



New Process



to replace lunch sheets

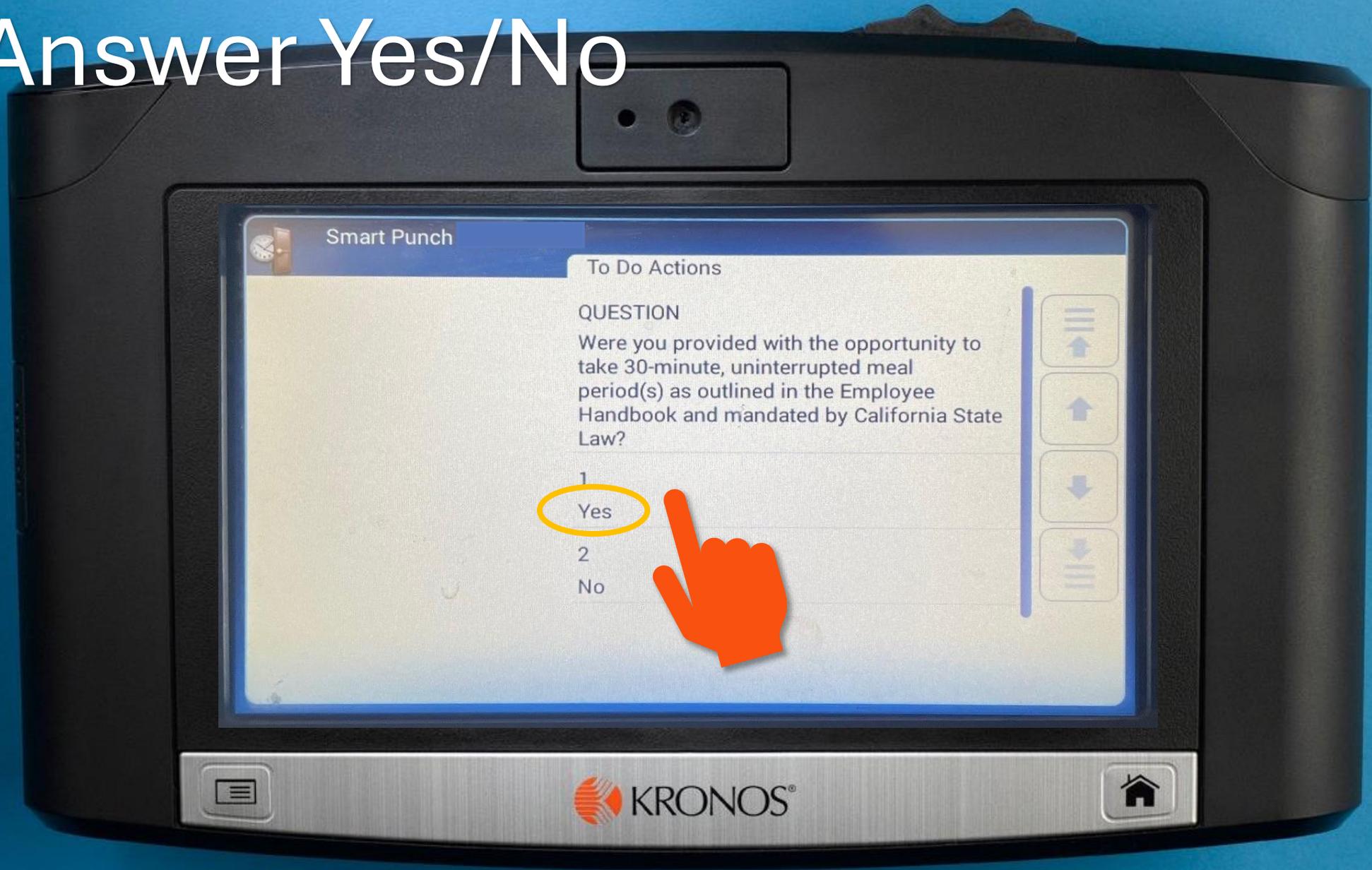
**When you clock out
each day, you will be
asked a couple Yes/No
questions on the screen.**



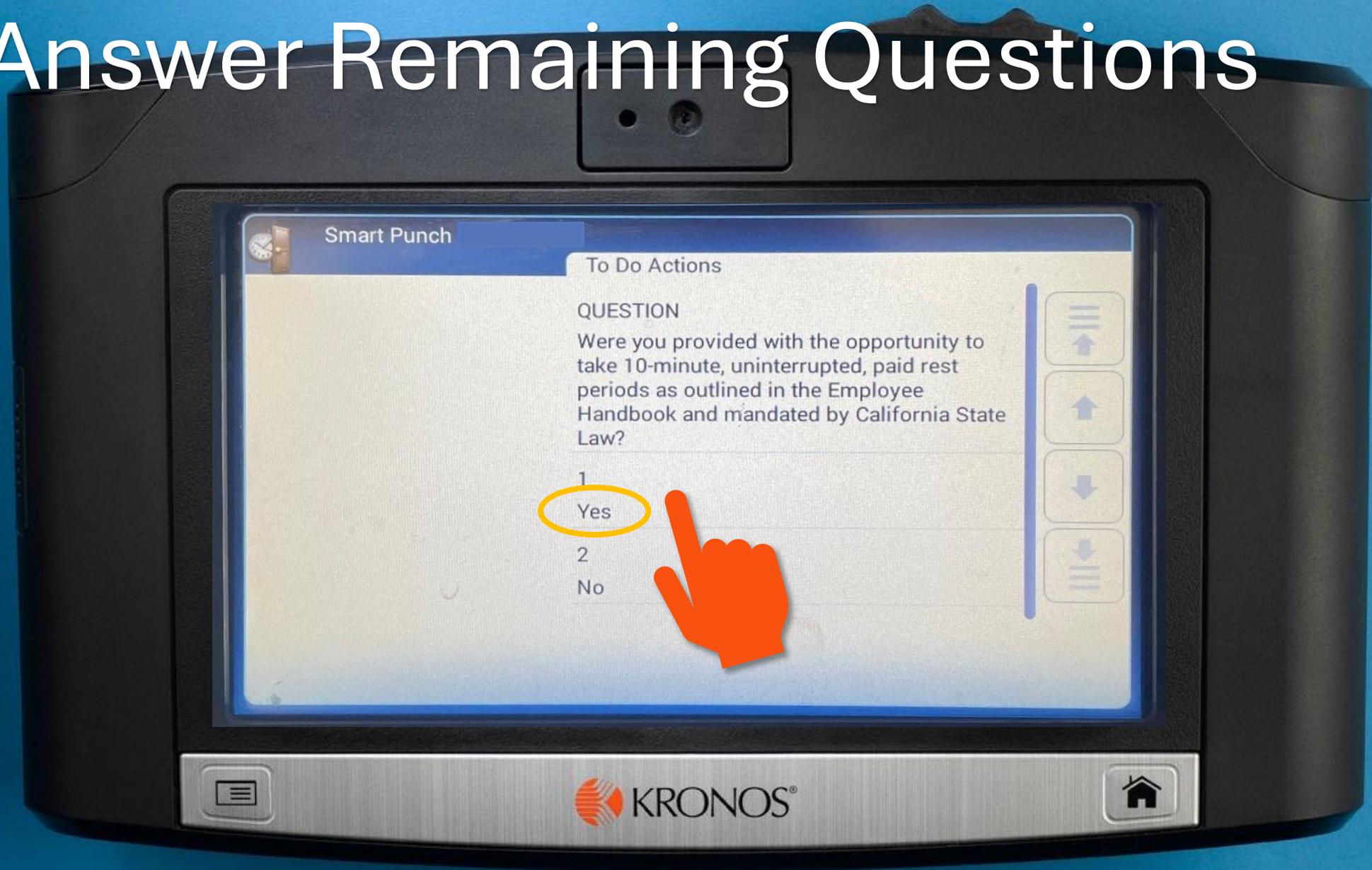
1 Scan Finger



2 Answer Yes/No

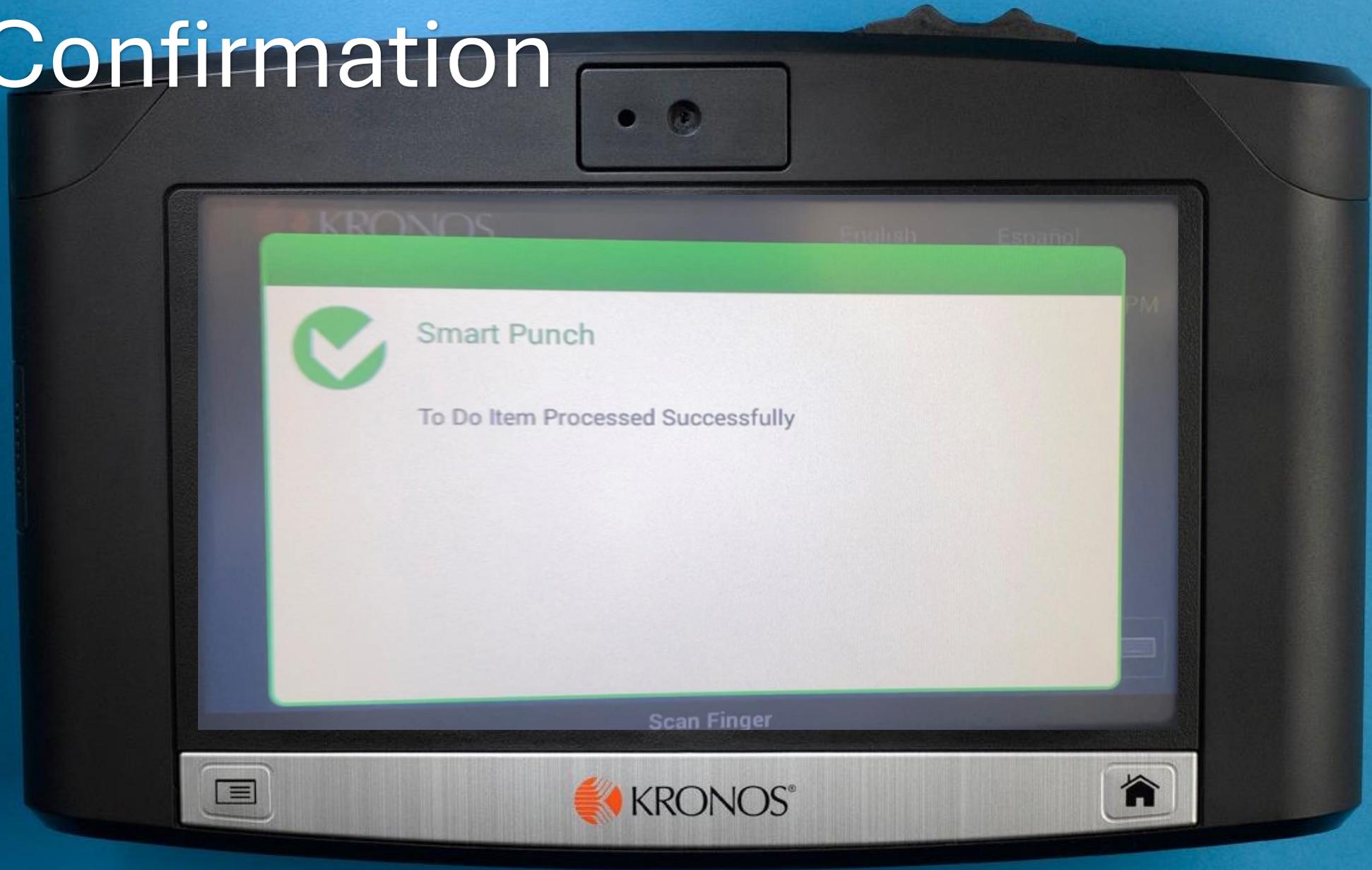


3 Answer Remaining Questions



2-4 questions depending on response and job

4 Confirmation



KRONOS

English

Español

PM



Smart Punch

To Do Item Processed Successfully

Scan Finger



Meal Periods



Were you provided with the opportunity to take 30-minute, uninterrupted meal period(s) as outlined in the Employee Handbook and mandated by California State Law?

- The answer to this question should always be Yes.
- *If your answer is No, you must speak with your Manager and/or HR to ensure you understand meal period requirements.*

Rest Periods



Were you provided with the opportunity to take 10-minute, uninterrupted, paid rest periods as outlined in the Employee Handbook and mandated by California State Law?

- The answer to this question should always be Yes.
- *If your answer is No, you must speak with your Manager and/or HR to ensure you understand rest period requirements.*

Mixer Drivers Only



I took an on-duty paid meal period because I was needed to deliver concrete to ongoing jobs.

- The answer to this question should always be Yes.
- *If your answer is No, you must speak with your Manager and HR to ensure you are following proper meal period procedure.*



Questions



**If you have questions
about meal and rest
periods, please
contact HR.**

