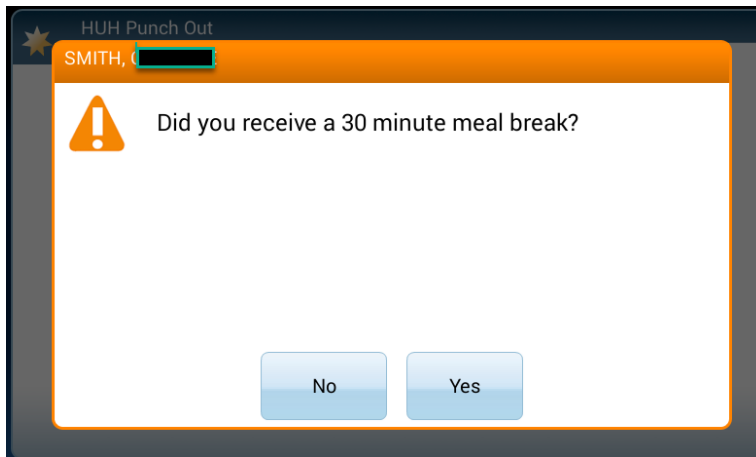


Meal Attestation

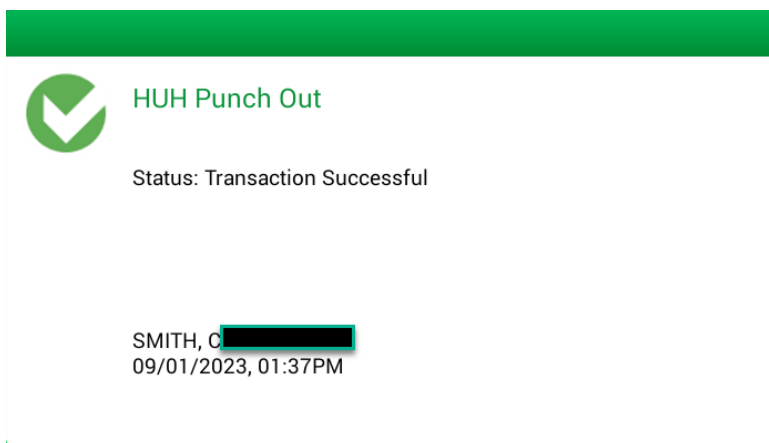
This job aid explains how employees attest to their meal break. Meal Attestation occurs at the out punch, for shifts of at least **4-hrs** in length.

Meal Attestation at the clock

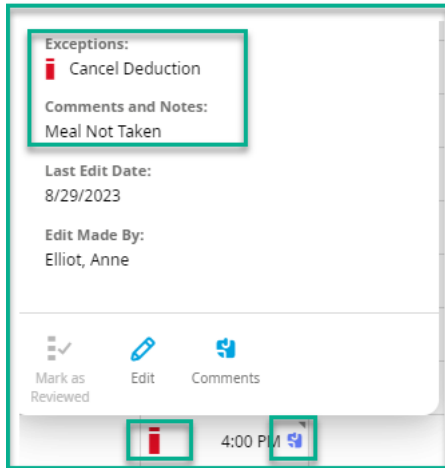
1. Press the **Out Punch** button on the clock.
2. Swipe your badge.
3. Review the displayed question. Then tap **Yes** or **No** to respond.



4. A confirmation message will appear on the screen along with a green indicator light and tone, indicating that your time and response have been accepted.

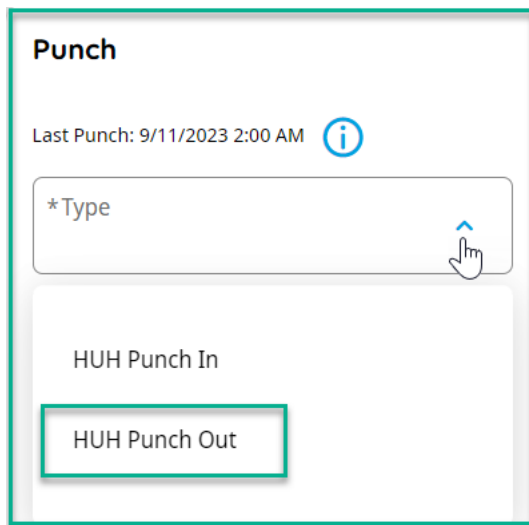


- When the answer is **Yes**, the automatic 30-minute meal deduction is taken.
- When the answer is **No**, the automatic 30-minute meal deduction is cancelled, and a notification is sent to the manager.
- To view the meal cancellation in the timecard, navigate to the timecard, then right click on the Out punch to view the “Meal Not Taken” comment and the cancelled deduction.



Meal Attestation via the Punch Tile

- Open the **Type** menu on the Punch Tile, then select **HUH Punch Out**.



- Click **Submit**.

Punch

Last Punch: 9/11/2023 2:00 AM ⓘ

*Type
HUH Punch Out ✓

Recent Transfers ▼ ⓘ

Add Transfer +

Submit

3. Review the displayed question, select **Yes** or **No**, then click **Submit**.

Confirm ✕

Did you receive a 30 minute meal break?

☒ Yes
☐ No

Submit

4. A confirmation message will appear on the screen along with a green indicator light and tone, indicating that your time and response have been accepted.

Punch



Your punch was successfully submitted.

[Back to punch form](#)

8. When the answer is **Yes**, the automatic 30-minute meal deduction is taken.
9. When the answer is **No**, the automatic 30-minute meal deduction is cancelled, and a notification is sent to the manager.
10. To view the meal cancellation in the timecard, navigate to the timecard, then right click on the Out punch to view the “Meal Not Taken” comment and the cancelled deduction.

The screenshot shows a timecard interface with a green border. At the top, there is a section titled "Exceptions:" with a red bar icon and the text "Cancel Deduction". Below this is a section titled "Comments and Notes:" with the text "Meal Not Taken". Further down, it shows "Last Edit Date: 8/29/2023" and "Edit Made By: Elliot, Anne". At the bottom, there are three icons: a checkmark for "Mark as Reviewed", a pencil for "Edit", and a speech bubble for "Comments". Below these icons, there is a red bar icon and a blue bar icon, both highlighted with green boxes. The time "4:00 PM" is displayed next to the blue bar icon.

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