



## DOCR - Work Rule Transfer

This Job Aid outlines the Work Rule Transfer process to change an employee's paid meal break to an unpaid meal break for specific hours, so that employees are paid accurately.

DOCR employees unable to leave the work site are assigned a pay rule for a paid meal break, as part of their standard workday.

In specific working scenarios, employees may be detailed to assignments, or working in another capacity, where they are able to leave the work site, and therefore would not be entitled to the paid meal break for their worked shift.

A Work Rule Transfer allows a manager to adjust how the employee is paid for a specific shift that is different than their normal assignment.

Note 1 - Typically for a shift with an un-paid meal break, we only record the actual hours worked (i.e., the 8-hour shift). However, with a Work Rule Transfer, the un-paid 30-minute meal break is subtracted in the calculation, so the entire shift duration (8.5-hours) must be recorded.





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In our example, we are going to adjust the hours worked from the 4/12 date to reflect the unpaid meal break scenario.

For the system to process the hours as an unpaid meal break, we must first delete the hours for the day.

1. Select the cell, with **Hours Worked** and delete the existing hours (depicted in purple font).
2. Click **Save**.
3. Click **<Enter Pay Code>** and input **Hours Worked** for the pay code to capture the shift for an unpaid meal break.

	Pay Code	Transfer	Sun 4/09	Mon 4/10	Tue 4/11	Wed 4/12
<input checked="" type="checkbox"/>	Hours Worked			8.5	8.5	<b>1</b>
<input checked="" type="checkbox"/>	Hours Worked	<b>5</b>				8.5 <b>4</b>
<input type="checkbox"/>	Schedule			8:00AM-4:30PM	8:00AM-4:30PM	8:00AM-4:30PM
<input type="checkbox"/>	Daily Total			8.5	8.5	8.5

	Pay Code	Transfer	Sun 4/16	Mon 4/17	Tue 4/18	Wed 4/19
<input checked="" type="checkbox"/>	Hours Worked			8.5	8.5	8.5
<input type="checkbox"/>	<Enter Pay Co...					
<input type="checkbox"/>	Schedule			8:00AM-4:30PM	8:00AM-4:30PM	8:00AM-4:30PM
<input type="checkbox"/>	Daily Total			8.5	8.5	8.5

4. Select the appropriate days cell and enter the total duration of hours for the shift (e.g., 06:30AM – 3:00PM = 8.5 hours).
5. Click the **Transfer** cell, and then the 'select' value on the dropdown. menu This will open a new pop-up window.





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6. Select the **Work Rule** tab.

The screenshot shows a 'Transfer' window for employee ABERA, YOSEPH M. The 'Work Rule' tab is selected. Below the tabs is a search bar labeled 'Add Work Rule' with a 'Clear All' link. The search bar contains the text 'corr reg ne'. Below the search bar is a list of work rules: 'CORR Reg NE Paid Meal', 'CORR Reg NE Paid Meal ML-B', 'CORR Reg NE Unpaid Meal', and 'CORR Reg NE Unpaid Meal ML-B'. At the bottom right are 'Cancel' and 'Apply' buttons.

7. In the search window, enter the appropriate **Work Rule** associated with the employees default Pay Rule. Select the appropriate **Work Rule** in the dropdown.

Note: If the employee is certified for Multilingual, select the appropriate ML – B **Work Rule**.

8. Click **Apply**.
9. Click **Save**.





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The Timecard view should look like the image below once we return from the Transfer pop-up window.

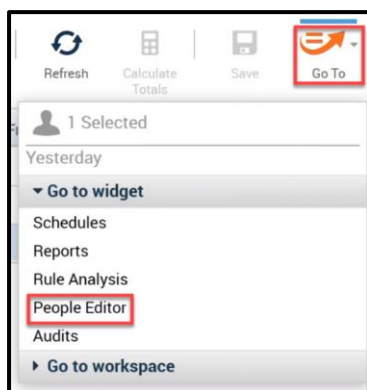
	Pay Code	Transfer	Sun 4/23	Mon 4/24
<input type="checkbox"/>	Hours Worked			
<input type="checkbox"/>	Hours Worked	;CORR Reg NE Unpaid Meal		8.5

**Note:** Please review the totals for pay period and daily totals for validation that the rule is applied as expected.

### Appendix

Determine the employee's pay rule through the following steps:

1. From the employees timecard, click the **GoTo** button and select 'People Editor' from drop down menu.





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2. Select the **Job Assignment** tab and note the **Pay Rule** assigned.

Person Job Assignment

▼ Job Assignment Summary

Primary Account

Primary Labor Account:

Time Zone:

Timekeeper

Pay Rule: CORR Reg G1 Paid Meal

3. The table below can be used to assist with determining the appropriate work rule transfer.

Pay Rule	Work Rule Associated	2nd Work Rule Associated
CORRECTION NURSE FT ML-A R12 CORRECTION NURSE FT ML-B R12 CORRECTION NURSE FT R12	CORRECTION NURSE FT ML-A R12 CORRECTION NURSE FT ML-B R12 CORRECTION NURSE FT R12	
CORRECTION NURSE TEMP CORR LPN R12 32 AND 48 HR WK CORR LPN R12 32 AND 48 HR WK MLA	CORRECTION NURSE TEMP CORR LPN R12 48 HR WK CORR LPN R12 48 HR WK MLA	CORR LPN R12 32 HR WK CORR LPN R12 32 HR WK MLA
CORR LPN R12 32 AND 48 HR WK MLB CORR LPN R12 36 AND 44 HR WK CORR LPN R12 36 AND 44 HR WK MLA	CORR LPN R12 48 HR WK MLB CORR LPN R12 44 HR WK CORR LPN R12 44 HR WK MLA	CORR LPN R12 32 HR WK MLB CORR LPN R12 36 HR WK CORR LPN R12 36 HR WK MLA
CORR LPN R12 36 AND 44 HR WK MLB CORR Reg G1 Paid Meal CORR Reg G1 Paid Meal ML-B	CORR LPN R12 44 HR WK MLB CORR Reg G1 Paid Meal CORR Reg G1 Paid Meal ML-B	CORR LPN R12 36 HR WK MLB CORR Reg G1 Unpaid Meal CORR Reg G1 Unpaid Meal ML-B
CORR Reg G2 Paid Meal CORR Reg G2 Paid Meal ML-B CORR Reg NE Paid Meal	CORR Reg G2 Paid Meal CORR Reg G2 Paid Meal ML-B CORR Reg NE Paid Meal	CORR Reg G2 Unpaid Meal CORR Reg G2 Unpaid Meal ML-B CORR Reg NE Unpaid Meal
CORR Reg NE Paid Meal ML-B CORR Rsdnt Supv FT EX G-1 R8 CORR Rsdnt Supv FT EX G-1 R8 MLA	CORR Reg NE Paid Meal ML-B CORR Rsdnt Supv FT EX G-1 R8 CORR Rsdnt Supv FT EX G-1 R8 MLA	CORR Reg NE Unpaid Meal ML-B
CORR Rsdnt Supv FT EX G-1 R8 MLB	CORR Rsdnt Supv FT EX G-1 R8 MLB	

