

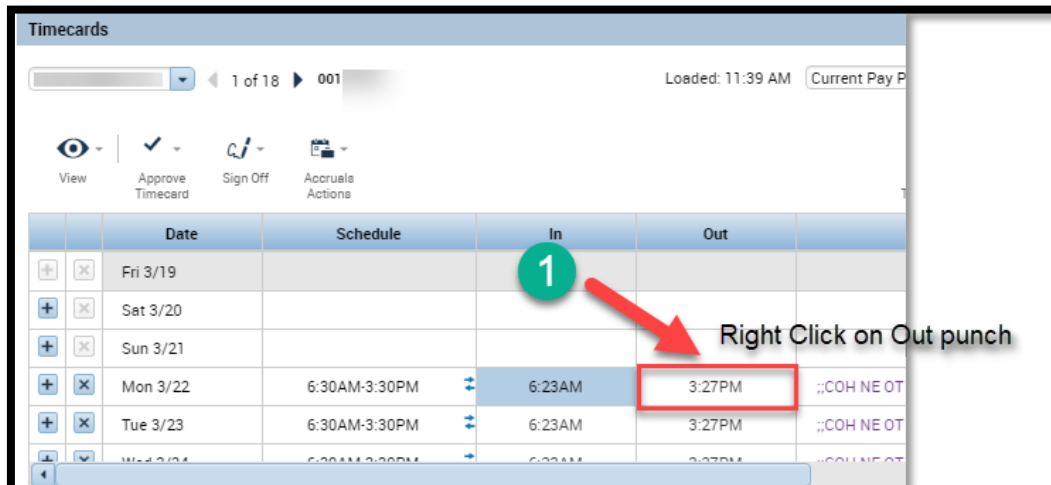
Cancel Meal Deductions

Job aid – explains how the **Work rules** defines basic time and labor conditions, such as how breaks and meal deductions occur during shifts.

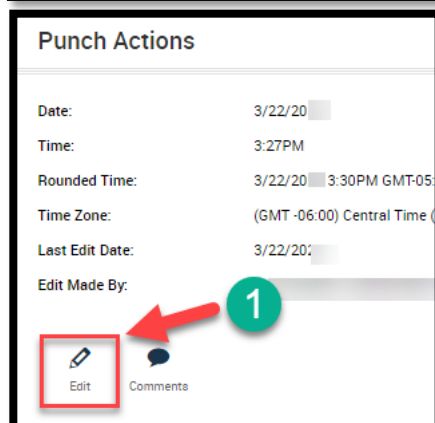
For example, a work rule might stipulate that an employee must work a minimum of five hours before a meal deduction of 30 minutes is applied automatically to her time. This automatic deduction is reflected in the shift hour's total. There may be times when an employee works through his or her meal, so the Supervisor will need to cancel the automatic meal deduction to add the time worked to the timecard.

Cancel Meal Deduction

1. Go to **Employee's Timecard**
2. Right click on the **Out-punch** cell on the date.
3. Right Click on **Edit**.
4. Select **ALL** from the **Cancel Deduction** category. The correct deduction will appear on the Timecard.
5. Click **OK**, then **SAVE**



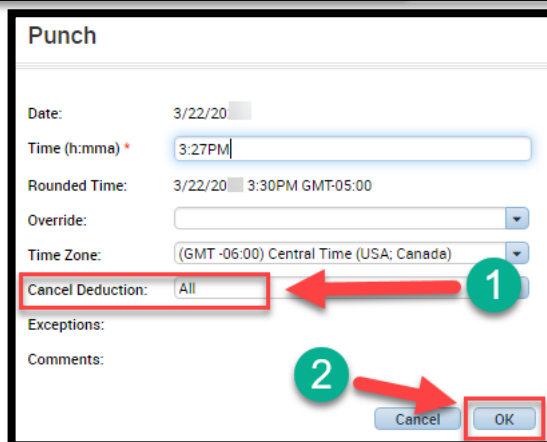
	Date	Schedule	In	Out	
+ x	Fri 3/19				
+ x	Sat 3/20				
+ x	Sun 3/21				
+ x	Mon 3/22	6:30AM-3:30PM	6:23AM	3:27PM	::COH NE OT
+ x	Tue 3/23	6:30AM-3:30PM	6:23AM	3:27PM	::COH NE OT
+ x	Wed 3/24	6:30AM-3:30PM	6:23AM	3:27PM	::COH NE OT



Punch Actions

Date: 3/22/20
 Time: 3:27PM
 Rounded Time: 3/22/20 3:30PM GMT-05:00
 Time Zone: (GMT -06:00) Central Time (USA; Canada)
 Last Edit Date: 3/22/20
 Edit Made By: [Redacted]

Edit Comments



Punch

Date: 3/22/20
 Time (h:mma) *: 3:27PM
 Rounded Time: 3/22/20 3:30PM GMT-05:00
 Override: [Dropdown]
 Time Zone: (GMT -06:00) Central Time (USA; Canada)
 Cancel Deduction: All
 Exceptions:
 Comments:

Cancel OK

Note:

The City of Houston requires all municipal employees to be offered a 30- or 60-minute meal break. These breaks are assigned in the employee's schedule (Work Rule Transfer). Although each non-exempt (hourly) employee is required to clock out and in for a meal, UKG (Kronos) will automatically deduct the meal time after 5 hours of work in a shift.