



Meal Deductions

If an employee works through designated meal period, a manager must cancel the automatic meal deduction.

NOTE: Manager is approving the employee to work through lunch break in each scenario below. Scenarios include:

1. Works less than 8 hours but more than 6 Hours
2. Works less than 6 Hours
3. Works 8.5 or more hours

NOTE: Automatic meal deduction applies after 6 Hours Worked

- Retail – 30 minutes
- Warehouse – 40 minutes

Process:

- Right Click the Punch Out Cell > Edit Punch > Cancel Deduction
- Select
 - _85R DLC 30 Deduct After 6 hrs for **Retail**
 - _85W DLC 30 Deduct After 6 hrs for **Warehouse**
- Click OK.

By processing the cancellation of the automatic meal deduction, the Manager or Supervisor is adding time worked to the employee timecard.





1. Works less than 8 hours but more than 6 Hours

TIMECARD

Last Saved: 9:26AM

Name & ID

MONTOUT, AGUSTIN M

20489

Time Period

11/25/2018 - 12/08/2018, Range of Dates

Save

Actions

Punch

Amount

Accruals

Comment

Approvals

Overtime

Reports

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Sun 11/25											
X	Mon 11/26	Annual Leave	2.0									
X	Mon 11/26			8:00AM		2:00PM				5.5	7.5	7.5
X	Tue 11/27			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	15.5
X	Wed 11/28			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	23.5
X	Thu 11/29			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	31.5
X	Fri 11/30			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	39.5
X	Sat 12/01											39.5
X	Sun 12/02											39.5
X	Mon 12/03			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	47.5
X	Tue 12/04			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	55.5
X	Wed 12/05			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	63.5
X	Thu 12/06			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	71.5
X	Fri 12/07			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	79.5
X	Sat 12/08											79.5

TOTALS & SCHEDULE

ACCRAUALS

AUDITS

	Date	Start Time	End Time	Pay Code	Amount
	Sun 11/25				
	Mon 11/26	8:00AM	4:30PM		
	Tue 11/27	8:00AM	4:30PM		
	Wed 11/28	8:00AM	4:30PM		
	Thu 11/29	8:00AM	4:30PM		

Account	Pay Code	Amount	Wages
DLC 85-1990/DLC 85-1911-111-1/50721	Total Hrs Towards Schedule	79.5	1,604.31
DLC 85-1990/DLC 85-1911-111-1/50721	Annual Leave	2.0	40.36
DLC 85-1990/DLC 85-1911-111-1/50721	Regular	77.5	1,563.95

RCL Punch Out

Add Comment...

Edit Punch...

Edit Punch

Date

11/26/2018

Time (hh:mm)

2:00PM

Rounded Time

11/26/2018 2:00PM GMT-05:00

Time Zone

(GMT -05:00) Eastern Time (USA; Canada)

Override

Out Punch

Cancel Deduction

_8SR DLC 30 Deduct After 6 hrs

Exception

Early Out

Comments

Punch has no comment

OK

Cancel

Help

*TIMECARD		Name & ID	MONTOUT, AGUSTIN M 20489											
Last Calculated: 9:42AM		Time Period	11/25/2018 - 12/08/2018, Range of Dates ▾											
Save	Actions ▾	Punch ▾	Amount ▾	Accruals ▾	Comment ▾	Approvals ▾	Overtime ▾	Reports ▾						
X		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative	
X		Sun 11/25												
X		Mon 11/26	Annual Leave ▾	2.0										
X		Mon 11/26			8:00AM		2:00PM							
X		Tue 11/27			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	16.0	
X		Wed 11/28			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	24.0	
X		Thu 11/29			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	32.0	
X		Fri 11/30			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	40.0	
X		Sat 12/01											40.0	
X		Sun 12/02											40.0	
X		Mon 12/03			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	48.0	
X		Tue 12/04			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	56.0	
X		Wed 12/05			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	64.0	
X		Thu 12/06			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	72.0	
X		Fri 12/07			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	80.0	
X		Sat 12/08											80.0	

TOTALS & SCHEDULE		ACCRUALS		AUDITS	
All ▾					
Date		Start Time	End Time	Pay Code	Amount
Sun 11/25					
Mon 11/26		8:00AM	4:30PM		
Tue 11/27		8:00AM	4:30PM		
Wed 11/28		8:00AM	4:30PM		
Thu 11/29		8:00AM	4:30PM		

Account /	Pay Code	Amount	Wages
DLC 85-1990/DLC 85-1911-/-/-/5072/-	Total Hrs Towards Schedule	80.0	1,614.40
DLC 85-1990/DLC 85-1911-/-/-/5072/-	Annual Leave	2.0	40.36
DLC 85-1990/DLC 85-1911-/-/-/5072/-	Regular	78.0	1,574.04



Meal Deductions

2. Works less than 6 Hours

NOTE: Automatic meal deduction applies after 6 Hours Worked – there is no meal deduction to cancel in this scenario.

TIMECARD
Last Saved: 10:44AM
Name & ID: MANGUIRI-LOUNGBO... 16933
Time Period: 11/25/2018 - 12/08/2018, Range of Dates

Save | Actions | Punch | Amount | Accruals | Comment | Approvals | Overtime | Reports

	Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	Sun 11/25											
X	Mon 11/26	Annual Leave	2.5									
X	Mon 11/26			8:00AM		1:30PM				5.5	8.0	8.0
X	Tue 11/27			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	16.0
X	Wed 11/28			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	24.0
X	Thu 11/29			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	32.0
X	Fri 11/30			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	40.0
X	Sat 12/01											40.0
X	Sun 12/02											40.0
X	Mon 12/03			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	48.0
X	Tue 12/04			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	56.0
X	Wed 12/05			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	64.0
X	Thu 12/06			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	72.0
X	Fri 12/07			8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	80.0
X	Sat 12/08											80.0

TOTALS & SCHEDULE | ACCRUALS | AUDITS

Daily

Account	Pay Code	Amount	Wages
DLC 85-1990/DLC 85-1911-1-1-1-1/5072/-	Total Hrs Towards Schedule	8.0	172.96
DLC 85-1990/DLC 85-1911-1-1-1-1/5072/-	Annual Leave	2.5	54.05
DLC 85-1990/DLC 85-1911-1-1-1-1/5072/-	Regular	5.5	118.91

Date	Start Time	End Time	Pay Code	Amount
Sun 11/25				
Mon 11/26	8:00AM	4:30PM		
Tue 11/27	8:00AM	4:30PM		
Wed 11/28	8:00AM	4:30PM		
Thu 11/29	8:00AM	4:30PM		



