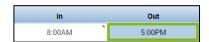
## Editing a 60-Minute Lunch Break

In the timecard, right-click the out punch for the day with the short lunch..



In the Punch Actions dialog box, click Edit.



From the Cancel Deduction drop-down menu, select All.



4 Click OK.



In the timecard, click the + to add a new row.



In the new row, type in the out punch for lunch and press enter.



Repeat step 5. In the new row, type in the in punch from the lunch break and press enter.



Click Calculate Totals in the timecard so the lunch break punches placement are correct in the timecard.



9 Right-click the lunch break in punch.



In the Punch Actions dialog box, click **Comments**.



11 Click Add Comment.



12 Select the applicable comment.



In the Comment area, add a note explaining the reason for the canceled deduction. Click **Add**.



**Note:** Keep notes concise and professional.

14 Click OK.



15 In the timecard, click Save.



