



Adding a Meal Break - for an Hourly Paid Employee

Process for **Supervisor/Time-Approvers** to **Add** a meal break for an employee. *This can happen if an employee responds to the Meal Attestation incorrectly and that time gets calculated in their hours worked for the shift/day.*

Edit from Employee's Timecard

- Go to the employee's timecard for the correct pay period - *(Current or Previous depending on the day you are making the edit.)*

	Date	Schedule	Absence	In	Out	Transfer	Pay Code	Amount	Shift
+	Sun 8/16								
+	Mon 8/17	8:00 AM - 5:00 PM		7:58 AM	5:20 PM				8:15
+	Tue 8/18	8:00 AM - 5:00 PM		8:01 AM	4:51 PM				7:45
+	Wed 8/19	8:00 AM - 5:00 PM		8:00 AM	5:03 PM				8:00
+	Thu 8/20	8:00 AM - 5:00 PM		7:54 AM					
+	Fri 8/21	8:00 AM - 5:00 PM							

- On the day you need to add a Meal Break, remove the **Out Punch** and replace it with the correct time the employee took their Meal Break.

+	🗑️	Mon 8/17	8:00 AM - 5:00 PM		7:58 AM	🚫	12:00 PM
+	🗑️	Tue 8/18	8:00 AM - 5:00 PM		8:01 AM	🚫	4:51 PM

- Click the **+** sign on the day you need to add a Meal Break.

+	🗑️	Mon 8/17	8:00 AM - 5:00 PM		7:58 AM	🚫	12:00 PM
+	🗑️						

- On the newly added line, enter the **In Punch** time they were back from their Meal Break and then the original **Out Punch** time for the shift/day in the empty **Out Punch** cell.

+	🗑️	Mon 8/17	8:00 AM - 5:00 PM		7:58 AM	🚫	12:00 PM
+	🗑️				1:00 PM		5:20 PM

- In the top right corner, click 'Save'.



NOTE: Because you are the *Supervisor/Time- Approver*, it will automatically post the employee's timecard. The employee will also receive notifications of the edits you made.