The Campus Kronos timekeeping system does not apply an automatic lunch/break deduction to an employee’s Daily Total worked hours when the employee’s primary organization is defined as a “No Auto Deduct Lunch/Break Rule” organization. Employee’s are required to punch out and in of the Campus Kronos system for all lunch/breaks.

<table>
<thead>
<tr>
<th>No Auto Lunch/Break Rule Conditions</th>
<th>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 | No*  | Punch In 7:55 a.m.  
Punch Out Time 4:45 p.m.  
Daily Total Worked Hours = 8.75 hours |
| Daily total worked hours are equal to or greater than 8.5 hours with Lunch Punch Out and Missed Lunch Punch In | No*  | 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 = 9.0 hours |
| Daily total worked hours are equal to or less than 8.25 hours with No Lunch Punches | No*  | Punch In Time 7:55 a.m.  
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. |

*Timekeeper/Editors must enter missed lunch/break punches before deductions will be applied