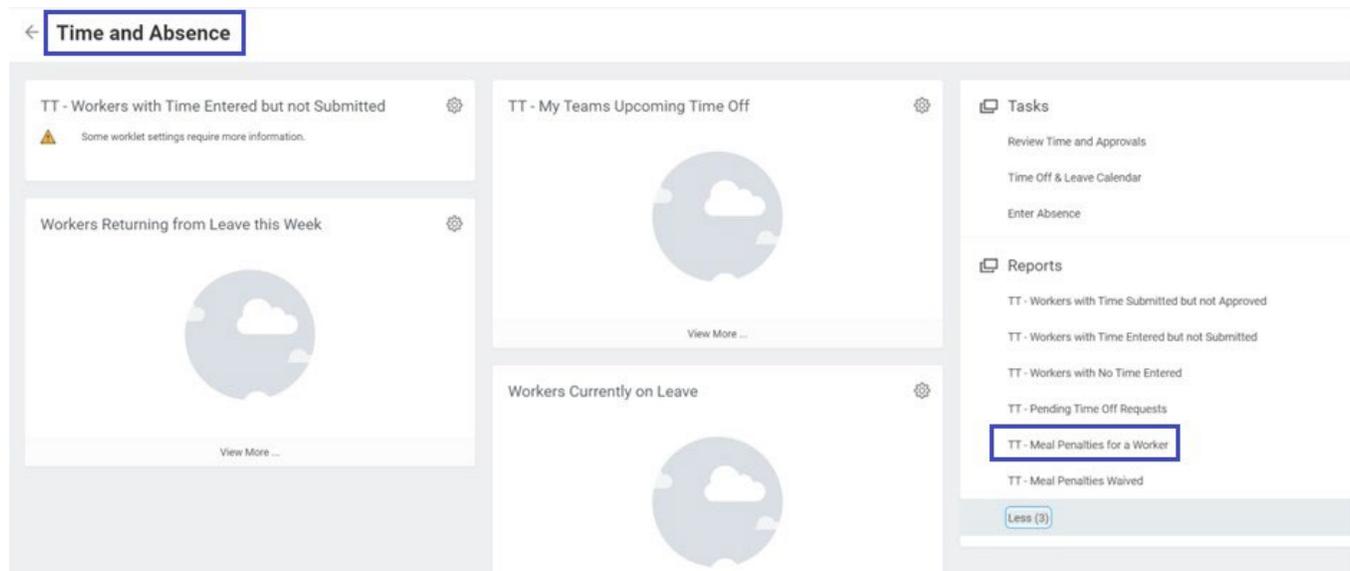


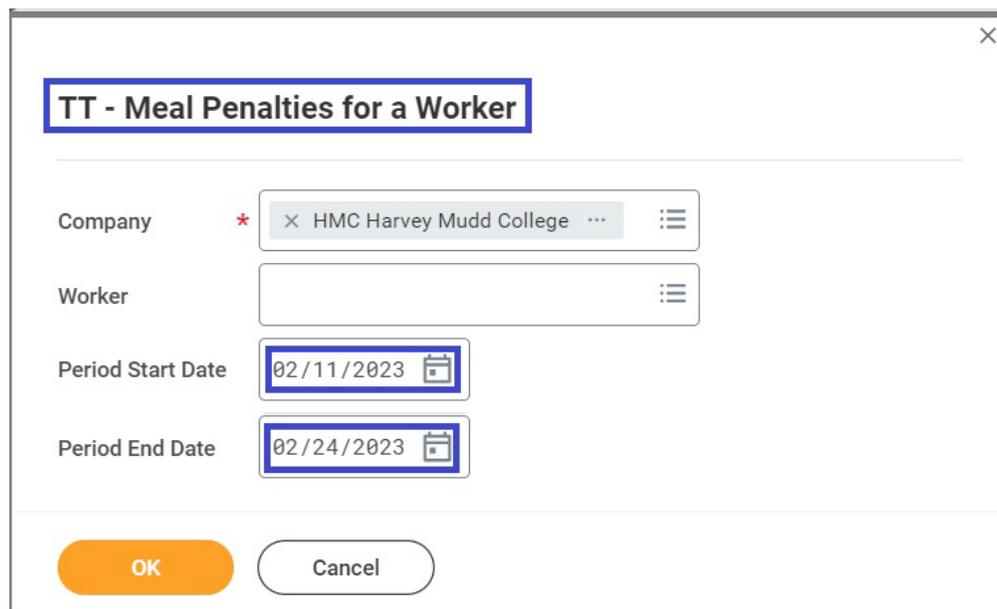
TT - Meal Penalties for a Worker

The purpose of this report is to identify any biweekly employees who have incurred a Missed Meal Penalty during the current pay period.

1. Select the **Time and Absence** application from the **Menu** button or **Your Top Apps** section.
2. From the **Time and Absence** page, click on the **TT-Meal Penalties for a Worker** link under the **Reports** tab.



3. Select the **current pay period start date** and the **current pay period end date** to view current missed meal penalties. Click okay to proceed.

A screenshot of a dialog box titled 'TT - Meal Penalties for a Worker'. The dialog has a close button (X) in the top right corner. It contains the following fields: 'Company' with a dropdown menu showing 'HMC Harvey Mudd College' and a red asterisk; 'Worker' with an empty dropdown menu; 'Period Start Date' with a date input field containing '02/11/2023' and a calendar icon; and 'Period End Date' with a date input field containing '02/24/2023' and a calendar icon. At the bottom, there are two buttons: 'OK' (highlighted in orange) and 'Cancel'.

TT - Meal Penalties for a Worker

4. A report will populate with a list of employees that have a missed meal period penalty.

TT - Meal Penalties for a Worker ⋮ 

Company [HMC Harvey Mudd College](#) Period End Date 02/24/2023

Period Start Date 12/31/2022

2 items

Time Block	Worker	Reported Date	Related Calculated Time Blocks		
			Calculated Quantity	Calculation Tags	Time Calculations
5 Hours on 02/14/2023	Alexia Ortiz (118035)	02/14/2023	0.99	Missed Meal Period Penalty - 1	Missed Meal Penalty - 1 - Step 4
			0.01	Missed Meal Period Penalty - 1 Regular	Missed Meal Penalty - 1 - Step 2

Regularly reviewing Missed Meal Penalties is crucial for accurate payroll processing and to avoid any potential errors.