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## Question of the Week

November 29, 2023

### Question

My employees regularly forget to log out during their breaks and meal periods. I've told them countless times, and they just forget to do it. What can I do?

### ANSWER

There are a few steps you can take to help your employees remember to clock out for breaks and meal periods:

- Ask employees why they're forgetting. There may be contributing factors worth addressing. You can also ask for feedback on what may not be working well with the current timekeeping procedures.
- Review your processes and systems to ensure they are easy to use and find. If you have a physical time clock, put it in a spot where your employees will pass by during meal and rest periods.
- Encourage your employees to use calendar reminders, especially if they clock in and out from their computers.
- Share why proper timekeeping is important—not just for the individuals, but for the team and organization.
- If it makes sense given your employee demographics, offer individual or group rewards for when employees consistently remember to clock out.

- If all else fails, use disciplinary action to hold employees accountable to your timekeeping processes. Ensure that employees are disciplined consistently.

*This Q&A does not constitute legal advice and does not address state or local law.*