## 30 Minute or 60 Minute Auto-Deduct Lunch Rule

The **Campus Kronos** timekeeping system automatically applies a 30 Minute Auto-Deduct Lunch Rule or a 60 Minute Auto-Deduct Lunch Rule when an employee works 8.5 hours (8 hours and 30 minutes) or more without recording a “Punch Out and Punch In” timestamp for lunch. Consult with your departmental Campus Kronos Time Editor as to whether a 30 Minute or 60 Minute Auto Deduct will apply.

The chart below provides detail on when the rule is applied:

<table>
<thead>
<tr>
<th>Rule Conditions</th>
<th>30 Minute Auto-Deduct Lunch Rule Applied</th>
<th>Actual Punch Time Scenarios</th>
</tr>
</thead>
</table>
| Daily total worked hours are equal to or greater than 8.5 hours with No Lunch Punches | Yes*                                   | Punch In 7:55 a.m.  
Punch Out Time 4:45 p.m.  
Daily Total Worked Hours = 8.25 hours                                                                 |
| Daily total worked hours are equal to or greater than 8.5 hours with Lunch Punch Out and Missed Lunch Punch In | Yes*                                   | Punch In Time 7:55 a.m.  
Punch Out Time 11:01 a.m.  
Missed Punch  
Punch Out Time 5:05 p.m.  
Daily Total Worked Hours = 8.5 hours                                                                 |
| Daily total worked hours are equal to or less than 8.25 hours with No Lunch Punches | No                                     | Punch In Time 7:55 am.  
Punch Out Time 4:22 p.m.  
Daily Total Hours = 8.25 hours                                                                 |
| Daily total worked hours are less than or greater than 8.5 hours with Lunch Punch Out and In | No                                     | Punch In Time 7:55 a.m.  
Punch Out Time 11:30 a.m.  
Punch In Time 12:25 p.m.  
Punch Out Time 5:32 p.m.  
Daily Total Hours = 8.5 hours                                                                 |
| Daily total worked hours are less than or greater than 8.5 hours with Lunch Punch Out and Lunch Punch In less than 30 minute time span | No                                     | Punch In Time 7:55 a.m.  
Punch Out Time 11:30 a.m.  
Punch In Time 11:50 a.m.  
Punch Out Time 3:01 p.m.                                                                 |

*Supervisors may cancel the automatic 30 minute deduction when an employee works through a meal.