

# Monitoring Canceled Deductions

- 1 In the employee's timecard, hover the cursor over the blue comment icon in the punch with the canceled deduction. The comment and reason display.



- 2 At the bottom of the timecard, click the **Audits** tab. Information about the Canceled Deduction displays such as the employee's comments.

Totals	Accruals	Audits		
Audits				
All				
Date	Time	Type	Override	Comment
6/07/2021	4:30PM	Edit Punch	Out Punch,All	
6/07/2021	4:30PM	Add Comment ...	Out Punch,All	UAB - Patient Care
6/07/2021	4:30PM	Add Comment ...	Out Punch,All	

- 3 You can also run the UAB Meal Deduct Report. Follow steps 1-3 for the Running MyTimeStamp Detail Report. Click **UAB Meal Deduct**.



- 4 Review the report criteria and make changes if applicable.

UAB MEAL DEDUCT

Description: Show employees with cancel deduction listed on their timecard

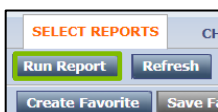
People: All Home [Edit] [New]

Time Period: Current Pay Period

dept\_only: No [dept]

Output Format: Adobe Acrobat Document(.pdf)

- 5 Click **Run Report**.



- 6 The report status is Waiting. Click **Refresh Status**. Depending on the length, this may take a few minutes. You may need to click refresh more than once.

SELECT REPORTS		CHECK REPORT STATUS
View Report		Refresh Status
Name		Delete
Report Name		Status
UAB Meal Deduct		Waiting

- 7 Once the status is complete, select the report and click **View Report**. A PDF is downloaded onto your computer. Click on it, and the report is opened in a new browser tab.

SELECT REPORTS		CHECK REPORT STATUS
View Report		Refresh Status
Name		Delete
Report Name		Status
UAB MyTimeStamp Detail		Waiting
UAB Meal Deduct		Complete

- 8 The report displays the employees' name, job, date of canceled deduction(s) and how many for the specified date range.

UAB MEAL DEDUCT		6/16/2021
Query:	All Home	Dept Only? No
Time Period:	4/1/2021 - 6/16/2021	
2100670000 Maintenance Hosp	5/17/2021 5/18/2021	Employee Count: 2 Dept Count: 2
3101883000 Temp Services Help	4/14/2021 4/28/2021 5/13/2021 5/14/2021	Employee Count: 4 Dept Count: 4
7110830000 HLND 4 North	6/3/2021	Employee Count: 1 Dept Count: 1
7111120000 MICU3	5/17/2021	Employee Count: 1 Dept Count: 1
7120430000 Spain Rehab OCC Therapy	5/10/2021 5/10/2021	Employee Count: 2 Dept Count: 2

**Note:** If an employee repeatedly bypasses the Attestation questions or unexpectedly cancels meal deductions, contact your local HR representative for guidance.