

Canceling Meal Deductions

Timecard
Last Saved: 11:31

Name & ID: TRAIN1, MANAGER

Time Period: Current Schedule Period

Save | Actions | **Punch** | Amount | Comment | Approvals

	Date	Pay Code	Amount	In	Transfer
	Fri 11/28			7:00	
	Sat 11/29				
	Sun 11/30				

Context menu options:
Add Comment...
Edit Punch...

- Display the employee's timecard and select the correct time period located under the employee's name.
- Select the punch to be changed and right click, or select the Punch tab and click on Edit.
- Choose the Edit Punch option.

Edit Punch

Date: 11/28/2003

Time (hh:mm): 7:00

Rounded Time: 11/28/2003 7:00 GMT-05:00

Time Zone: (GMT -05:00) Eastern Time (USA; Canada)

Override: In Punch

Cancel Deduction: <None>

Exception: <None>
1 hr deduct
30 min deduct
30 min deduct Hawaii
30 min deduct HQ

Comments:

OK Help

- Select the appropriate option from the Cancel Deduction box.
- Click OK.
- Select **Save**.

NOTE: If an employee clocks in and out for lunch this will override the automatic meal deduction, but if the employee clocks in and out for less than the scheduled deduction, the full deduction will still be taken.