

AUTO LUNCH DEDUCTION NOTICE

Beginning Sunday 7/10/2022, WFM will automatically deduct a 30-minute unpaid meal period for any hourly employee who works 7.5 or more consecutive hours. Hourly staff will still have the ability to begin and end their unpaid meal period using the Timeclock or ETM (Timeclock desktop website), if they choose. Individuals managing timesheets for their cost centers will need to manually remove the unpaid meal break for employees who do not receive a meal break to assure they are paid appropriately for their shift. Timesheet managers will need to manually add an unpaid meal break for employees who work less than 7.5 hours and take a meal break unless the employee chooses to clock in and out for their break. Written documentation of edits to timesheets must be retained for four years.

MANAGING THE TIMESHEET

IF STAFF DID NOT CLOCK FOR MEAL PERIOD

- WFM will auto deduct 30-minute unpaid meal period

IF STAFF CHOOSE TO CLOCK FOR MEAL PERIOD BUT MISS ONE OF THE MEAL CLOCKS

- Leader will manually add the missing clock, either start or end meal

IF STAFF CHOOSE TO CLOCK FOR MEAL PERIOD & CLOCK OUT LESS THAN 20 MINUTES

- WFM will pay employee for entire meal period if it is less than 20 minutes long and will **not** add an additional 30-minute unpaid meal period

IF STAFF CHOOSE TO CLOCK FOR MEAL PERIOD & CLOCK OUT FOR 20 MINUTES OR MORE, UP TO 30 MINUTES

- WFM will deduct the exact time the employee clocked out for the meal period
- Should the employee clock out for longer than 30 minutes, WFM will deduct the exact time the employee clocked out for the meal period

IF STAFF ARE UNABLE TO TAKE A MEAL PERIOD

- Staff will notify individual managing timesheets in their cost center that they did not take a meal break
- Individual managing timesheets will manually remove unpaid meal period from timesheet by selecting the checkbox under Missed Lunch and clicking Submit.

Trace	Detail	Scheduled	Worked	Start	End	Clocks	Missed Lunch
<input type="checkbox"/>	05/08/2022 Sun						<input type="checkbox"/>
<input type="checkbox"/>	05/09/2022 Mon	08:00	08:00	8:30a	5:00p	08:28a << 12:00p 12:30p 4:50p	<input type="checkbox"/>
<input type="checkbox"/>	05/10/2022 Tue	08:00	08:10	8:30a	5:00p	08:25a << 12:22p 12:52p 5:05p	<input type="checkbox"/>
<input type="checkbox"/>	05/11/2022 Wed	08:00	09:00	8:30a	5:00p	08:00a 5:00p	<input type="checkbox"/>

NEW WFM TIMECLOCK ANNOUNCEMENT – LIVE 7/11/2022

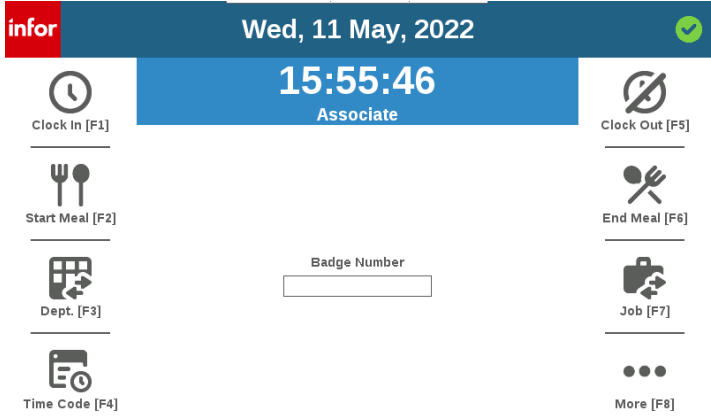
Beginning Monday 7/11/2022, Riverside Healthcare will be implementing new WFM Timeclocks. The new Timeclocks will replace the traditional iPad timeclocks that employees have been previously using. ETM (Timeclock desktop application) will still be available for those who have traditionally clocked in using their computer.

The WFM Timeclock is available in select locations across the health system (see back of handout) and will be wall mounted. The Timeclock can be used for clocking on and off for shifts and unpaid meal periods, changing departments, jobs and time codes, viewing your schedule and swipes, and approving your time card. **The new WFM Timeclock requires the employee to swipe their Riverside ID badge instead of manually typing in their employee ID.**

TIMECLOCK



TIMECLOCK SCREEN



Directions for utilizing the new WFM Timeclock features can be found using the QR code.



Scan For PDF

Legend:
Grey = Remove
Green = Replace

RMC		Clinics/Other	
Location	Redirection	Location	Redirection
Pavilion 1st Floor Outpatient		Atrium Workforce	
Pavilion 3rd Floor	Use 1st floor Pavilion	Atrium Ambulance	
Pavilion 3rd Floor - AIC	Use 1st floor Pavilion	Atrium MH Pathways	Use Atrium north entrance
Pavilion 5th Floor	Use 1st floor Pavilion	Betty Burch CTC - Breakroom	
Pavilion 6th Floor	Use 1st floor Pavilion	Betty Burch CTC - Back Door	
OB/LD		Plaza 1st Floor	
Radiology Entrance		Plaza 2nd Floor	
Radiology Tech Room	Use Radiology Entrance	Plaza Lab	Use 1st floor one
Radiology Front Desk	Use Radiology Entrance	401 Bldg	
Lab Entrance	Use Radiology Entrance	BOURBONNAIS - Larry Power	
Lab Back	Use Radiology Entrance	MANTENO	
OR Locker Room Break Room		MOMENCE	
Dietary		PEMBROKE	
Mailroom	Use Dietary	WATSEKA	
East Tower - Lower Level		WILMINGTON	
East Tower - 3rd IMCU		COAL CITY	
East Tower - 3rd ICU		MONEE	
East Tower - 5th Ortho		EAST COURT STREET	
West Tower - 2nd Med/Peds		FRANKFORT	
West Tower - 3rd Cardiac/Tele		Ortho Spine Center - 1st Floor	
West Tower - 4th Rehab		Ortho Spine Center - 2nd Floor	Use 1st floor
West Tower - 5th OBS		Home Health (Peotone)	
400 Bldg - 5th Floor Rehab Gym		Grounds Building	
400 Bldg - 4th floor		HEALTH AND FITNESS	
400 Bldg - 2nd MHU		HOOVER - MAIN	
SPL/Cath Lab/IRU		HOOVER - EDUCATION	
Pharmacy		MEADOWVIEW	
Materials Management		SENIOR LIFE BOURBONNAIS	
Outpatient Surgery		MILLER BREAK ROOM	
500 Bldg - 1st Floor		MILLER SOUTH	
500 Bldg - 2nd Floor	Use 1st floor	WESTWOOD/BUTTERFIELD	
500 Bldg - 3rd Floor	Use 1st floor		
500 Bldg - 4th Floor	Use 1st floor		
500 Bldg - Basement EKG	Use 1st floor		
ER			
Switch Board	Use ER breakroom		



AUTO LUNCH DEDUCTION NOTICE – LIVE 7/10/2022

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Hourly staff will still have the ability to manually begin and end their unpaid meal period using the Timeclock or ETM (Timeclock desktop application), if they choose. If a staff member manually clocks in and out for *less than* 30 minutes for their meal period, WFM will *not* deduct additional time to add up to the 30 minutes.

Per Illinois law, Riverside Healthcare is required to offer, at minimum, a 20-minute uninterrupted break. If an employee clocks in and out for *less than* 20 minutes for their meal period, they will be paid for that time. If an employee clocks in and out for 20 minutes or more, up to 30 minutes, the time will remain unpaid.

If an employee is unable to take a meal break, they should notify the individual that manages timesheets in their department so they can be rescheduled for an uninterrupted meal break during the same shift. If this is not possible, they must notify their department in writing to have their automatic meal deduction manually removed from their timesheet. If an employee works less than 7.5 hours and takes a meal break, they will need to notify their leader to manually add a meal break or clock and in out for their break. Written documentation of edits to timesheets must be retained for four years.

If staff wish to continue clocking in and out for their meal period, the steps are outlined below for using both the Timeclock and ETM.

CLOCK AT THE TIMECLOCK

BEGIN UNPAID MEAL PERIOD

1. Swipe ID badge
2. Press Start Meal [F2]

END UNPAID MEAL PERIOD

1. Swipe ID badge
2. Press End Meal [F6]

CLOCK ON ETM

BEGIN UNPAID MEAL PERIOD

1. Click Change Time Code
2. Select Meal
3. Click Done

END UNPAID MEAL PERIOD

1. Click Change Time Code
2. Select Work-Regular
3. Click Done