

Cancel a Meal deduction

If an employee works through their 30 minute lunch break and you would like to pay them for that time, please follow the instructions below.

- Open the employee's timecard.
- Right click on the Out punch for the specific day.
- Click Edit Punch.

		Date	Pay Code	Amount	In	Transfer	Out	
x	↔	Sat 8/02	▼			▼		
x	↔	Sun 8/03	▼			▼		
x	↔	Mon 8/04	▼		7:42AM	▼		
x	↔	Tue 8/05	▼		7:23AM	▼		
x	↔	Wed 8/06	▼		1:31PM	▼		
x	↔	Thu 8/07	▼		7:32AM	▼		
x	↔	Fri 8/08	▼		7:37AM	▼		

- This will open the **Edit Punch** box.
- Click the down arrow in the “**Cancel Deduction**” box.
- Select “**30min-Meal-Ddct-aft-6.0-30meal**”.
 - Please note this cancellation is used to cancel a meal deduction for an employee who by default receives a 30 minute meal after 6 consecutive hours worked
- Click Ok, Save the change.
- The daily and weekly totals will then increase by ½ hour.

Edit Punch

Date: 8/05/2008

Time (hh:mm): 7:23AM

Rounded Time: 8/05/2008 8:30AM GMT-04:00

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

Override: <None>

Cancel Deduction: <None>

Exception: <None>

Comments: 30min-Meal-Ddct-aft-6.0-30meal

Buttons: OK, Cancel, Help