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.
Mobile Device: CHECKING IN/OUT FOR MEAL BREAKS THROUGH USF MOBILE

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

9. Click **Check In**

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

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

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.