

## INTRODUCTION

As an employee, you will be able to check in and out for your meal break through the USF Mobile App on your Smart Phone device.

### ACCESS “USFWORKS” THROUGH YOUR MOBILE DEVICE

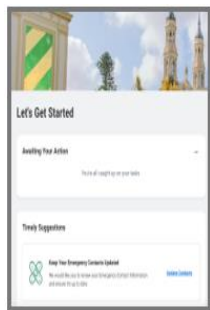
1. Click the **USFMobile** icon on your mobile device.



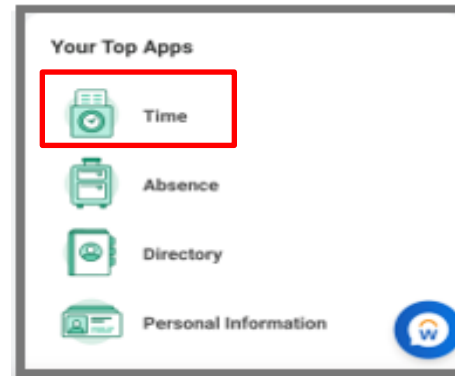
2. Click the **USFWorks** tile on the landing page once you complete SSO verification.



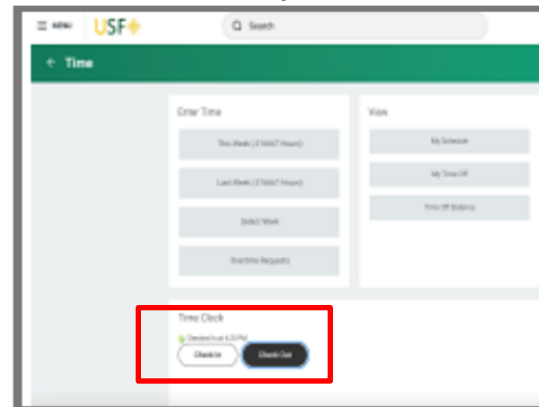
3. You will then see the USFWorks homepage.



4. Scroll down to **Your Top Apps** and click the **Time** icon



5. Scroll to **Time Clock**. Notice that it will indicate the time you checked in for your shift.
6. Click **Check Out** for your Meal Break.



7. For Reason, click **Meal** and Click OK.

**Check Out**

Please select a reason for checking out. You will be checked out once you click OK.

Worker \* Fred Wade  
Date \* 09/26/2023  
Time \* 10:36 AM  
Time Zone GMT-08:00 Pacific Time (Los Angeles)

**Reason**

Meal  
 Out

**Details**

Comment

OK Cancel

A notification will appear when you successfully check out for your Meal break.

**Check Out**

You have successfully checked out for your meal at 09/26/2023 11:27 AM.

Done

8. When you are ready to check back in from your Meal, go back to the **Time** icon in your Top Apps

**Your Top Apps**

Time  
Absence  
Directory  
Personal Information

9. Click **Check In**

Overtime Requests

Time Clock

Checked Out (meal) at 10:36 AM

Check In Check Out

10. Review the details and scroll to the **California Missed Meal Penalty Waiver** and click inside the box.

**Check In**

You are checking in. Please enter your work details.

Worker \* Fred Wade  
Date \* 09/26/2023  
Time \* 11:10 AM  
Time Zone GMT-08:00 Pacific Time (Los Angeles)

Time Type \* Facilities - Regular (In/Out)

**Details**

California Missed Meal Penalty Waiver

Comment

OK Cancel

11. Click the **California Missed Meal Waiver** and two options will populate:

**Check In**

You are checking in from a meal. Please enter your work details or check box to use your previous work details.

Worker \* Fred Wade  
Date \* 09/26/2023  
Time \* 11:06 AM  
Time Zone GMT-08:00 Pacific Time (Los Angeles)

Use default values from previous check-in

Time Type \* Facilities - Regular (In/Out)

**Details**

California Missed Meal Penalty Waiver

Comment

OK Cancel

12. Select **No, I did not waive my meal (lunch) if you took a break** and click OK. You will receive a pop-up confirmation.

**Check In**

You are checking in from a meal. Please enter your work details or check box to use your previous work details.

Worker \* Fred Wade  
Date \* 09/26/2023  
Time \* 11:06 AM  
Time Zone GMT-08:00 Pacific Time (Los Angeles)

Use default values from previous check-in

Time Type \* Facilities - Regular (In/Out)

**Details**

California Missed Meal Penalty Waiver

Comment

OK Cancel