

Important Update: Meal Break Rounding Coming to MyTime February 15, 2026

MC UC MTime M TIMENEWS@LISTSRV.U 😊 ...

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As part of our ongoing efforts to improve and simplify timekeeping, we're excited to announce a new update to meal break tracking in the MyTime system. Starting on Sunday, February 15, 2026, MyTime will begin rounding meal break durations for certain meal breaks.

The goal of this change is to reduce unnecessary manual timecard edits. This change will help reduce your administrative work and improve consistency and compliance in managing timecards.

What's Changing

For meal breaks lasting 30, 45, or 60 minutes, hourly non-exempt employees will now have a 5-minute window to punch back in after their meal break ends. During this window, the system will round the meal break time to 30, 45, or 60 minutes, depending on the length of the break.

Meal Break Duration	MyTime Meal Break Reduction
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