1. Select **Maintenance > Business > Store**.
2. Select the **Store Settings** tab.
3. Select the **Labor** group located at the bottom of the screen.

Figure 83 Store Settings - Labor group - Manager must approve clock out

4. Under the 'Break Approvals' group bar, select **Manager must approve clock out when Penalty Pay is earned** to require a manager to approve the clock out for an employee when the employee earns penalty pay.
5. Click **Save** and exit the **Store Settings** function.

Using breaks when penalty pay is earned

When you clock out of the system after earning penalty pay for a break rule violation, the FOH Break Rule Violation screen appears. For each violation that incurs penalty pay, an asterisk appears next to the break rule. You can view the breaks for which the break rule was violated and you do not need a manager password to see if you have earned a penalty pay.

> 📖 **Reference**
>
> Refer to for use case scenarios for penalty pay.

To clock out when penalty pay is earned:

1. Touch **Clock Out**. You might have to respond to a waive break message. If you do not waive your break at clock out, or a break is not waivable and you do not take it, you are entitled to penalty pay.

   If the system determines a break rule has been violated, the Break Rule Violation manager approval screen appears. Touch **View** to review the violated break rules. A break rule that incurs penalty pay appears with an asterisk.

Figure 84 Break Rule Violation Screen with Penalty Pay Indications

2. Touch **OK** to return to the FOH Break Rule Violation manager approval screen.

3. A manager, or an employee with sufficient access, must **enter their password** to approve the clock out and allow the penalty pay violation.

4. Upon approval, **continue clocking out** of the system.

Reviewing penalty pay records

When the End-of-Day occurs and an employee receives penalty pay, the system logs the violation in the Other Wages function, using one of the following four other wage types:

- Paid Break Consent
- Paid Break Mandatory
- Unpaid Break Consent
- Unpaid Break Mandatory

Each system-generated record appears in the Other Wages section of the Edit Punches function and contains an asterisk in the 'Review' column. The asterisk remains until you review the other wage record. The amount paid must abide by the break rule in effect, and cannot be edited.

To edit the time for penalty pay records:

1. Select **Functions > Edit Punches**.

Figure 85 Edit Prior Days' Time and Attendance Function

2. Select the **date** for which to display the other wage records.

3. Select the **record** to edit from the Other Wages section.

4. Click **Edit**. The Edit Other Wage Data dialog box appears.

Figure 86 Edit Other Wage Data Dialog Box

5. Type the **edited time** in the 'Hours' text boxes, if needed.

6. Click **Save** to exit the Edit Other Wage Data dialog box and return to the Edit Prior Days' Time and Attendance function. The record now shows 'Reviewed' instead of an asterisk.

To delete a penalty pay record:

1. Select **Functions > Edit Punches**.

2. Select the **date** for which to display the other wage records.

3. Select the **record** from the Other Wages section and click **Delete**. The record now shows 'Reviewed' instead of an asterisk.
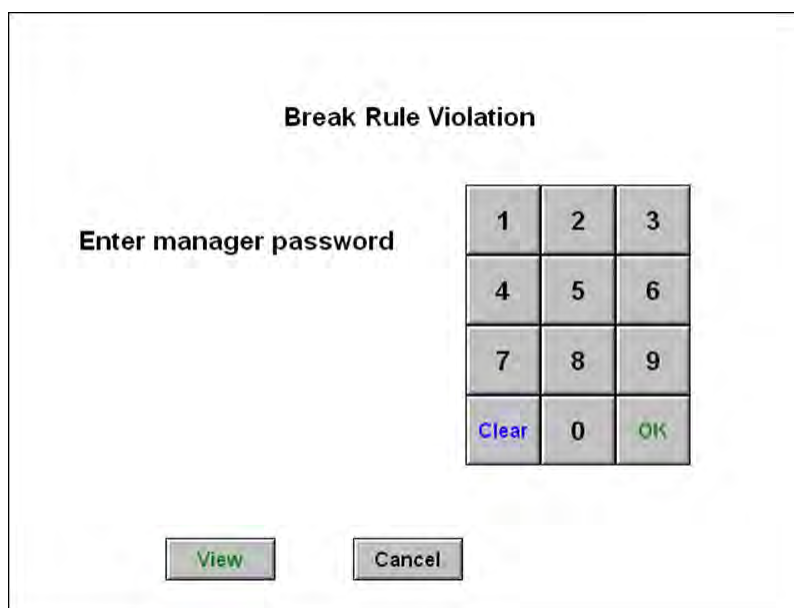
Section 4: Using Employee Breaks with restrictions

This section describes how to use breaks that are required by law and any advanced features you implemented.

Using restricted features for employee breaks are for jurisdictions that legally require employees to receive breaks and take the minimum required minutes for the break. In these environments, we highly recommend you be aware of any break rule violations that occur. The system can notify you at clockout of this and prevent you from clocking out. See _"Implementing manager approvals when a break rule violation occurs" on page 25_.

To view a break rule violation when you clock out:

1. Touch **Clock Out**. Depending on the system, you may need to perform several functions during the checkout process, such as performing a checkout, declaring your tips, contributing in a tipshare pool, and more. The Break Rule Violation manager approval screen appears.

Figure 87 Break Rule Violation Manager Approval Screen

2. To review the break rules that are violated, touch **View**.

Figure 88 View Break Rule Violation Screen

3. Touch **OK** to return to the FOH Break Rule Violation manager approval screen.

4. A manager, or an employee with sufficient access, must **enter their password** to approve the clock out and allow the violation.

5. Upon approval, **continue with clocking out** of the system.

Using required breaks

You may have one or all of the advanced features for breaks in place; however, you must set up the elementary requirement of specifying the hours needed to earn a break. Therefore, the following procedure applies to all of the advanced features in this section.

Starting a required break

The system allows an employee to take only the breaks owed to them, based on the active break rules. It is important to note that if the applicable break button does not appear on the FOH, it could be because:

- The break rule has a stipulation for which you do not qualify to receive a break.
- You have not reached the minimum hours you need to work to receive the break.
- You have already taken the break.

In Aloha Table Service, when you earn a break, touch the Start Break button on the FOH Working with Tables/Tabs screen or a Table Service floor plan panel. In Aloha Quick Service, when you earn a break, touch the configured break button placed on a panel.

> **Tip**
>
> If the Start Break button does not appear on the Working with Tables/Tabs screen or if touching the configured break button does not display the 'Select a break to start' screen, then you are not eligible for a break at this time or you have already taken all your earned breaks.

1. Log in to the **FOH**.
2. Locate and touch the **Start Break** button. If you are eligible to receive a break at this time, the 'Select a break to start' screen appears.

Figure 89 FOH Start a Break Screen for a Required Break

A button appears on the left side for each available paid break and on the right side for each available unpaid break. The number of buttons that appear on the screen depends on how many breaks you already qualify for and how many are approaching.

Breaks you are eligible to take appear with the type of break and number of minutes available to you.
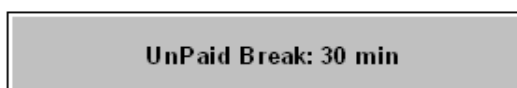
Figure 90 Earned Break Button

If you have yet to earn a break, but are approaching a break, an approaching break button appears with the amount of remaining time before you can take the break.
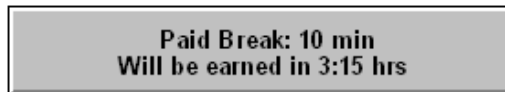

Figure 91 Approaching Break Button

3. Touch the **appropriate break button** and touch **OK**. The Employee Break Receipt prints at the local printer.

Figure 92 Employee Break Receipt for a Required Break

Use the Employee Break Receipt to gauge the approximate time you should return from the break and the minimum number of minutes needed to constitute for a break. The 'Max Paid' field only appears if it is a paid break.

Ending a required break

1. Log in to the **FOH**. The end break screen appears.

Figure 93 FOH End Break Screen

2. Touch **End Break**. The Employee Break Receipt prints at the local printer.

Figure 94 Employee Break Receipt for a Required Break

Using required breaks with enforcements

Using a break with enforcements requires you to take a break within the time limits specified for the break and you must take the minimum required minutes.

> 📖 **Reference**
>
> This section is an extension to "Using required breaks" on page 107. You must read that section as a pre-requisite.

Using breaks with waive break and break reminder messages

When using waive break and break reminder messages for your consensual and mandatory breaks, the messages appear either when an employee clocks in to the FOH or when they clock out of the FOH, depending on the configuration of the break rule.

> 📖 **Reference**
>
> Refer to "Use case scenarios" on page 132 for use case scenarios for waive break and break reminder messages.

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Clocking in with waive break and break reminder messages

1. Clock in to the **FOH**. The FOH Waive Break message appears, for each consensual break for which you will be entitled during your shift.

Figure 95 FOH Waive Break Message

2. Touch **Yes** to waive your break or touch **No** to not waive your break.

> 💡 **Tip**
> When you waive a break, the message does not appear again at clock out.

3. Repeat **step 2** for any other waive break message that appears.

For any break you do not waive, a break reminder message appears.

Figure 96 FOH Break Reminder Message

4. Touch the **screen** to remove the message.

5. Repeat **step 5** for any other break reminder message that appears. After acknowledging all messages, the **system clocks you in**.

Clocking out with waive break messages

The following procedure depicts a typical scenario for waive break messages for consensual breaks that are configured to appear at clock out. For each consensual break you were not prompted to waive at clock in, the system prompts you to waive the break at clock out. Break reminder messages do not appear at clock out.

1. Clock out of the **Aloha POS system**. The FOH Waive Break message appears, for each consensual break for which you did not take during your shift.

2. Touch **Yes** to waive your break or touch **No** to not waive your break.

3. Repeat **step 2** for any other waive break message that appears. After acknowledging all messages, the **system clocks you in**.

> **Tip**
>
> If you do not acknowledge a waive prompt and the system times out, the system records a 'Not Waived' response and records a 'Not Prompted' response for any remaining waive break prompts.

Section 5: Reporting Employee Breaks

Whether you implement an unrestricted break rules or more advanced break rules, you can use the FOH and BOH reports found within the Aloha POS system to help you manage your labor.

Reporting employee breaks using FOH reports

The FOH reports include data for the current day only. You can use the following FOH reports when managing breaks:

- FOH Employee Breaks Report
- FOH Break Alerts Report

> **Tip**
>
> In 24-hour sites, the system clocks all employees out when the End-of-Day runs and clocks them back in to start the new business day. On the new business day, the report carries over the last break information. Violations and penalties apply to the business day in which the employee clocked out for their shift.

To allow an employee to view a FOH report, you must select the reports the employee can run in the access level to which the employee is assigned. In the following procedure, we discuss enabling the reports that only contain information on breaks.

To provide access to the FOH reports:

1. Select **Maintenance > Labor > POS Access Levels**.
2. Select an **access level**, such as Manager, from the 'Level' drop-down list and press **Enter**.
3. Under the 'Reports' group bar, select **FOH labor reports** to provide access to the FOH Break Alerts report.
4. Select **Employee Breaks** to provide access to the FOH Employee Breaks report.
5. Click **Save** and exit the **Access Levels** function.

When you use FOH reports, some reports only print to the local printer unless you enable the print interceptor functionality. To enable this, you must ensure PrtInter.dll resides in the Bin directory. You must also include the appropriate command lines in PrtIncptr.ini in the Data and Newdata directories. Then select Maintenance > Store Settings > System > Interfaces and select 'Use FOH COM Interface?'

To provide the ability to view the Break Alert and Employee Break reports on screen:

1. Locate **PrtIncptr.ini** in the Newdata directory and press **Enter**. The file opens in Notepad.
2. Type the following **lines**:
   FOHDOC_BREAK_ALERT=1
   FOHDOC_EMPLOYEE_BREAK=1

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3. Select **File > Save**.

4. Exit **Notepad**.

5. In Aloha Manager, select **Utilities > POS > Refresh POS & All Installed Products** or manually copy PrtIncptr.ini into the Data directory.

Using the FOH Break Alert report

The FOH Break Alert report alerts managers when employees are due to take their required breaks. The report shows the employee, the time they clock in, and the time the employee is due for a break.

Configuring the FOH Break Alerts report

For Table Service operations using a floor plan, or Quick Service operations, you must add the Break Alert button to a panel in use to view and print the FOH Break Alert Report.

To add the Break Alert button to a panel:

1. Access **Panel Editor**.

2. Select **Open Existing Panel > Button Functions**, and select the **panel** on which you want to place the button, and click **OK**.

3. Double-click an **unused button** to display the Edit Button dialog box.

4. Select **Report Break Alert** from the 'Function' drop-down list.

5. Type the **text** to appear on the button, such as Break Alert Report.

6. Complete the **rest of the dialog box**, such as text, background, and bitmap properties, using the Preview window as a guide.

7. Click **OK** to place the button on the panel.

8. Select **Save All Panels** and exit **Panel Editor**.

Viewing the FOH Break Alert report

You can sort the FOH Break Alert report by employee, job code, or break rule. The report includes real-time break information with approaching breaks, due times, and latest time the employee should start a break.

> **Tip**
> The following report examples were created with the Print Interceptor functionality enabled. Without this functionality, the FOH Break Alert report only prints to the local terminal.

To use the FOH Break Alert report:

1. Log in to the **FOH**.

2. For Table Service operations without a floor plan, select **Special Functions > Reports** to access the FOH Break Alert button.For Table Service operations using a floor plan, or Quick Service operations, navigate to the panel to which you added the FOH Break Alert button to access the FOH Break Alert Report.

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3. Touch **Break Alert Report**. The FOH Break Alert Report Options screen appears.
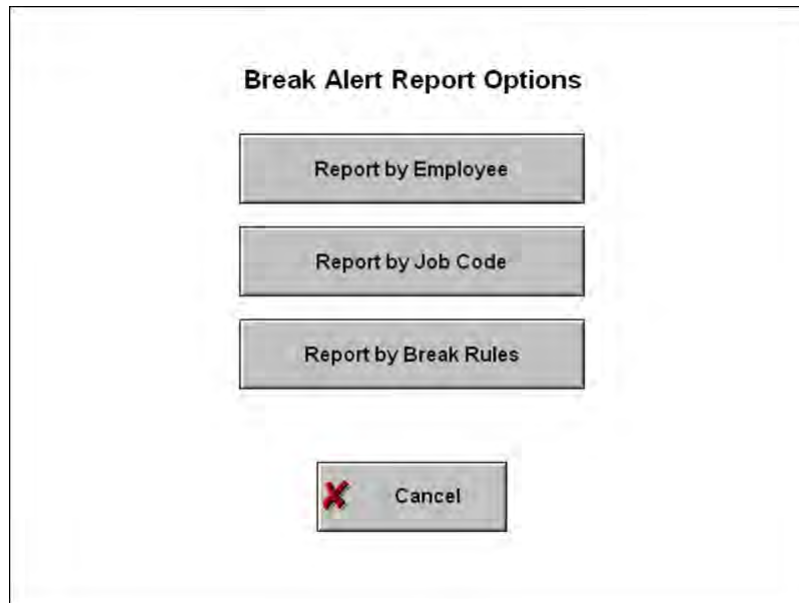
Figure 97 FOH Break Alert Report Options Screen

4. Select **Report by Employee** to sort the report by employee name.
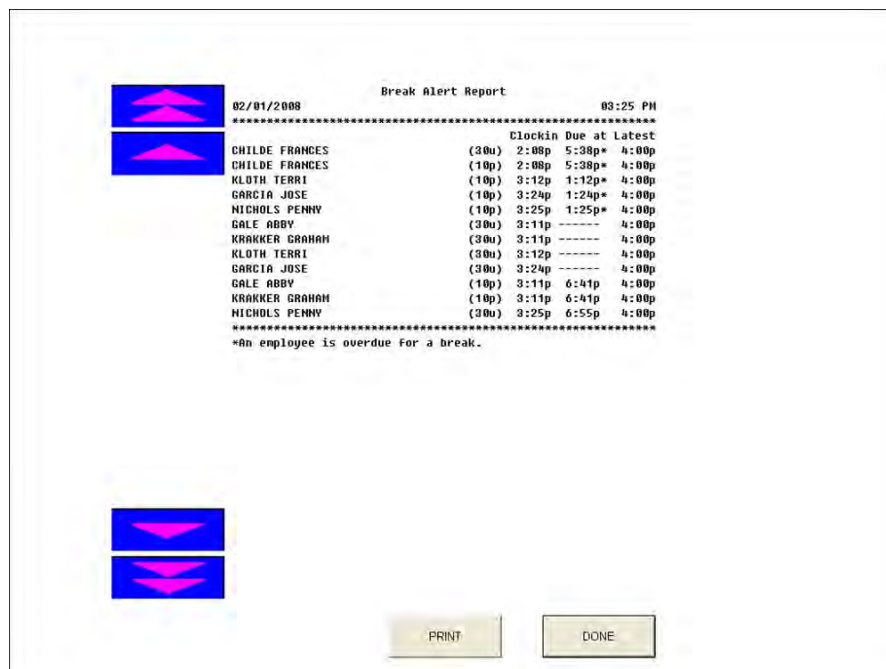
Figure 98 FOH Break Alert Report by Employee

5. Select **Report by Job Code** to sort the report by job code.

Figure 99 FOH Break Alert Report by Job Code

6. Select **Report by Break Rule** to sort the report by break rule.

Figure 100 FOH Break Alert Report by Break Rule

Column/Row Heading	Description
Break Type	Paid (p) or unpaid (u) break. This column only appears if you sort the FOH Break Alert report by employee or job code.
Clockin:	Time the employee clocked in for their shift or returned from a break.
Due at:	Time the employee is due to take a break.
Latest:	The latest time the employee can take a break.
*	Indicates the employee is overdue for a break.

7. Touch **Print** to print the report to the local receipt printer.

8. Touch **Done** to exit the report.

Using the FOH Employee Breaks report

The FOH Employee Breaks report enables managers to properly manage the breaks employees take. The report shows the employee, the break type, and the punch for each break.

Configuring the FOH Employee Breaks report

For Table Service operations, the button appears on the FOH Reports screen. For Quick Service operations, you must add the FOH Employee Breaks Report button to a panel in use.

To add the FOH Employee Breaks Report button to a Quick Service panel:

1. Access **Panel Editor**.
2. Select a **panel** to edit, such as a 'reports' panel.
3. Double-click an **available button**. The Edit Buttons - Quick Service dialog box appears.
4. Select **Report Employee Breaks** from the 'Function' drop-down list.
5. Type a **name** for the button, such as 'Employee\nBreaks\nReport,' or accept the default text.
6. Complete the **rest of the dialog box**, such as text, background, and bitmap properties, using the Preview window as a guide.
7. Click **OK** to add the button on the panel.
8. Select **Save All Panels** and exit the **Panel Editor** function.

Viewing the FOH Employee Breaks report

> After you configure the FOH Employee Breaks report, the report displays break information for each employee, broken down by shift, then by break type. If the employee did not take a break within the shift, no information displays.

> 💡 **Tip**
> The following report example was created with the Print Interceptor functionality enabled. Without this functionality, the FOH Employee Break report only prints to the local terminal.

To use the FOH Employee Breaks report:

1. Log in to the **FOH**.

2. For Table Service operations, select **Special Functions > Reports** to access the FOH Employee Breaks button. For Quick Service operations, navigate to the **panel** containing the FOH Employee Breaks button to access the FOH Employee Break Report.

3. Touch **Employee Breaks Report**. The FOH Employee Breaks Report appears on screen.

Figure 101 FOH Employee Breaks Report

4. Touch **Print** to print the report to the local receipt printer.

Column/Row Heading	Description
Start Time	Time the employee clocked out for their break.
End Time	Time the employee clocked in from their break. If the employee is currently on break, the report displays '——.'
Total Time	Total time of the break based on the following calculation: end time - start time. If the employee is currently on break, the system calculates the break minutes using the current time.
<employee's name>	Name of the employee. The report sorts in ascending order by the employee's last name, then by ID number.
<shift number>	Shift number of the current day the employee worked. For example, if the break occurred during the employee's second shift of a double shift, 'Shift 2' displays. If the employee worked only one shift for the day, or did not take a break for the shift, the heading does not display.
<break type>	Break type the employee takes.
<shift total>	Total time of break minutes the employee takes for the shift.
Employee Total	Total time of break minutes the employee takes for the day, including all shifts.
TOTAL ALL	Total time of break minutes in which all employee takes for the day.

5. Click **Done** to exit the report.

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Reporting employee breaks using BOH reports

The BOH reports include data for all days, including the current day. You can use the following BOH reports when managing breaks:

● BOH Labor Report

● BOH Employee Breaks Report

● BOH Time and Attendance Detail Report

● BOH Audit Report
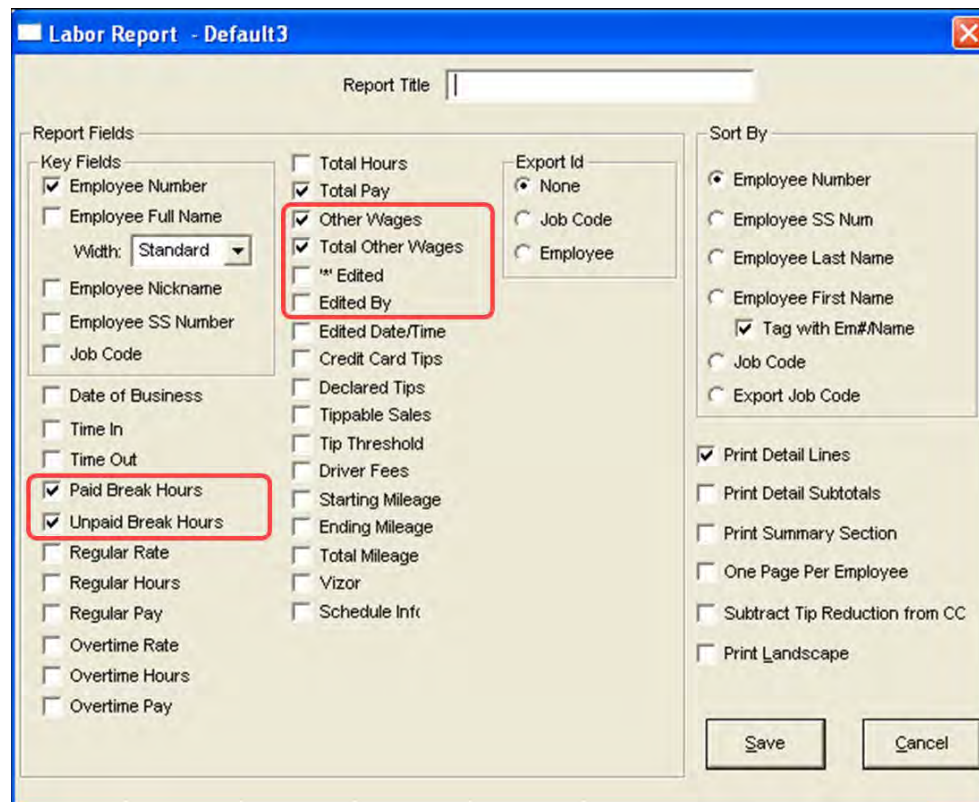
Viewing the BOH Labor report

The BOH Labor report generates shift information for a selected period of time. The report can contain employee clock in/clock out times, break information, regular and overtime pay rates, regular and overtime hours, declared tips, and more. Define, name, save, and run as many labor reports with separate settings, as needed. In the following procedure, we discuss the options that only contain information on breaks.

To use the BOH Labor report:

1. Select **Reports > Employee > Labor**. The Labor Report - dialog box appears.

2. Select a **single date**, or a **range of dates**, from the selection list.

3. Select an **employee** from the employee list, or select **Select All Employees** to include break information for all employees on the report.

4. Click **Settings** to open the report configuration dialog box, which allows you to establish the report title, as well as select the information to include on the printed report.

Figure 102 Labor Report Configuration Dialog Box

5. Select the **options** relating to employee breaks, as needed.

6. Click **View** to preview the report or click **Print** to print the report.

Figure 103 BOH Labor Report

Viewing the BOH Employee Breaks report

The Employee Breaks report that you run from the BOH allows you to see a listing of the employee break ins and break outs for a single date or a range of dates.

To use the BOH Employee Breaks report:

1. Select **Reports > Employee > Employee Breaks**.
2. Select a **single date**, or a **range of dates**, from the selection list.
3. Click **Settings** to open the Break Report dialog box.
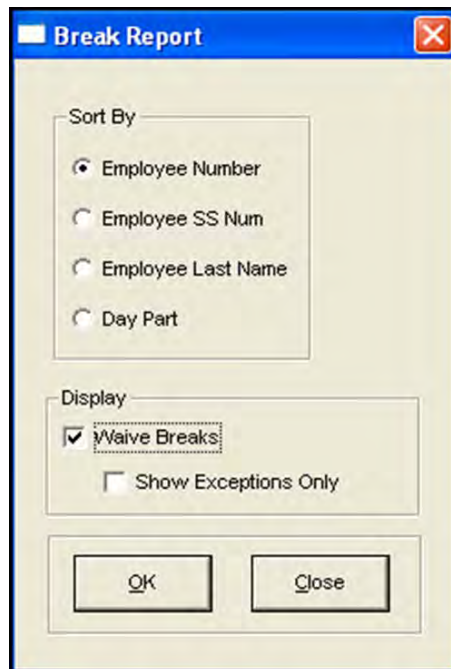

Figure 104 Break Report Dialog Box

4. Select the **options** relating to employee breaks, as needed.

5. Click **View** to preview the report or click **Print** to print the report.

Figure 105 BOH Employee Breaks Report
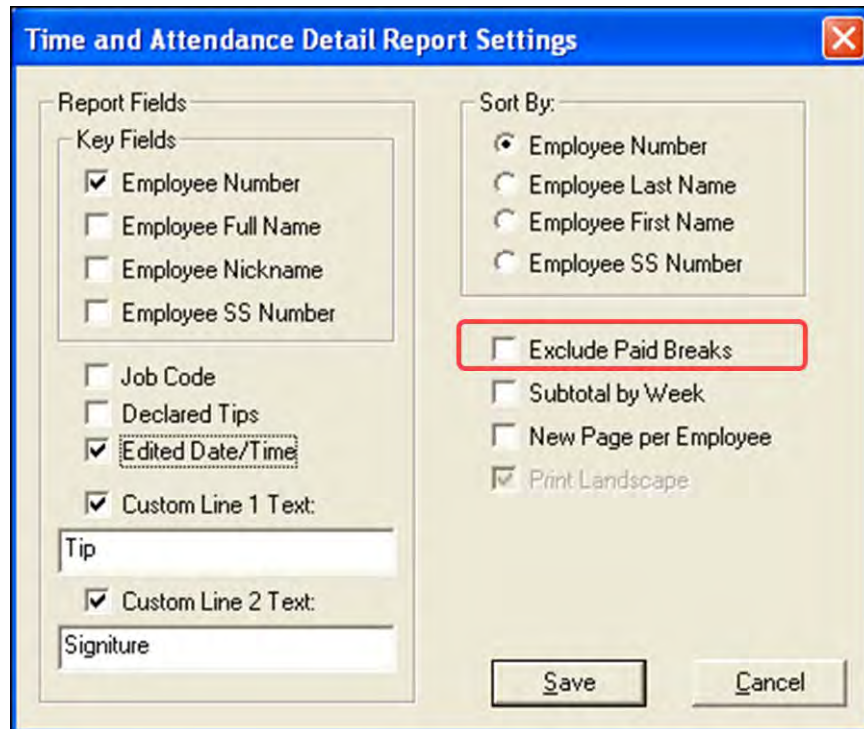
Viewing the BOH Time and Attendance Detail report

The BOH Time and Attendance Detail report provides the ability to report employee time in and out by day, report employee breaks by day, report time adjustments, report edit punch reasons and who edited the punch, and provide a signature line and check number line. In the following procedure, we discuss only the options that pertain to breaks.

To use the BOH Time and Attendance Detail report:

1. Select **Reports > Employee > Time and Attendance Detail**.

2. Select a **single date**, or a **range of dates**, from the selection list.

3. Select an **employee** from the employee list, or select **Select All Employees** to include break information for all employees on the report.

4. Click **Settings** to open the Time and Attendance Detail Report Settings dialog box.

Figure 106 Time and Attendance Detail Report Settings Dialog Box

5. Select or clear the **options** relating to employee breaks, as needed.

6. Click **View** to preview the report or click **Print** to print the report.

Figure 107 BOH Time and Attendance Detail Report

Viewing the BOH Audit report

The Audit report provides detailed tracking on individual transactions that occur in the FOH, and provides an audit trail for employee breaks and the actions taken on them. In the following procedure, we discuss only the options that pertain to breaks.

To use the BOH Audit report:

1. Select **Reports > Audit**. The Select Date dialog box appears.
2. Select a **date** and click **OK**. The Select Transactions to Audit dialog box appears.

Figure 108 Select Transactions to Audit Dialog Box

3. Select the **options** relating to employee breaks, as needed.

4. Click **View** to preview the report or click **Print** to print the report.

Figure 109 BOH Audit Report

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The following are break rule entries you might see in the Audit report:

OTHER WAGES	100 SMITH changed Unpaid Mandatory for Emp 300 Johnson From 2:00 hrs to 1:00 hrs
OTHER WAGES	100 SMITH added Paid Consent for Emp 300 Johnson Of 2.00 hrs
OTHER WAGES	100 SMITH deleted Paid Consent for Emp 300 Johnson Of 1.00 hrs
BREAK IN	Break In Emp: 300 Abby Job Code: Bartender Time 16:23 Break Rule 11, California Minor Unpaid Break
BREAK OUT	Break Out Mgr 6965 MATT ended the break for Emp 7651 MELISSA Time: 16:23 UnPaid Break Break Rule 11, California Minor Unpaid break
BREAK ADJ	Mgr 130 JILLIAN deleted the break for Emp 130 JILLIAN From In Time: 08:37 To In Time: 08:37 From Out Time: 08:38 to Out Time: 08:38 From UnPaid Break To Paid Break Break Rule 11, California Minor Unpaid Break
WAIVE BREAK	JOHN DOE waived Unpaid BREAK Break Rule 11, California Minor Unpaid break
BREAK RULE VIOLATION	Manager JANE SMITH verified CLOCK OUT for employee ROGER SMITH Break Rule 11, California Minor Unpaid Break Break Rule 22, Extended unpaid Meal Break
MGR CLOCK OUT	Clock Out Emp: 300 ABBEY Job Code: BARTENDER Time: 19:14 Emp 100 APRIL Reason: Employee did not waive break. Break Rule 11, California Minor Unpaid Break

Use case scenarios

Use case scenarios for waive break messages at clock in

Waive break at clock in scenario 1

Scheduled employee receives waive break prompts.				
Configuration:				
	'Waive "Consent" for Meal Break'	X	Aloha labor schedule in use.	
X	'Display Break Waive at Clock In'	X	Employee is scheduled.	
	'Prompt for Waive Break Messages'			

Results:	**System Records:**
For each waivable break rule where an employee is scheduled for less than the defined threshold, the FOH Waive Break message does not appear upon clock in. The message then appears at clock out, if any of the following occurs: ● The actual worked hours are inside the consensual threshold and the employee did not take their required break. ● The actual worked hours are inside the consensual threshold and the employee took a partial break. ● The actual worked hours are inside the consensual threshold and the employee took the break outside an enforced time frame for the starting time of the break.	'Not Prompted'
For each waivable rule where an employee is scheduled *inside* the defined threshold, the FOH Waive Break message appears upon clock in.	'Waived' or 'Not Waived'
For each waivable rule where an employee is scheduled for greater than the defined threshold, the FOH Waive Break message does not appear upon clock in. The message then appears at clock out, if any of the following occurs: ● The actual worked hours are inside the consensual threshold and the employee did not take their required break. ● The actual worked hours are inside the consensual threshold and the employee took a partial break. ● The actual worked hours are inside the consensual threshold and the employee took the break outside an enforced time frame for the starting time of the break	'Not Prompted'

Waive break at clock in scenario 2

Employee agreed to bypass all waive break prompts.				
Configuration:				
X	'Waive "Consent" for Meal Break'		Aloha labor schedule in use.	
X	'Display Break Waive at Clock In'		Employee is scheduled.	
	'Prompt for Waive Break Messages'			
Results:			**System Records:**	
The FOH Waive Break message does not appear when the employee clocks in or clocks out.			'Waived'	

Waive break at clock in scenario 3

Unscheduled employee receives waive break prompts when Aloha labor scheduler is in use.				
Configuration:				
	'Waive "Consent" for Meal Break'	X	Aloha labor schedule in use.	
X	'Display Break Waive at Clock In'		Employee is scheduled.	
X	'Prompt for Waive Break Messages'			
Results:			**System Records:**	
For each waivable rule, the FOH Waive Break message appears upon clock in.			'Waived' or 'Not Waived'	

Waive break at clock in scenario 4

Unscheduled employee receives waive break prompts and the system checks to see if the employee is scheduled to work.					
Configuration:					
	'Waive "Consent" for Meal Break'	X	Aloha labor schedule in use.		
X	'Display Break Waive at Clock In'		Employee is scheduled.		
	'Prompt for Waive Break Messages'				
Results:				**System Records:**	
For each waivable rule, the FOH Waive Break message does not appear upon clock in. The message then appears at clock out, if any of the following occurs: ● The actual worked hours are inside the consensual threshold and the employee did not take the required break. ● The actual worked hours are inside the consensual threshold and the employee took a partial break. ● The actual worked hours are inside the consensual threshold and the employee took the break outside an enforced time frame for the starting time of the break.				'Not Prompted'	

Waive break at clock in scenario 5

Employee receives waive break prompts when not using an Aloha labor scheduler.					
Configuration:					
	'Waive "Consent" for Meal Break'		Aloha labor schedule in use.		
X	'Display Break Waive at Clock In'		Employee is scheduled.		
X	'Prompt for Waive Break Messages'				
Results:				**System Records:**	
For each waivable rule, the FOH Waive Break message appears upon clock in.				'Waived' or 'Not Waived'	

Waive break at clock in scenario 6

Employee does not receive waive break prompts and the system is not using an Aloha labor scheduler.
Configuration:

	'Waive "Consent" for Meal Break'		Aloha labor schedule in use.	
X	'Display Break Waive at Clock In'		Employee is scheduled.	
	'Prompt for Waive Break Messages'			

Results:	System Records:
For each waivable rule, the FOH Waive Break message does not appear upon clock in. The message then appears at clock out, if any of the following occurs: • The actual worked hours are inside the consensual threshold and the employee did not take the required break. • The actual worked hours are inside the consensual threshold and the employee took a partial break. • The actual worked hours are inside the consensual threshold and the employee took the break outside the defined and enforced window for the break start time.	'Not Prompted'

Use case scenarios for waive break messages at clock out

The following are use case scenarios when using waive break messages at clock out.

Waive break at clock out scenario 1

Employee receives waive break prompt when an Aloha labor scheduler is not in use.				
Configuration:				
	'Waive "Consent" for Meal Break'		Aloha labor schedule in use.	
X	'Display Break Waive at Clock Out'		Employee is scheduled.	
X	The employee either took a partial break, did not take the break, or took break outside the defined Start Break time frame.			
Results:				**System Records:**
For each waivable break where the employee worked *less* than the defined threshold, the FOH Waive Break message does not appear when the employee clocks out.				'Not Prompted'
For each waivable break where the employee worked *inside* the defined threshold, the FOH Waive Break message appears when the employee clocks out.				'Waived' or 'Not Waived'
For each waivable break where the employee worked *greater* the defined threshold, the FOH Waive Break message does not appear when the employee clocks out.				'Not Prompted'

Waive break at clock out scenario 2

Scheduled employee receives waive break prompts when not prompted at clock in.				
Configuration:				
	'Waive "Consent" for Meal Break'	X	Aloha labor schedule in use.	
X	'Display Break Waive at Clock In,' but was not prompted at clock in.	X	Employee is scheduled.	
X	The employee either took a partial break, did not take the break, or took the break outside the defined Start Break time frame.			
Results:				**System Records:**
For each waivable break where the employee worked *less* than the defined threshold, the FOH Waive Break message does not appear when the employee clocks out.				'Not Prompted'
For each waivable break where the employee worked *inside* the defined threshold, the FOH Waive Break message appears when the employee clocks out.				'Waived' or 'Not Waived'
For each waivable break where the employee worked *greater* the defined threshold, the FOH Waive Break message does not appear when the employee clocks out.				'Not Prompted'

Waive break at clock out scenario 3

Employee receives waive break prompts and waives at clock in.				
Configuration:				
	'Waive "Consent" for Meal Break'	X	Aloha labor schedule in use.	
X	'Display Break Waive at Clock In,' and waives break at clock in.	X	Employee is scheduled.	
X	The employee either took a partial break, did not take the break, or took the break outside the defined Start Break time frame.			
Results:				**System Records:**
For each waivable break, the FOH Waive Break message does not appear at clock out.				None

Waive break at clock out scenario 4

Employee receives waive break prompts and does not waive at clock in.				
Configuration:				
	'Waive "Consent" for Meal Break'	X	Aloha labor schedule in use.	
X	'Display Break Waive at Clock In,' and does not waives the break at clock in.	X	Employee is scheduled.	
X	The employee either took a partial break, did not take the break, or took the break outside the defined Start Break time frame.			
Results:				**System Records:**
For each waivable break, the FOH Waive Break message does not appear at clock out.				None

Use case scenarios for break reminder messages at clock in

The following are use case scenarios when using break reminder messages:

Break reminders at clock in scenario 1

Scheduled employee receives break reminder prompts.				
Configuration:				
X	'Display Break Reminder at Clock In'	X	Aloha labor schedule in use.	
	'Prompt for Waive Break Messages'	X	Employee is scheduled.	
Results:				

- For each rule where the scheduled shift is *less* than the defined threshold, the FOH Break Reminder message does not appear.
- For each rule where the scheduled shift is scheduled for *inside* the defined threshold and the employee waived the break, the FOH Break Reminder message does not appear.
- For each rule where the scheduled shift is *inside* the defined threshold and the employee did not waive the break, the FOH Break Reminder message appears.
- For each rule where the scheduled shift is *greater* than the defined threshold, the FOH Break Reminder message appears.

Break reminders at clock in scenario 2

Unscheduled employee receives break reminder prompts.				
Configuration:				
X	'Display Break Reminder at Clock In'	X	Aloha labor schedule in use.	
X	'Prompt for Waive Break Messages'		Employee is scheduled.	
Results:				

- For each rule where the employee waived the break, the FOH Break Reminder message does not appear.
- For each rule where the employee did not waive the break, the FOH Break Reminder message appears.

Break reminders at clock in scenario 3

Unscheduled employee receives break reminder prompts and the system checks to see if the employee is scheduled to work.				
Configuration:				
X	'Display Break Reminder at Clock In'	X	Aloha labor schedule in use.	
	'Prompt for Waive Break Messages'		Employee is scheduled.	
Results:				
For each rule, the FOH Break Reminder message does not appear.				

Break reminders at clock in scenario 4

Employee receives break reminder prompts when not using an Aloha labor scheduler.				
Configuration:				
X	'Display Break Reminder at Clock In'		Aloha labor schedule in use.	
X	'Prompt for Waive Break Messages'		Employee is scheduled.	
Results:				

- For each rule where the employee waived the break, the FOH Break Reminder message does not appear.
- For each rule where the employee did not waive the break, the FOH Break Reminder message appears.

Break reminders at clock in scenario 5

Employee does not receive break reminder prompts and the system is not using an Aloha labor scheduler.				
Configuration:				
X	'Display Break Reminder at Clock In'		Aloha labor schedule in use.	
	'Prompt for Waive Break Messages'		Employee is scheduled.	
Results:				
For each rule, the FOH Break Reminder message does not appear.				

Use case scenarios for penalty pay

The following are use case scenarios when using penalty pay with break rule violations.

Paid break with penalty pay scenario

Configuration:		
The break rule allows a paid break after a minimum of 3.5 hours and a maximum of 4.00 hours of work. Any infraction receives 1.00 hour of regular wage rate.		
Scenario:	**Result:**	**System records:**
Bob does not waive his break and works 3.25 hours.	Bob is paid for actual hours worked.	None
Bob does not waive his break and works 3.75 hours.	Bob is paid for actual hours worked plus a 1.00 hour of penalty pay at regular wage rate, since he was not given a paid break.	'System - Paid Break Consent'
Bob does not waive his break and works 4.05 hours.	Bob is paid for actual hours worked plus a 1.00 hour of penalty at regular wage rate, since he was not given a paid break.	'System - Paid Break Mandatory'

Unpaid break with penalty pay scenario

Configuration:		
The break rule allows an unpaid break after a minimum of 3.5 hours and a maximum of 4.00 hours of work. Any infraction receives 1.00 hour of regular wage rate.		
Scenario:	**Result:**	**System records:**
Bob does not waive his break and works 3.25 hours without an unpaid break.	Bob is paid for actual hours worked.	None
Bob does not waive his break and works 3.75 hours without an unpaid break.	Bob is paid for actual hours worked plus a 1.00 hour of penalty pay at regular wage rate, since he was not given a paid break.	'System - Unpaid Break Consent'
Bob does not waive his break and works 5.25 hours without a meal break.	Bob is paid for actual hours worked plus a 1.00 hour of penalty at regular wage rate, since he was not given an unpaid break.	'System - Unpaid Break Mandatory' and 'System - Unpaid Break Consent.'

Use case scenarios for paid breaks reaching overtime

When you define a break rule to be paid and the employee reaches overtime, the system calculates the regular and overtime hours based on if the break is paid or counts toward overtime, and the number of minutes of the break the restaurant pays to the employee. Additionally, the overtime rate is controlled by the restaurant and the overtime calculation method is mandated by the state in which you live.

40-hour week overtime scenario

The state regulates that an employee receives overtime pay after working a 40 hour week. The restaurant pays $6.00 an hour, and time and half ($9.00) for overtime and only pays up to 30 minutes of a break. The employee reaches 40 hours and takes a paid or unpaid break. Apply the following configurations for the outcome:

Break Minutes	Unpaid	Paid and does not count toward overtime	Paid and does count toward overtime	Max Paid Break Minutes	Regular Weekly Hours	Overtime Minutes	Regular Weekly Pay	Overtime Pay
30	X			30	40.00	0	$240.00	$0.00
30		X		30	40.50	0	$243.00	$0.00
30			X	30	40.00	30	$240.00	$4.50
45	X			30	40.00	0	$240.00	$0.00
45		X		30	40.50	0	$243.00	$0.00
45			X	30	40.00	30	$240.00	$4.50
15	X			30	40.00	0	$240.00	$0.00
15		X		30	40.25	0	$241.50	$0.00
15			X	30	40.00	15	$240.00	$2.25

8-hour day overtime scenario

The state regulates that an employee receives overtime pay after working an 8 hour day. The restaurant pays $6.00 an hour and time and a half ($9.00) for overtime and only pays up to 30 minutes of a break. The employee reaches an eight hour day and takes a paid or unpaid break. Apply the following configuration for the outcome:

Break Minutes	Unpaid	Paid and does not count toward overtime	Paid and does count toward overtime	Max Paid Break Minutes	Regular Daily Hours	Overtime Minutes	Regular Daily Pay	Overtime Pay
30	X			30	8.00	0	$48.00	$0.00
30		X		30	8.30	0	$51.00	$0.00
30			X	30	8.00	30	$48.00	$4.50
45	X			30	8.00	0	$48.00	$0.00
45		X		30	8.30	0	$51.00	$0.00
45			X	30	8.00	30	$48.00	$4.50
15	X			30	8.00	0	$48.00	$0.00
15		X		30	8.15	0	$49.50	$0.00
15			X	30	8.00	15	$48.00	$2.25

Employee Breaks, Feature Focus Guide

NCR Voyix welcomes your feedback on this document. Your comments can be of great value in helping us improve our information products. Please contact us using the following email address: Documentation.HSR@NCRVoyix.com