



# Canceling an Automatically Deducted Meal Break

Process for **Supervisor/Time-Approvers** to cancel a deducted meal break for an employee who incorrectly responded to their Meal Attestation.

## 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	D
+	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								

- Right click on the **Out Punch** and click Edit.

**Punch Actions**

Date: 8/17/2020  
 Time: 7:58 AM  
 Time Zone: (GMT -05:00) Eastern Time (USA; Canada)  
 Last Edit Date: 8/17/2020  
 Edit Made By: ...

Mark as Reviewed  
 **Edit**  
 Comments  
 Justify Exception

- Under 'Cancel Deduction', select the deduction with the correct amount of time you want to cancel. **Click Apply.**

**Punch**

Date: 8/17/2020  
 Time: 7:58 AM  
 Transfer: [Dropdown]  
 Override: [Dropdown]  
 Time Zone: (GMT -05:00) Eastern Time  
 Cancel Deduction: [Dropdown]

- Finally, 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 notification of the edit you made.