



Leeds West Groups

**TIMEKEEPING, MEAL &
BREAK COMPLIANCE GUIDE
FOR TEAM MEMBERS**



Table of Contents

Introduction & Purpose	2
Meal & Rest Break Rights and Requirements	2
Meal & Rest Break Requirements	2
Meal Break Requirements	2
Rest Break Requirements	2
Break Compliance and Reporting	2
Team Member Expectations	3
Team Member Responsibilities	3
Supervisor Responsibilities.....	3
Common Mistakes to Avoid	3
Reporting Concerns.....	4
No Retaliation.....	4
Dayforce Time Clock Guide	4
Time Clock Buttons.....	4
Timekeeping Procedures.....	5
Dayforce Time Clock Instructions	5
Work Transfer Instructions (Multi-location Workdays).....	5
Authorizations & Corrections.....	5
For Team Members: Daily Authorization Procedures.....	5
For Supervisors: Weekly Authorization Procedures	5
Compliance Checklists.....	6
Daily Timekeeping & Compliance Checklist for Team Members	6
Weekly Timekeeping & Compliance Checklist for Supervisors.....	6
Appendix A: State-Specific Meal and Break Requirements.....	7
Team Member Acknowledgment of Timekeeping, Meals, and Break Compliance.....	7
Wage & Hour Training Certification	7
Timekeeping Responsibilities	7
Meal and Rest Breaks	8
Policy and Legal Acknowledgments.....	8
Employment Status	8
Acknowledgment and Signature	8



INTRODUCTION & PURPOSE

This guide serves as a wage and hour compliance training and outlines essential expectations for timekeeping, break compliance, and Dayforce Time Clock usage. Following these practices ensures accurate pay, legal compliance, and a respectful work environment for all team members. It is your responsibility to review, understand, and follow these procedures every day. If anything is unclear at any time, speak with your supervisor or [contact HR](#) for support.

By completing this guide, you will:

- Understand your rights related to accurate pay, breaks, and wage and hour compliance.
- Learn how to properly record your time and breaks using the correct Dayforce clock functions.
- Know how to authorize your time entries and what to do if there is an error or issue.
- Recognize how to report any concerns and confirm that you are protected from retaliation for doing so.

MEAL & REST BREAK RIGHTS AND REQUIREMENTS

Leeds West Groups is committed to complying with all applicable wage and hour laws and providing a respectful, lawful workplace. This section outlines your legal rights and the company's expectations regarding meal and rest periods, timekeeping, and paid work time. These practices are required by law and enforced through our daily and weekly timekeeping procedures.

Your Rights Under Wage & Hour Law

- You must be paid for all time worked, including time spent preparing, cleaning, assisting coworkers, or answering calls before clocking in.
- You must receive legally required meal and rest breaks based on your state's laws.
- You must be completely relieved of duties during unpaid meal breaks.
- You may not be asked or expected to work off the clock or skip breaks to meet job demands.
- You may not clock in or out for another team member, and no one may alter your time entries without your review and confirmation.
- You have the right to report any concerns without fear of retaliation.

Meal & Rest Break Requirements

MEAL BREAK REQUIREMENTS

- Team members who work shifts over 5 hours (state-specific) must receive a 30-minute unpaid, duty-free meal break.
- Meal breaks must be uninterrupted. If your break is interrupted for any reason, you must clock back in using the End Meal button and report the interruption to your supervisor.
- Whenever possible, take your meal breaks away from your work area and return to work immediately after the break ends.

REST BREAK REQUIREMENTS

- In states where required (such as Colorado and Kentucky), team members must receive a 10-minute paid, duty-free rest break for every 4 hours worked.
- Rest breaks must be free of job duties. Use the Start Break/End Break buttons to record these breaks.
- In states where rest breaks are not required by law, LWG may still provide them as a voluntary benefit.

BREAK COMPLIANCE AND REPORTING

- All breaks must be taken in accordance with this policy. Do not skip, delay, or work through required breaks.
- If a break is denied, cut short, or interrupted, notify your supervisor or HR immediately.
- Timekeeping fraud, working during unpaid breaks, or failing to report work time are serious policy violations and may result in corrective action.



TEAM MEMBER EXPECTATIONS

To ensure compliance with labor laws and accurate payroll, all team members and supervisors are expected to follow the practices outlined below.

Team Member Responsibilities

- **Real-Time Clocking:** Always clock in and out at the exact time events occur. Do not estimate or enter time after the fact.
- **Authorized Equipment Only:** Use only company-authorized time clock terminals/work computers. Mobile time clock use is strictly prohibited.
- **Clock-In Timing:** Do not clock in more than 5 minutes early or remain clocked in after your duties are complete without supervisor approval.
- **Accurate Timekeeping:** Accurately record your start and end times for all work, breaks, and job transfers.
- **No Buddy Punching:** Never clock in or out for another team member. Doing so is considered time clock fraud and may lead to corrective action, up to and including termination of employment.
- **Daily Review:** Check your time entries daily in Dayforce Time Clock using the “Show Past Clock Entries” feature or by reviewing your Timesheet in your Dayforce Employee portal. Authorize your time entries daily to ensure accuracy.
- **Report Errors Promptly:** Notify your supervisor immediately if you miss a punch, identify an error, or need a correction.
- **All Time Must Be Paid:** Report all time worked, even if not pre-approved. No work should be performed before clocking in or after clocking out.
- **No Off-the-Clock Work:** Performing any job duties while not clocked in is strictly prohibited. If you are asked or expected to work off the clock, [notify HR](#) immediately.

Supervisor Responsibilities

- **Break & Meal Compliance:** Ensure all required breaks and meals are provided and taken.
- **Duty-Free Enforcement:** Make sure team members are completely relieved of duties during breaks.
- **No Denied Breaks:** Do not delay, shorten, or prevent team members from taking breaks.
- **Time Entry Oversight:** Review, resolve, and authorize team member time entries daily.
- **Timely Corrections:** Complete all corrections immediately and ensure entries reflect actual hours worked.
- **Enforce Policy:** Address timekeeping violations and reinforce compliance.
- **Prevent Off-the-Clock Work:** Ensure team members are never expected or allowed to work without recording time.
- **Override Use:** Supervisors may not alter time entries without documentation and team member confirmation. Unauthorized overrides may lead to corrective action.

Common Mistakes to Avoid

Mistake	Why It Matters
Clocking in early to inflate time	Violates policy and may result in corrective action
Skipping breaks to “help out” or finish work faster	Illegal in certain states and unsafe
Working during unpaid breaks	You must be fully relieved of duties during unpaid time
Buddy punching	Time fraud
Delaying corrections	May result in pay delays or compliance issues
Failing to authorize time daily	Required for payroll and legal accuracy
Using wrong clock buttons	Results in incorrect records
Staying clocked in while idle	All time must reflect active duties unless approved
Working without clocking in	Always record and get paid for all time worked
Overlapping transfers	Must end one work assignment before starting another



Unauthorized overrides by supervisors	Risk of liability and fraud
Ignoring break or time concerns	Leads to noncompliance and possible wage claims

Reporting Concerns

If you observe or experience any of the following issues, such as denied or shortened breaks, pressure to skip breaks, time clock fraud, requests to work off the clock, or any other issues, you may report your concern directly to [HR](#) using the HappyFox reporting portal. All reports are confidential and handled with care.



Scan the QR code or visit:
<https://leedswestgroups.happyfox.com/new>

NO RETALIATION

Leeds West Groups strictly prohibits retaliation against any team member who raises a good-faith concern or reports a violation of timekeeping, wage, or labor laws. If you have questions or feel uncomfortable reporting through the portal, you may also speak directly with your supervisor or any member of the [HR](#) team.

DAYFORCE TIME CLOCK GUIDE

Using the Dayforce Time Clock correctly is essential for ensuring that your hours, breaks, and transfers are accurately recorded and follow company policies and labor laws. This section explains each available time clock function and when to use it, so you can confidently and correctly manage your time entries throughout your shift. Misuse or missed punches can delay payroll or result in compliance issues, so please review this guide carefully and reach out to your supervisor or [HR](#) with any questions.

Time Clock Buttons

Button Name	What It Does	When To Use It
Start Shift	Clocks you in to begin work	At the start of your scheduled shift
End Shift	Clocks you out	After completing all work
Start Meal	Begins unpaid 30-minute meal	When taking a meal break
End Meal	Ends unpaid meal break	Immediately after your meal break ends
Start Break	Begins paid 10-minute break	When taking a short duty-free break
End Break	Ends paid break	When the break ends and you resume work
Work Transfer	Records store/location change	When transferring between locations
Show Past Clock Entries	Shows recent punches	To review for accuracy before clocking out



Timekeeping Procedures

DAYFORCE TIME CLOCK INSTRUCTIONS

Follow these steps to use the Dayforce Time Clock:

1. Use the desktop shortcut on the designated work computer/time clock terminal.
2. Select your clock action (e.g., Start Shift, Start Meal).
3. Enter your 6-digit badge number (Dayforce Employee Number).
4. Enter your PIN (Birth Year).
5. A success screen will confirm your punch was accepted.

WORK TRANSFER INSTRUCTIONS (MULTI-LOCATION WORKDAYS)

When transferring between stores or locations during a shift:

- Do not clock out when transferring to another location within the same shift.
- Use "Work Transfer" upon arrival at the new location.
- This ensures proper labor allocation and time recording.
- Only available if you have an active assignment for the secondary location.

Authorizations & Corrections

FOR TEAM MEMBERS: DAILY AUTHORIZATION PROCEDURES

1. [Log into Dayforce \(ESS\)](#) and select "Employee Timesheet" from the main menu.
2. Choose the correct pay period at the top of the page.
3. Review your time entries.
4. Select "Authorize" if time entries are accurate.
5. Report any errors or concerns to a supervisor immediately before authorizing.

FOR SUPERVISORS: WEEKLY AUTHORIZATION PROCEDURES

1. [Log into Dayforce \(ESS\)](#) using your Manager role and navigate to "Time Review" from the main menu.
2. Load the current/correct pay week.
3. Expand and review each team member's entries for:
 - o Missed punches
 - o Overtime accuracy
 - o Proper meal and rest break recording
 - o Any pending exception requests



4. If corrections are needed, resolve them in timesheets and instruct the team member to review and authorize (or reauthorize) their time.
5. Once accurate, click “Authorize” for each team member.
6. Alternatively, the same steps can be completed by going to Timesheets in the main menu instead.

Tip: Set a reminder to review your team’s time daily so Saturday approval is quick and accurate.

COMPLIANCE CHECKLISTS

Daily Timekeeping & Compliance Checklist for Team Members

Consistent daily habits help ensure your time is recorded accurately, your pay is correct, and all breaks are taken as required by law and company policy. Use this checklist as a quick daily guide to stay in compliance, prevent timekeeping errors, and protect your rights at work. If anything seems incorrect or unclear, speak with your supervisor or [contact HR](#) immediately.

Task	When to Do It
Clock in using Start Shift	At the beginning of your scheduled shift, before performing any job duties.
Use Start Meal/End Meal	When taking and returning from your unpaid 30-minute duty-free meal break.
Use Start Break/End Break	When taking and ending your paid 10-minute rest break (if applicable by state).
Use Work Transfer	When switching between store locations during your shift.
Review and authorize time entries	Daily in Dayforce to confirm accuracy and compliance.
Report errors or missed punches	Immediately to your supervisor to ensure corrections are submitted promptly.

Weekly Timekeeping & Compliance Checklist for Supervisors

This checklist helps supervisors ensure legal compliance, payroll accuracy, and proper enforcement of meal and break policies. Review and complete each item throughout the week and prior to end-of-week payroll approval.

Task	When to Complete	Supervisor Actions
Monitor Clock-In/Out Compliance	Daily	Review team member clock-in/out times. Address early, late, or missed punches. Reinforce correct clock button use.
Verify Break & Meal Periods	Daily	Confirm all required rest and meal breaks are taken, duty-free, and recorded accurately. Intervene if any are denied or missed.
Correct Missed Punches or Errors	As Reported	Review correction requests. Complete accurate edits with notes. Follow up with the team member for review and authorization.
Review Clock Entries	Midweek & End of Week	Encourage team members to verify and authorize entries. Follow up with any team member who hasn’t.
Audit for Off-the-Clock Risks	Ongoing	Check for behavior suggesting unrecorded work (e.g., working during breaks, staying late without clocking in). Correct and report any issues.
Ensure All Corrections Are Submitted	Before Weekly Approval	Verify all known corrections have been submitted and confirmed by the team member. Document supervisor notes if an override was necessary.
Authorize All Timesheets	By End of Day Saturday	Confirm each team member’s timesheet is accurate, complete, and authorized. Click “Authorize” in Dayforce.
Address Repeated Violations	Weekly	Coach team members with repeated timekeeping errors. Document conversations and notify HR as needed.
Report Any Break or Compliance Issues to HR	As Needed	Report denied breaks, pressure to work off-the-clock, or suspected time fraud to HR via the reporting portal.



APPENDIX A: STATE-SPECIFIC MEAL AND BREAK REQUIREMENTS

Requirements listed below reflect minimum state law standards. LWG policies may exceed these where operationally appropriate to ensure legal compliance and consistency.

State	Meal Break	Paid Rest Break
CO	30 min unpaid after 5 hrs	10 min every 4 hrs
CT	30 min unpaid after 7.5 hrs	Not required
DE	30 min unpaid after 7.5 hrs	Not required
IA	No state law	No state law
IL	20 min unpaid after 7.5 hrs	Not required
IN	No state law	No state law
KS	No state law	No state law
KY	30 min unpaid after 5 hrs	10 min every 4 hrs
MI	No state law	No state law
MO	No state law	No state law
NE	30 min unpaid in 8+ hr shift	Not required
NJ	No state law	Not required
NM	30 min unpaid after 8 hrs	Not required
OH	No state law	No state law
OK	No state law	No state law
PA	No state law	No state law
TX	No state law	No state law
WI	No state law	No state law

TEAM MEMBER ACKNOWLEDGMENT OF TIMEKEEPING, MEALS, AND BREAK COMPLIANCE

This acknowledgment confirms your understanding of timekeeping and break policies at Leeds West Groups. These policies are designed to protect your rights, ensure compliance with labor laws, and support a fair and accurate work environment. Please read the following carefully.

WAGE & HOUR TRAINING CERTIFICATION

- I acknowledge that I have reviewed this wage and hour compliance training as part of my annual responsibilities.
- I understand my rights to accurate pay, duty-free breaks, and fair timekeeping.
- I understand I am expected to comply with company policy, report all time worked, and speak up if any issues arise.
- I understand I am protected from retaliation for reporting concerns.

TIMEKEEPING RESPONSIBILITIES

- I will clock in and out at the actual time I begin and end work.
- I will use the appropriate buttons to start and end shifts, meal breaks, and rest breaks.
- I will not clock in more than 5 minutes early or stay clocked in after my duties are complete without supervisor approval.
- I will report any missed punches or time entry errors immediately to my supervisor.
- I will never clock in or out for another team member, and I understand this is considered time fraud.
- I understand I must report all time worked, even if not pre-approved.



MEAL AND REST BREAKS

- I will take a minimum 30-minute unpaid, duty-free meal break as required by law.
- I will take paid 10-minute rest breaks for every 4 hours worked where required by state law.
- I understand I must be completely relieved of all duties during meal periods.
- I will not work during unpaid breaks, and if I do, I will report the time worked for pay.
- I will report any denied or interrupted breaks to my supervisor or [HR](#) immediately.

POLICY AND LEGAL ACKNOWLEDGMENTS

- I understand that timekeeping and break rules may vary by state, and Leeds West Groups will comply with all applicable federal, state, and local wage and hour laws.
- I understand this acknowledgment summarizes key policies, and full policies are available in the Team Member Handbook and through HR. I agree to comply with all policies and review any updates as communicated.
- I will not perform any work off-the-clock. I will notify my supervisor or [HR](#) if I am ever asked to do so.
- I understand that submitting false or incomplete time entries or failing to follow timekeeping procedures may result in corrective action, up to and including termination.

EMPLOYMENT STATUS

This acknowledgment does not create a contract of employment. Employment with Leeds West Groups is at-will and may be terminated at any time by either the company or the employee, with or without cause or notice, unless otherwise provided by a separate written agreement signed by an authorized company representative.

ACKNOWLEDGMENT AND SIGNATURE

By signing below, I acknowledge that I have received, read, and understand the expectations outlined above. I agree to follow all timekeeping and break policies and to raise any concerns with my supervisor or [HR](#). I understand that this document will be retained in my personnel file.

Team Member Signature

Printed Name

Date