

Editing a 60-Minute Lunch Break

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

In	Out
8:00AM	5:00PM

- 2 In the Punch Actions dialog box, click **Edit**.

Punch Actions

Edit Comments

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

Punch

Cancel Deduction: <None> All Cancel OK

- 4 Click **OK**.

Punch

Cancel Deduction: All Cancel OK

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

		Date	Schedule	In	Out
+	x	Wed 6/23	8:00AM-5:00PM	8:00AM	5:00PM

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

In	Out
8:00AM	5:00PM
	1:00PM

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

In	Out
8:00AM	5:00PM
	1:00PM
12:50	

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

Calculate Totals Save

- 9 Right-click the lunch break in punch.

In	Out
8:00AM	1:00PM
1:25PM	5:00PM

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

Punch Actions

Edit Comments

- 11 Click **Add Comment**.

Comment

Comments (2) Add Comment

- 12 Select the applicable comment.

Comments (2)

Select Comment

Search

No Meal Taken

Other

Reason

Short Meal Break - less t...

Short-Modified Work Shift

Add note

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

Comment

Comments (1) Add Comment

Reason

Employee did not get to take full meal due to manager request

Add another note Add

Note: Keep notes concise and professional.

- 14 Click **OK**.

Comment

Cancel OK

- 15 In the timecard, click **Save**.

Save