



# Submitting Rest and Meal Breaks in Time4Care

Walk-Me Guide | California SDP



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If you are taking an unpaid or paid rest or meal break, Time4Care can help you not only submit your mealtimes, but also attest to any rest breaks you took.

## BEFORE SUBMITTING MEAL TIME...

Check your On-Duty Meal Break Agreement Form that you signed during initial enrollment. The form is found in the 'Forms' tab on your PPL@Home profile.

You can only edit the On Duty Meal Break Form in PPL@Home. You cannot update it in the Time4Care app.

The image illustrates the process of accessing the On-Duty Meal Break Agreement form. It consists of three screenshots:

- Top Screenshot:** Shows the PPL@Home interface for a user named 'Don'. The 'Forms' tab is highlighted in the navigation menu.
- Middle Screenshot:** Shows the 'Associations' table. The 'View' button for a specific association is highlighted.
- Bottom Screenshot:** Shows the 'On-Duty Meal Break Agreement form' for a participant named Tim. The form title is highlighted.

Under Part 4, review if you chose to

- Agree to an on-duty meal break, or
- Do not agree to an on-duty meal break

This will determine your experience with logging meal times in PPL@Home.

NOTE: You can update this form at any time. It will only be valid when both you and your Employer sign the form.

To update the form,

1. Select if you:
  - a. Option A: Agree to an on-duty meal period (paid), or
  - b. Option B: Do not agree to an on-duty meal period (unpaid).
2. Click the **purple Save Form button**.
3. After you see the pop up confirming it was saved, click the **Sign Form button**.
4. Review the form and your choice.
5. Scroll down on the form and click the **'Click Here to Sign' button**.
6. Click the **purple 'Save' button** at the top right of your screen to save the form.

You will see a pop up confirming the form has been successfully saved. You can then click the **X** at the top right of the form to exit.

You can update this form at any time. It will only be valid once both you and your Employer sign the form.

### On-Duty Meal Break Agreement form

**Part 4 – Choose your option:**

Please check one box below: \*

Option A: I agree to an on-duty meal period.

Option B: I do not agree to an on-duty meal period.

[Save Form](#)

### On-Duty Meal Break Agreement form

**Part 4 – Choose your option:**

Please check one box below: \*

Option A: I agree to an on-duty meal period.

Option B: I do not agree to an on-duty meal period.

[Save Form](#) [Sign Form](#) [Download](#)

[Show Form History](#)

### On-Duty Meal Break Agreement Form

**On-Duty Meal Break Agreement**

**Employer Name:**  
Mike Participant  
(First name, Last name)

**Participant Name:**  
Tim Participant  
(First name, Last name)

**Worker Name:**  
Don Indepvider  
(First name, Last name)

**PPL ID:**  
PRV-CASDP-10019311

**PPL ID:**  
PRV-CASDP-10008008

**Part 1 – What is a meal break?**  
California law gives you the right to a meal break. Here is what that means:  

- If you work more than 5 hours in a day, you must get a meal break of at least 30 minutes.
- If you work more than 10 hours in a day, you must get a second meal break of at least 30 minutes.
- During a meal break, you are completely free from work. You do not have to do any job duties. You

**Worker Signature:**

[Click Here to Sign](#)

### On-Duty Meal Break Agreement Form

this agreement at any time by completing this form again and selecting Option B (below).

**Option B: I do not agree to an on-duty meal period.**  
I do not agree to on-duty meal periods. I will take my meal break fully relieved of all duties, as required by California law. I understand that I **will not** be paid for unpaid meal breaks.

**Part 5 – Signatures:**

**The Worker agrees:**  
I have read this form. I understand what an on-duty meal period means and what my rights are. I am

[Save Form](#)

**Success**

Changes saved successfully

and selecting Option B (below).

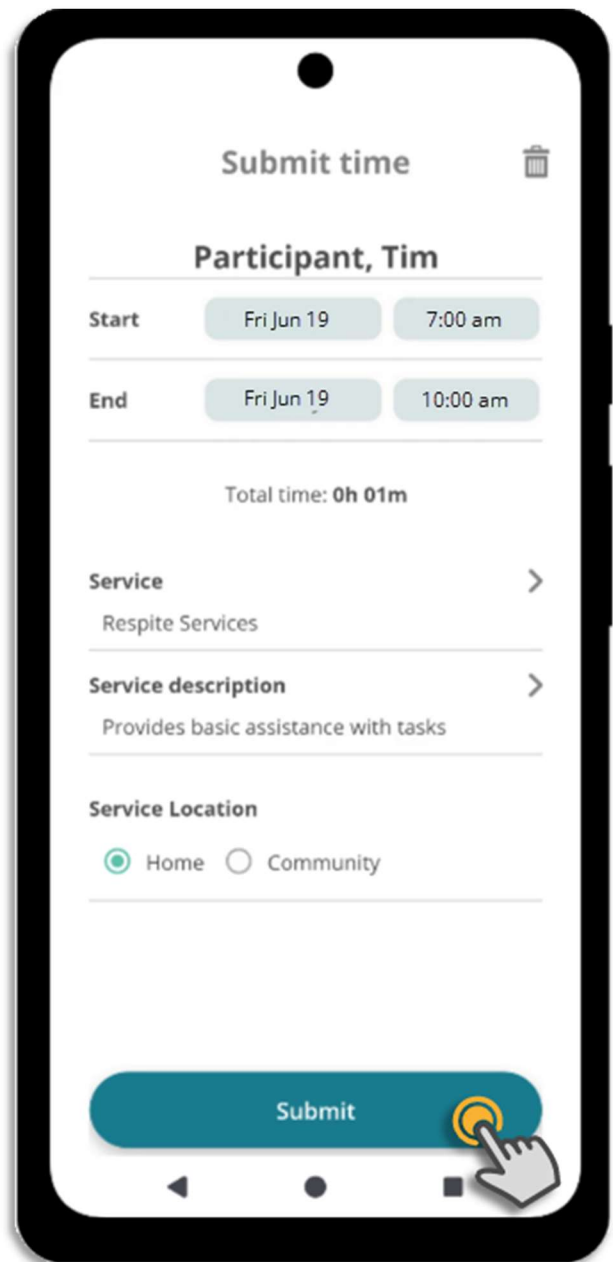
[Save Form](#)

## SUBMITTING AN OFF-DUTY MEAL BREAK: LOGGING THE MEAL MANUALLY

If you choose to take an off-duty meal break during your shift of at least five hours, there are two ways to submit your meal break. The first is by logging your meal break manually as its own time entry.

1

When it's time to take your meal break, log into the Time4Care app. Tap the 'Clock Out' button and fully clock out of your shift.



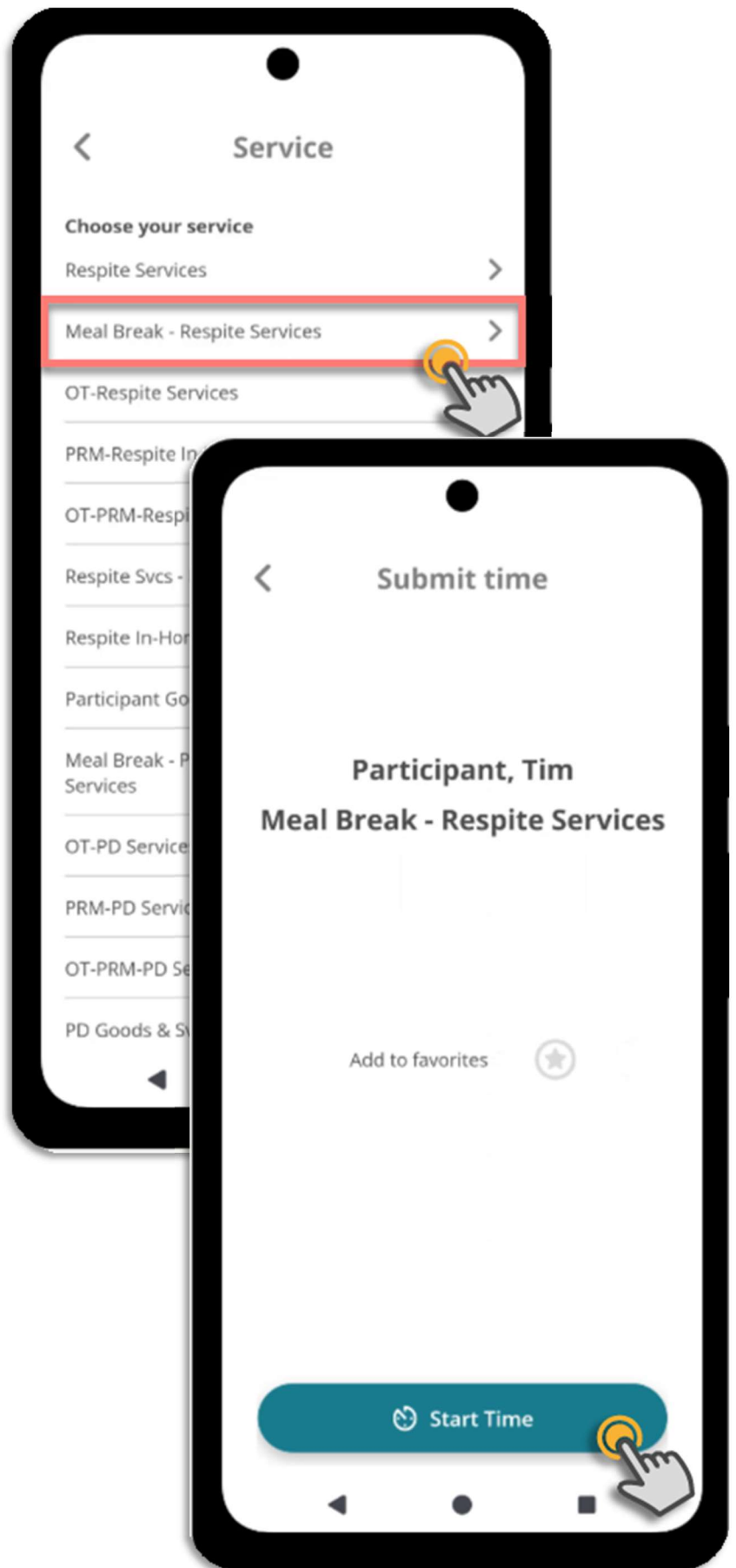
After returning to your dashboard, tap the **'Clock In' button** again.

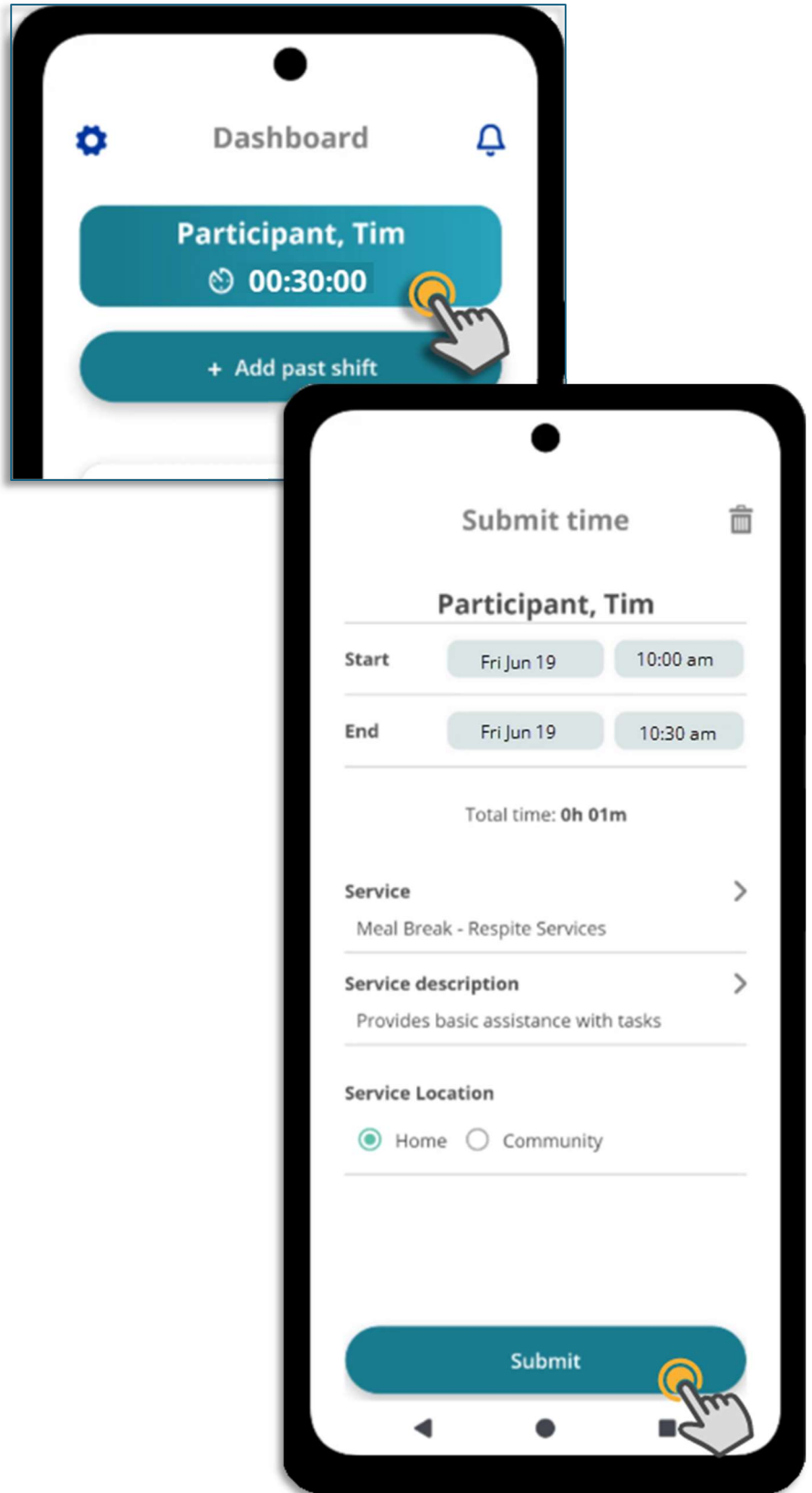
Choose the participant.

When choosing the service code, look for the code that matches the service you are providing with MEAL.

For example, if you are providing service under the **310: Respite Service** code, use the **Meal Break - Respite Service** code for your meal break.

Complete the remainder of normal Clock In.





When your meal break ends, you must clock out by tapping the **'Clock Out' button** on your Time4Care dashboard.

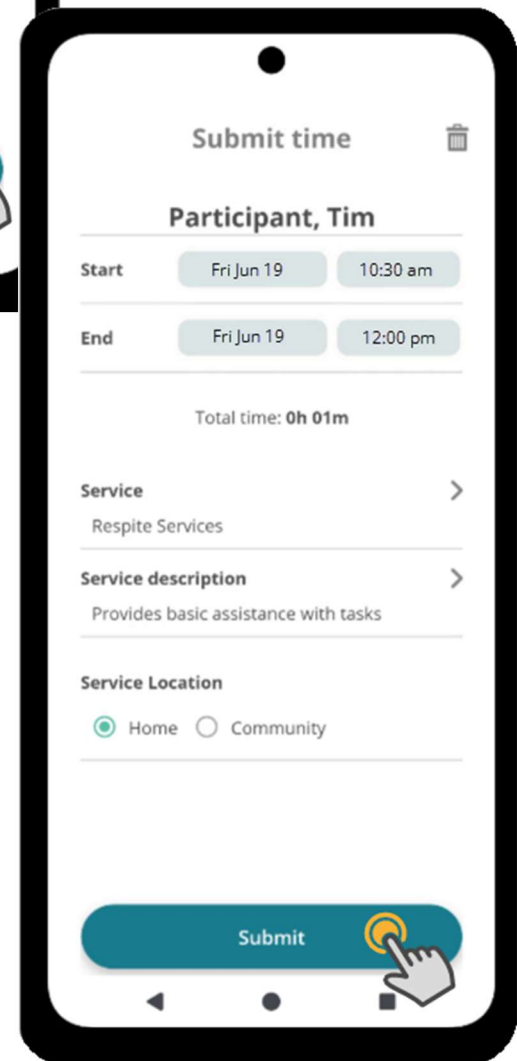
You will be able to clock back in to provide services to your participant.

Confirm your clock out and tap **End Time** and then **Submit** now.

4

Repeat the clock in process again using the same participant and service code as before.

Continue the remainder of your shift and clock out when your shift has ended.



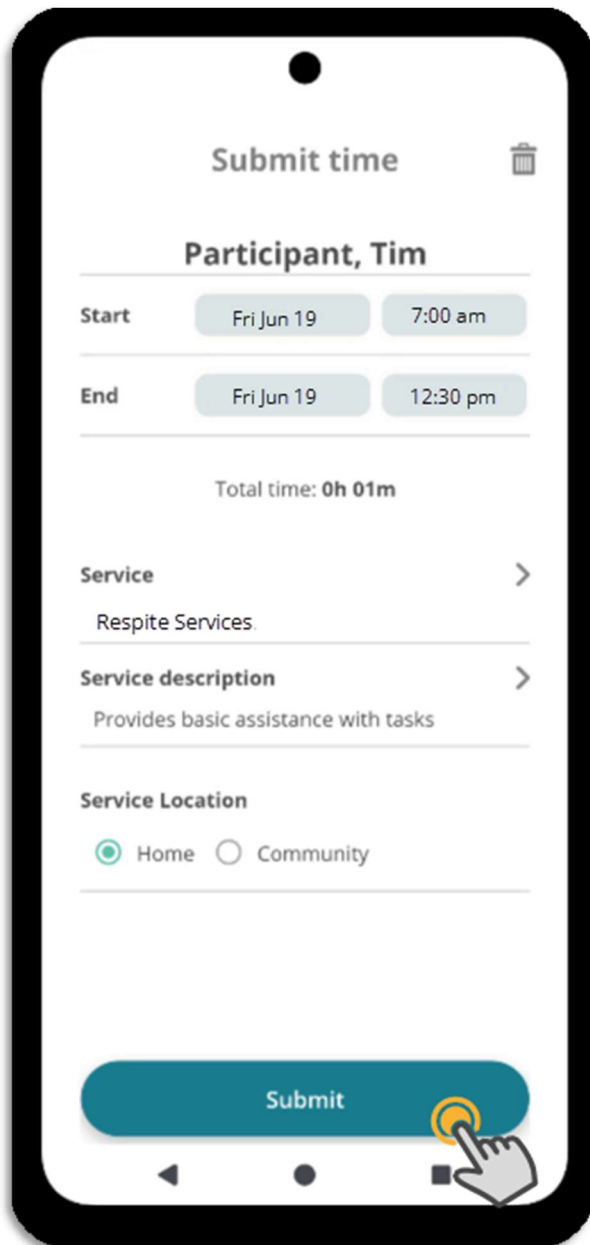
## SUBMITTING AN **OFF-DUTY** MEAL BREAK: LOGGING A MEAL THROUGH THE ATTESTATION POP-UP

If you choose to take an off-duty meal break during your shift of at least five hours, there are two ways to submit your meal break. The second is by logging the meal break when you receive the pop-up attestation after submitting a shift.

1

Clock in and out of your shift in the Time4Care app.

Do not clock out for your meal break.



Upon clocking out, you will see a pop up asking:

*"Did you take a meal break?"*

Click Yes or No using the toggle switch. If Yes, enter the Meal Break Start and End times.

*"Did you take a 10-minute rest break for every 4 hours worked today?"*

Click Yes or No using the toggle switch.

Then click the **Submit** button.

Participant, Tim

Start Fri Jun 19 7:00 am

End Fri Jun 19 12:30 pm

### Break Details

**Meal Break**

Did you take a break? Yes

Start 11:30 am

End 12:00 pm

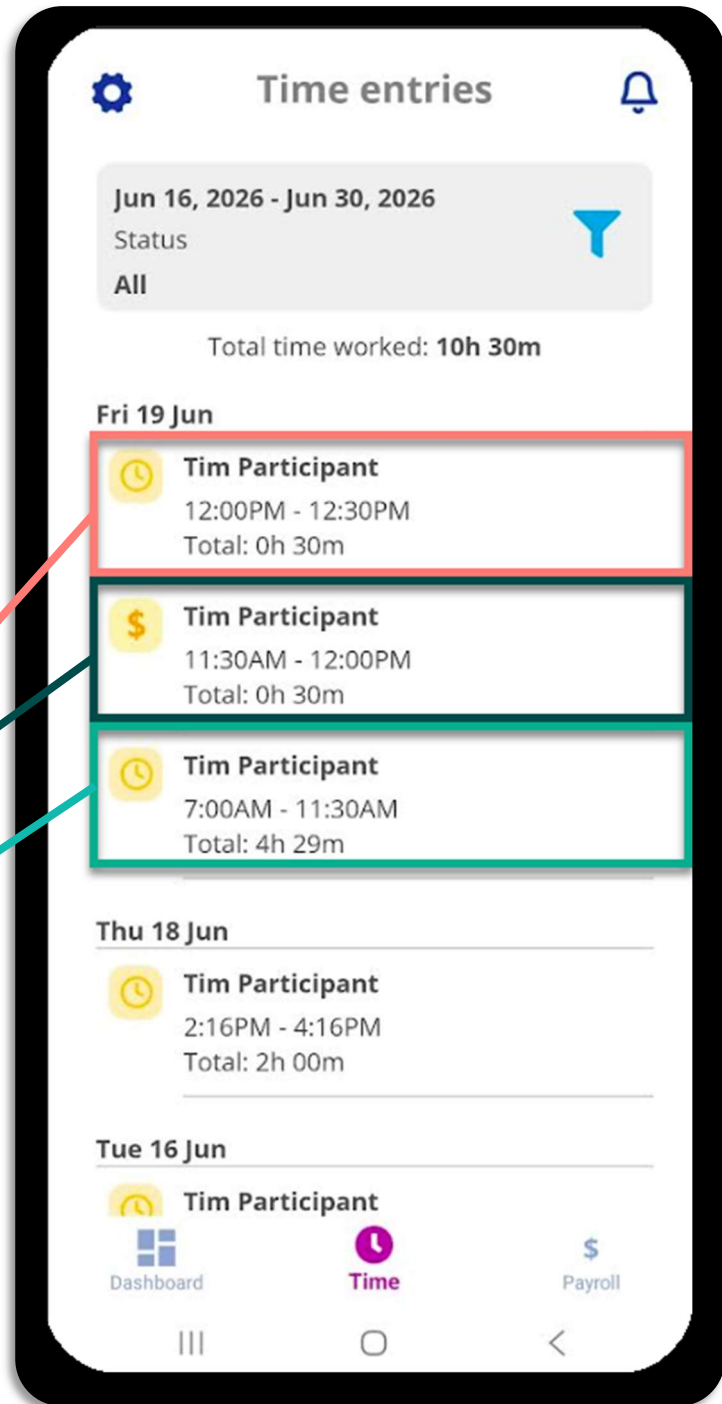
**Rest Break**

Did you take your 10-minute rest break for every 4 hours worked? Yes

Submit

Returning to your dashboard, if you select the 'Timesheets' button, you will see three entries for the day:

- **After meal break shift**
- **Meal break, and**
- **Before meal break shift**



## SUBMITTING A PAST SHIFT OFF-DUTY MEAL BREAK: LOGGING THE MEAL MANUALLY

If you chose to take an off-duty meal break during your shift of at least five hours and want to enter a past shift, there are two ways to submit your meal break. The first is by logging the meal break manually as its own time entry.

1

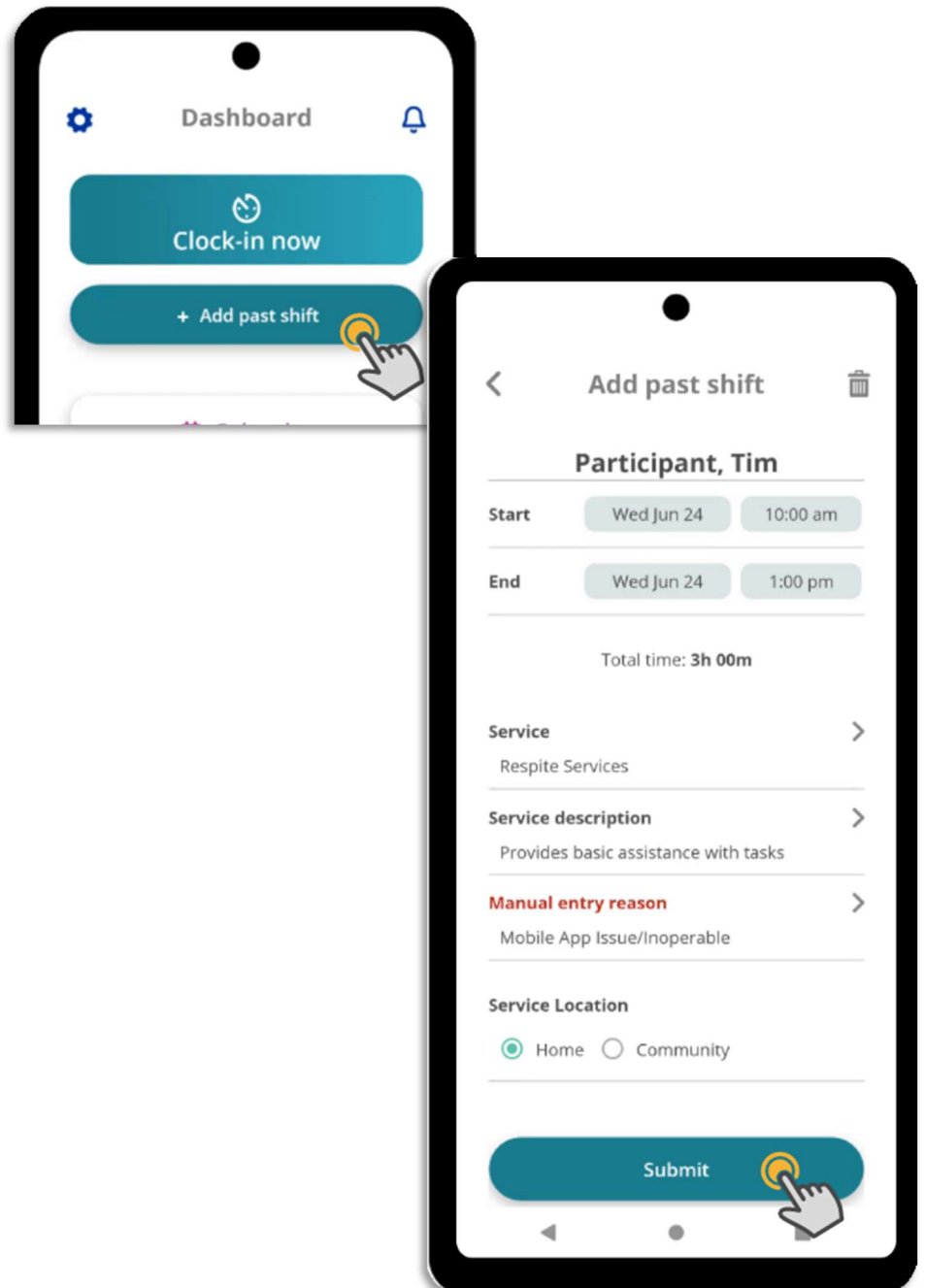
Begin creating your past shift by clicking the **'+Add past shift' button**.

First, create the **pre-meal** portion of your shift.

For example, if you worked 10:00am to 1:00pm prior to your meal break, enter a shift for 10:00am to 1:00pm.

Complete the remainder of the shift details including the Manual entry reason.

Then, submit the shift.



After returning to your dashboard, create another past shift.

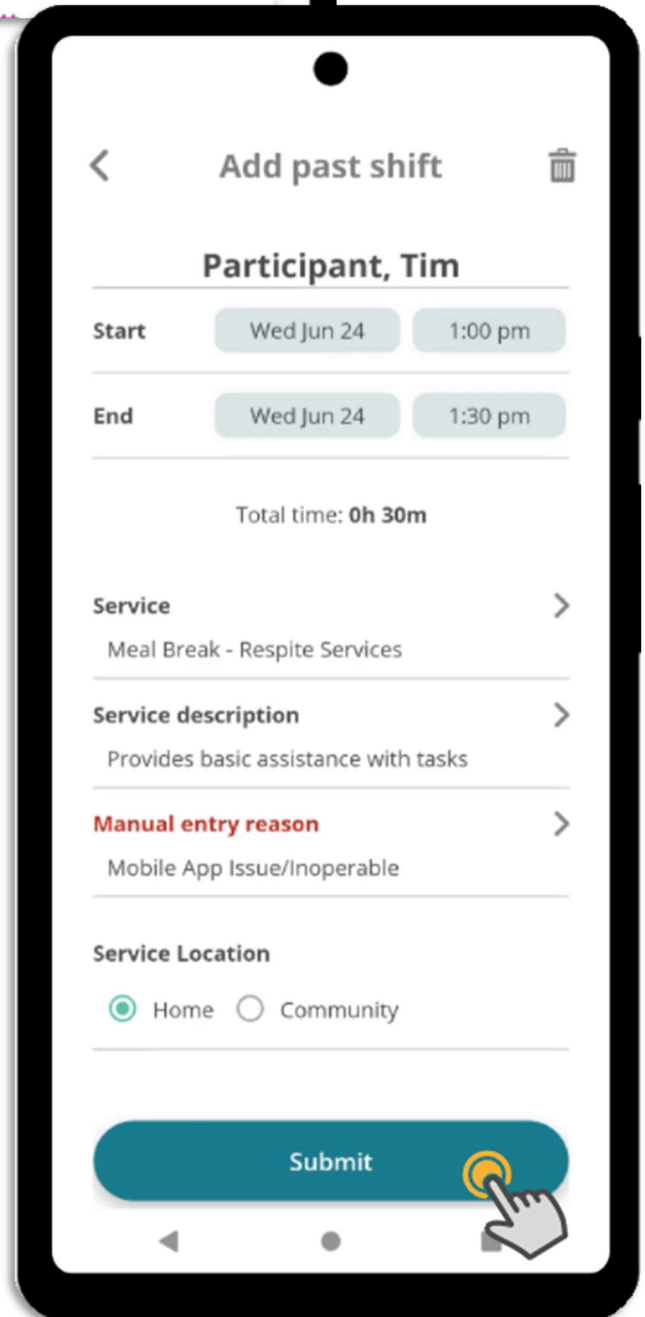
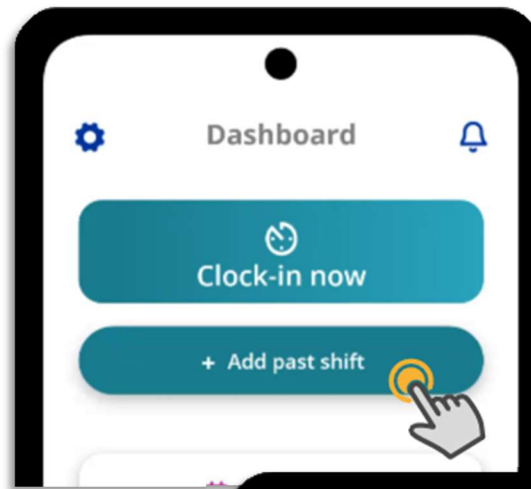
You will create the meal break portion of the shift. If you took your meal break from 1:00pm to 1:30pm, Enter a shift for 1:00pm to 1:30pm.

When choosing the service code, look for the code that matches the service you are providing with MEAL.

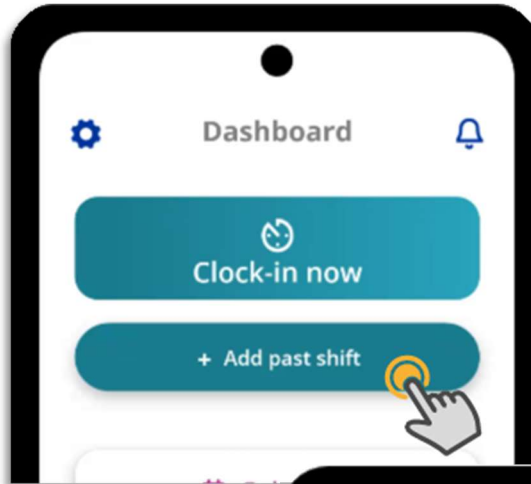
For example, if you are providing service under the **310: Respite Service** code, use the **Meal Break - Respite Service** code for your meal break.

Complete the remainder of the shift details including the Manual entry reason.

Then, submit the shift.



# 3



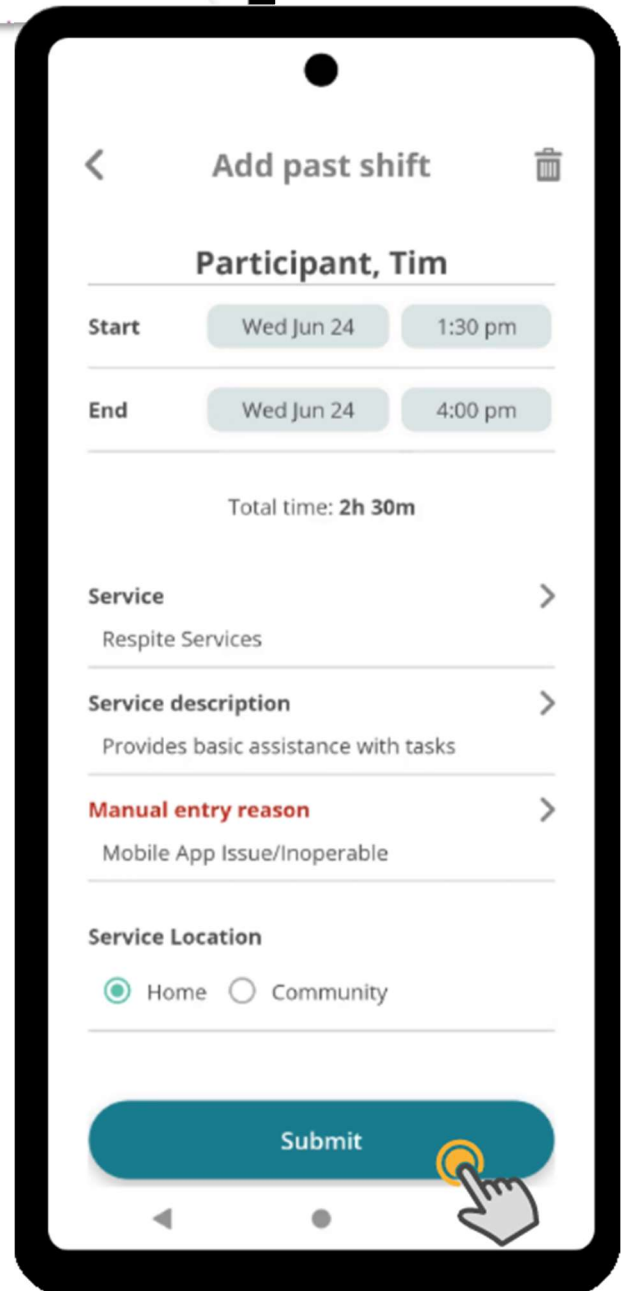
After returning to your dashboard, create another past shift.

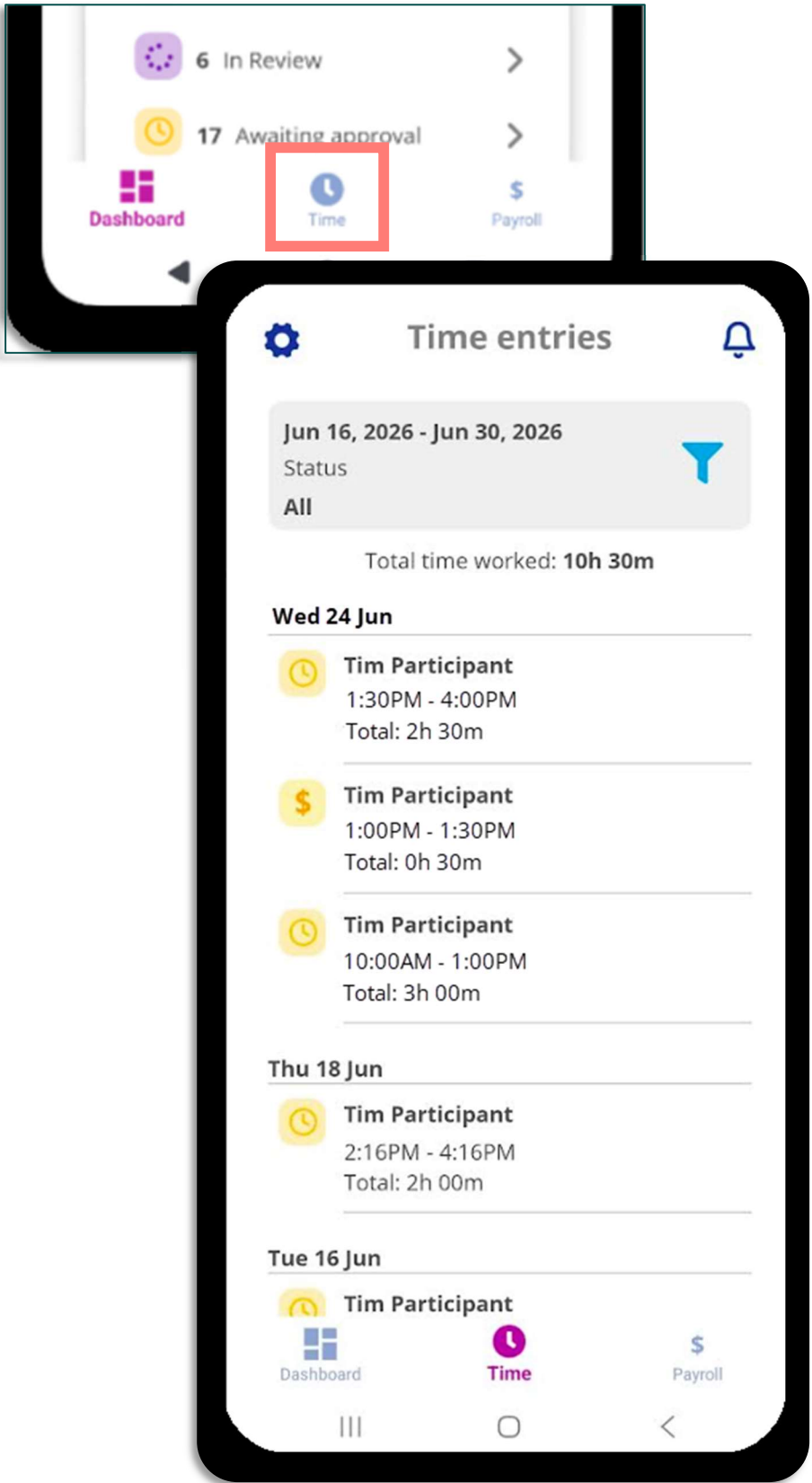
You will create the post-meal break portion of the shift. If you took your meal break from 1:30pm to 4:00pm, Enter a shift for 1:30pm to 4:00pm.

Use the same service code as your pre-meal shift.

Complete the remainder of the shift details including the Manual entry reason.

Then, submit the shift.





You will see all three shifts under your 'Time' widget in the app.

Note: your meal break shift will change to 'Good to Pay' while your worked shifts will be sent to your participant for approval.

## SUBMITTING A PAST SHIFT OFF-DUTY MEAL BREAK: LOGGING A MEAL THROUGH THE ATTESTATION POP-UP

If you choose to take an off-duty meal break during your shift of at least five hours and want to enter a past shift, there are two ways to submit your meal break. The second is by logging the meal break when you receive the pop-up attestation after submitting the past shift.

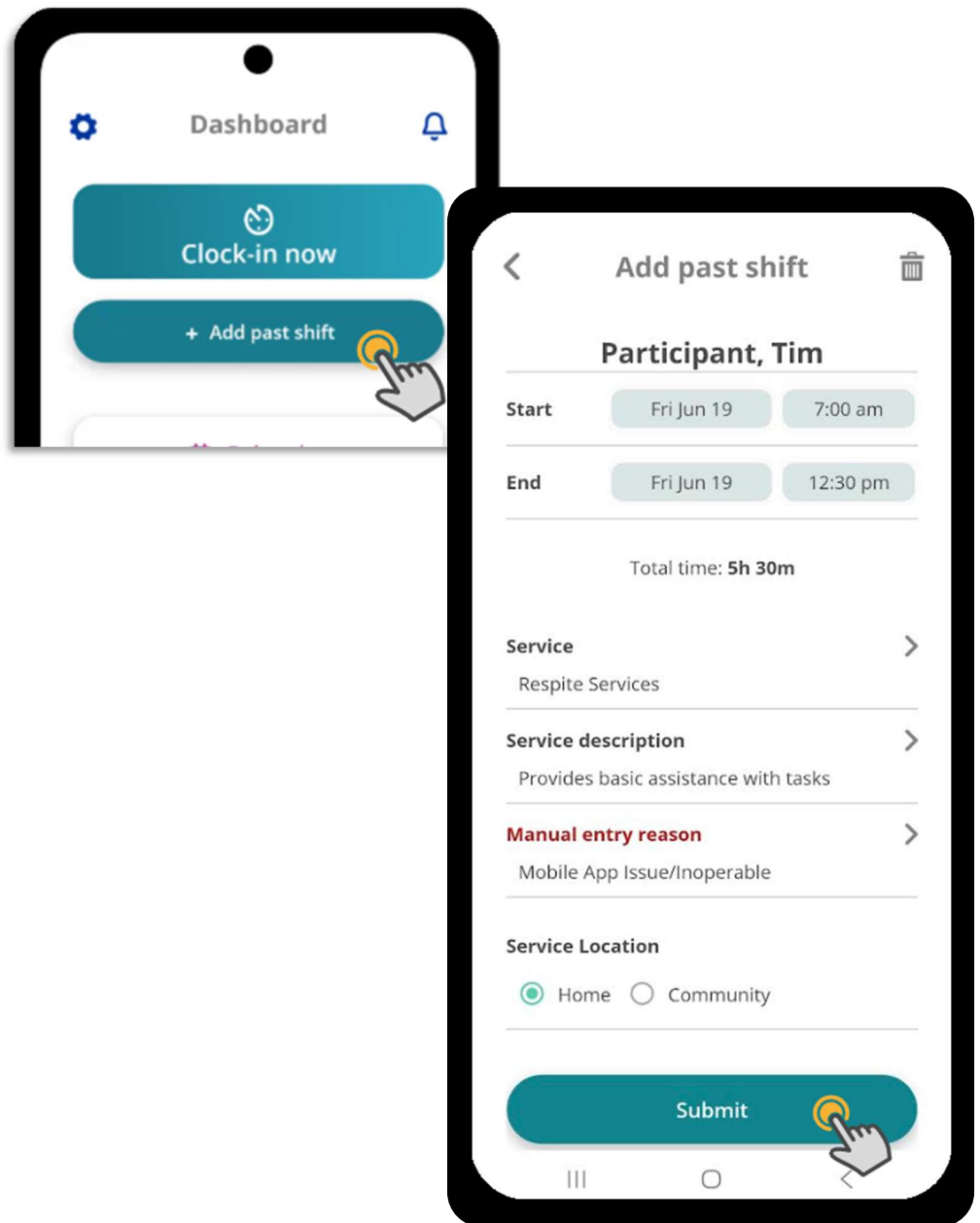
1

Begin creating your past shift by clicking the **'+Add past shift' button**.

Enter the details for your entire shift.

Complete the remainder of the shift details including the Manual entry reason.

Then, submit the shift.



Upon clocking out, you will see a pop up asking:

*"Did you take a meal break?"*

Click Yes or No using the toggle switch. If Yes, enter the Meal Break Start and End times.

*"Did you take a 10-minute rest break for every 4 hours worked today?"*

Click Yes or No using the toggle switch.

Then click the **'Submit'** button.

**Add past shift**

**Participant, Tim**

**Start** Fri Jun 19 7:00 am

**End** Fri Jun 19 12:30 pm

**Break Details**

**Meal Break**

Did you take a meal break? Yes

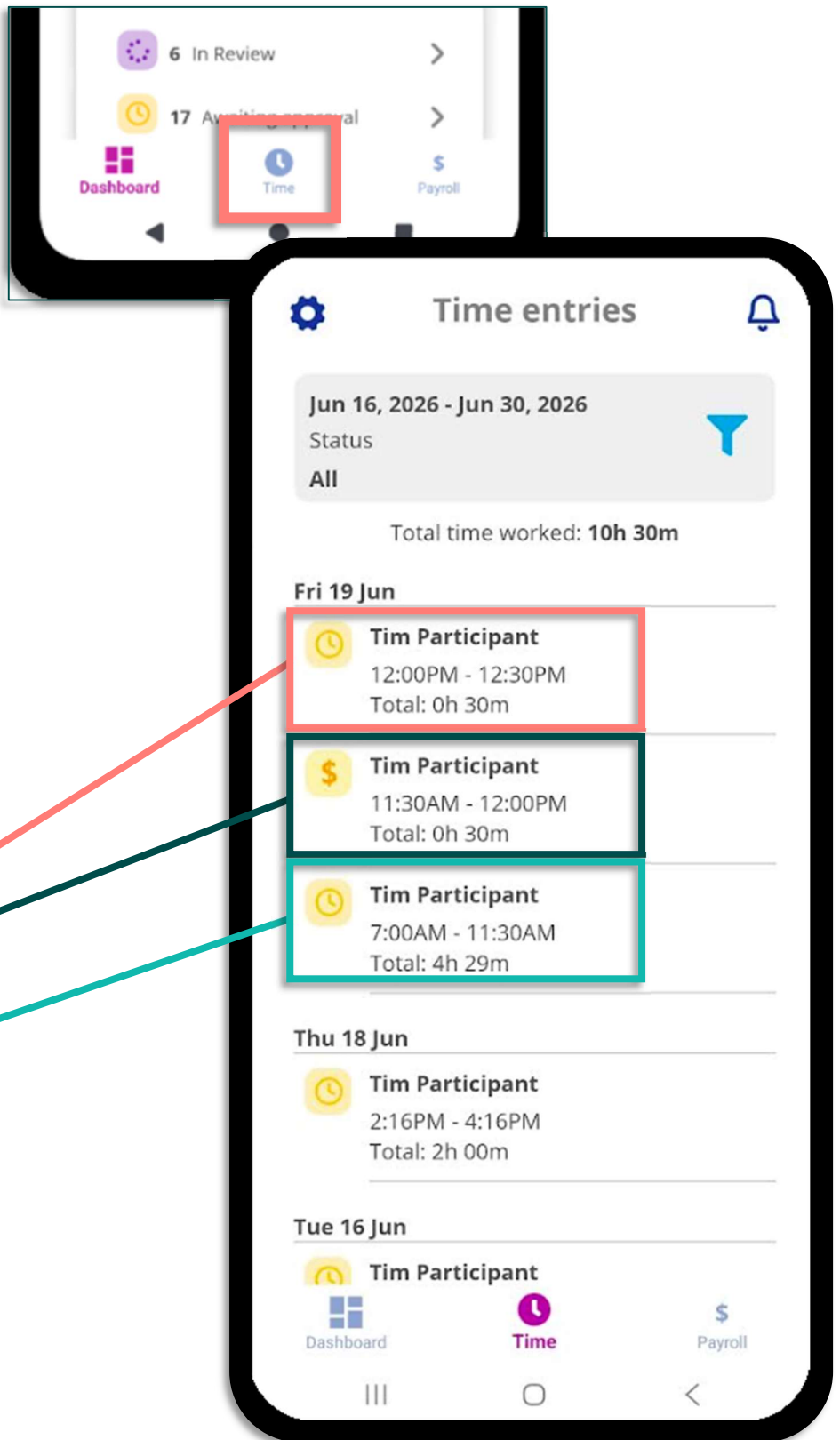
**Start** 11:30 am

**End** 12:00 pm

**Rest Break**

Did you take your 10-minute rest break for every 4 hours worked today? Yes

**Submit**



Returning to your dashboard, if you select the 'Time' widget, you will see three entries for the day:

- **After meal break shift**
- **Meal break, and**
- **Before meal break shift**

## ON-DUTY MEAL BREAKS

If you choose to take an on-duty meal break, **you do not need to clock out or clock in again for your meal break.**

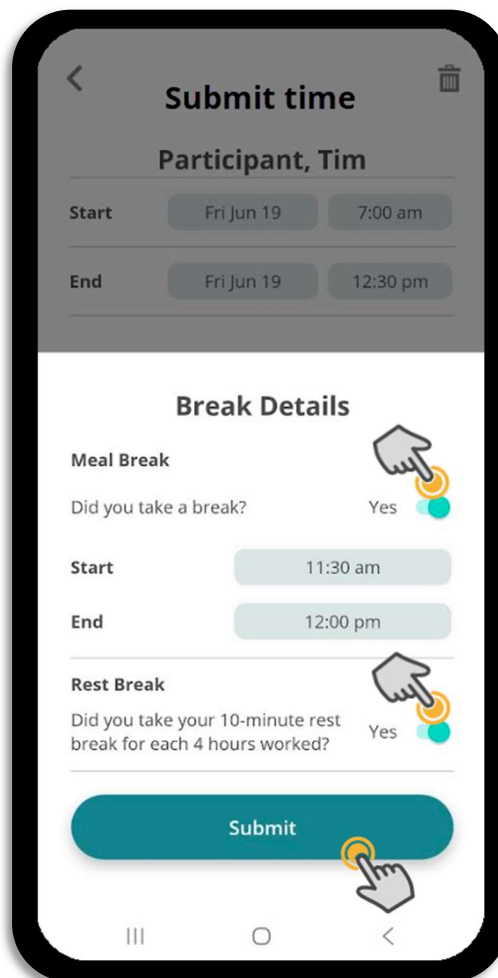
*(This works the same whether you enter a shift in real time or enter a past shift).*

At the end of your shift, if you are eligible to receive your on-duty meal break, you will see a prompt asking:

*“Did you take your on-duty meal break today?”*

Select ‘Yes’ to enter your meal time, then validate your meal break and finalize your shift.

You will also see a prompt asking: *“Did you take your 10-minute rest break for each 4 hours worked?”* Select ‘Yes’ or ‘No’ using the toggle switch. Then click the **‘Submit’ button.**



The screenshot displays the 'Submit time' screen for a participant named Tim. The shift details are as follows:

Field	Date	Time
Start	Fri Jun 19	7:00 am
End	Fri Jun 19	12:30 pm

The 'Break Details' section includes:

- Meal Break:** A toggle switch for 'Did you take a break?' is set to 'Yes'.
- Meal Break Start:** 11:30 am
- Meal Break End:** 12:00 pm
- Rest Break:** A toggle switch for 'Did you take your 10-minute rest break for each 4 hours worked?' is set to 'Yes'.

A large teal 'Submit' button is located at the bottom of the form. Hand icons indicate the 'Yes' toggle switches and the 'Submit' button are being interacted with.

## REST BREAKS IN TIME4CARE

Based on certain criteria, you may be eligible for certain on-duty rest breaks.

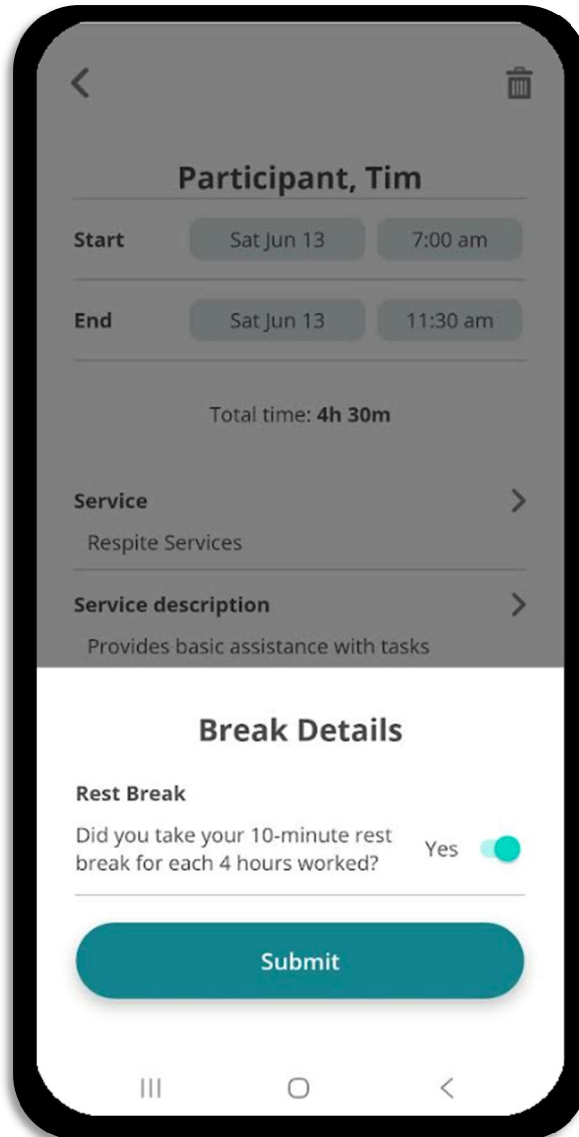
You **do not have to clock out of your shift** or clock into a break period to log this.

*(This works the same whether you enter a shift in real time or enter a past shift).*

If you were eligible to receive an off-duty break, after clocking out of your shift, you will see a prompt asking:

*“Did you take a 10-minute rest break for every 4 hours worked?”*

Select ‘Yes’ to validate your rest break(s) and clock out of your shift.



The screenshot shows a mobile application interface for logging a shift. At the top, there is a back arrow and a trash icon. The main title is "Participant, Tim". Below this, there are two rows for shift timing: "Start" with "Sat Jun 13" and "7:00 am", and "End" with "Sat Jun 13" and "11:30 am". A "Total time: 4h 30m" is displayed below. There are two expandable sections: "Service" (Respite Services) and "Service description" (Provides basic assistance with tasks). The bottom section is titled "Break Details" and contains a "Rest Break" section with the question "Did you take your 10-minute rest break for each 4 hours worked?" and a "Yes" toggle switch that is currently turned on. A large teal "Submit" button is at the bottom of the form. The bottom of the screen shows standard Android navigation icons.

Call or email your Support Broker or Enrollment Specialist if you have any questions.



YOUR LIFE  
YOUR CARE  
YOUR PEOPLE