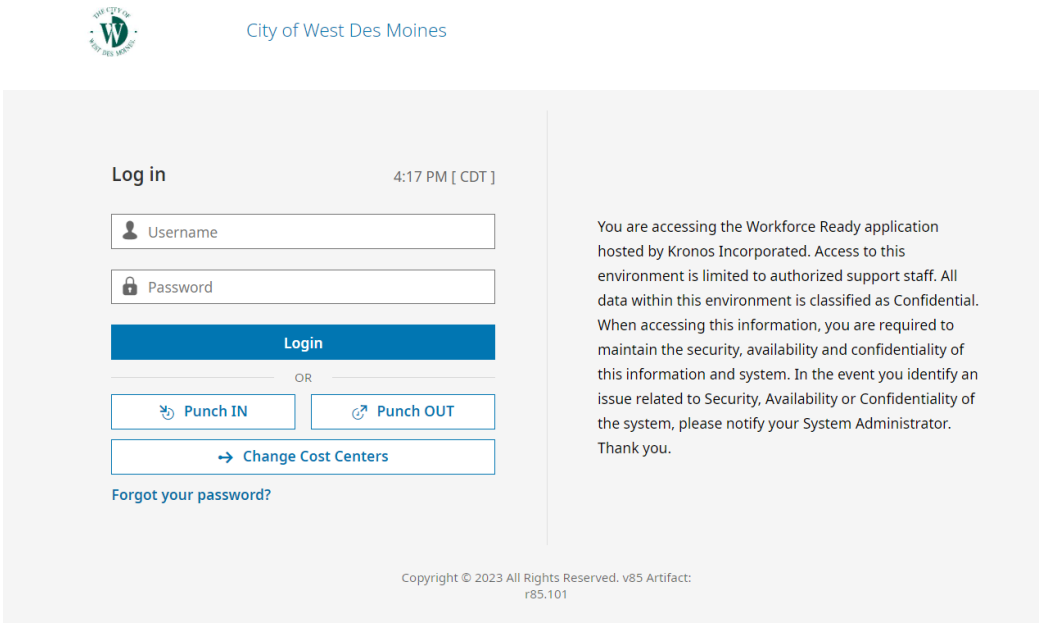
Hiring Policy and Procedures

UKG Ready: Auto- Meal Break Cancellation Process

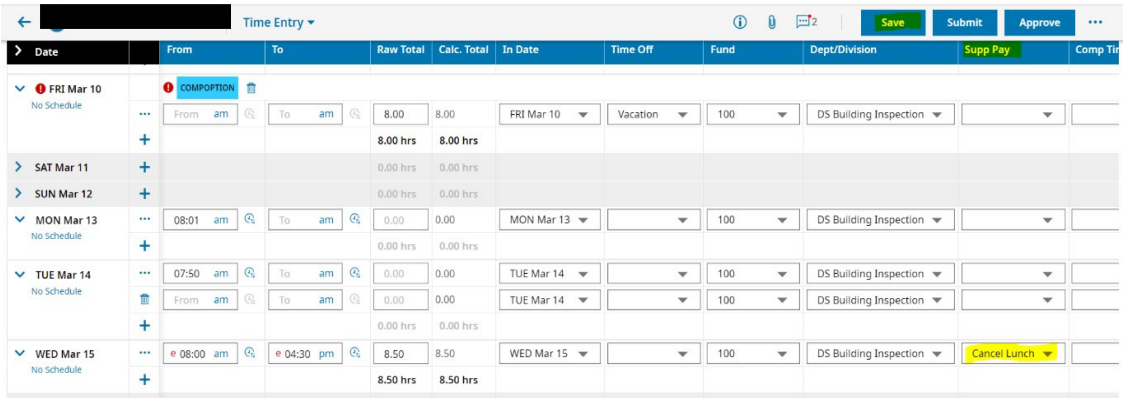
The purpose of the guide is to assist you on canceling/ reversing the auto-deduction from your timesheet. *(Please note that employees can add/deduct lunch from the time sheet up until you submit your timesheet for review):*

- To access the UKG Ready platform, with a web browser, go to https://secure4.entertimeonline.com/ta/6073685.clock
- Enter username and password and click on **Login** button to access your timesheet

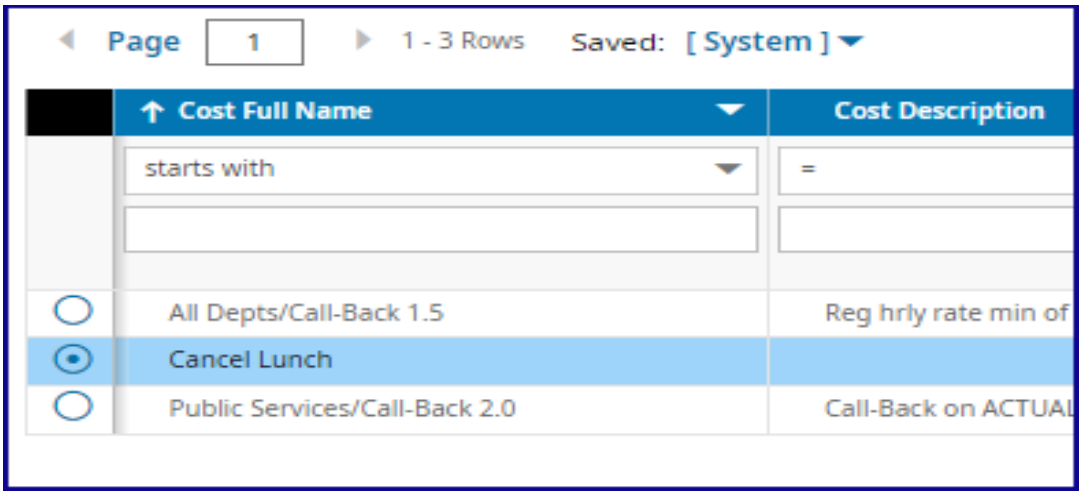
Exhibit 1



- On the top navigation bar, please click on the three stacked lines also known as "the hamburger"
- Under the "my info" tab select "my time", then click on Timesheet
- Select "current timesheet" to make your revisions



- Once your have current time sheet on the screen, under “supp pay” you may select “cancel lunch.” This should add back the automatically remove 30 minutes for any shift over 5.5 hours.
- Review the selection, then select **Save.**



Helpful information:

Reverse the cancellation

If there is a discrepancy and you would like to reverse the cancellation of lunch.

- Select the down arrow in the box with “cancel lunch”
- It should provide browse and the other options
- Click on the blank at the top, the “cancel lunch” should go away
- Then select, **Save.**

