

Meal Deductions

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

NOTE: <u>Manager</u> 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.





Meal Deductions

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

TIME(red: 9:26AM				Na Ti	ame & ID Mi	NTOUT, /25/2011	AGUSTIN M 2	0489 lange of Dates	•				RCL Punch Out	
Save	Actions •	Punch * Am	ount	• Accru	als 🔻 Comn	nent 🔻 Appro	vals 🔻	Overtime 🔻	Reports 🔻					Add Comment	
	Date	Pay Code		Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative	Edit Punch	
X 🕹	Sun 11/25		•			•									
X 🗄	Mon 11/26	Annual Leave	-	2.0		-		4.2.2.2	******					1	
X ±	Mon 11/26		•		8:00AM	-	:00PM				5.5	7.5	7.5		
XI	Tue 11/27		•		8:00AM	-	12:00PM	12:30PM	-	4:30PM	8.0	8.0	15.5	1	
Xt	Wed 11/28		•		8:00AM		12:00PM	12:30PM		4:30PM	8.0	8.0	23.5		
X 1	Thu 11/29		•		8:00AM	•	12:00PM	12:30PM	+	4:30PM	8.0	8.0	31.5	💰 Edit Punch	×
Xt	Fri 11/30		•		8:00AM	•	12:00PM	12:30PM		4:30PM	8.0	8.0	39.5		
Xt	Sat 12/01		•			•							39.5	Date 11/26/2018	
X ±	Sun 12/02		•			•							39.5	Time (bh:mm) 2:00PM	
Xt	Mon 12/03		•		8:00AM	•	12:00PM	12:30PM		4:30PM	8.0	8.0	47.5		
Xt	Tue 12/04		•		8:00AM	•	12:00PM	12:30PM		4:30PM	8.0	8.0	55.5	Rounded Time 11/26/2018 2:00PM GMT-05:00	
Xt	Wed 12/05		•		8:00AM	•	12:00PM	12:30PM	+	4:30PM	8.0	8.0	63.5	Time Zone (GMT -05:00) Eastern Time (USA; Canada)	1
X t	Thu 12/06		•		8:00AM	•	12:00PM	12:30PM		4:30PM	8.0	8.0	71.5		1
Xt	Fri 12/07		•		8:00AM	•	12:00PM	12:30PM		4:30PM	8.0	8.0	79.5	Override Out Punch	
X t	Sat 12/08		•			+							79.5	Cancel Deduction 85R DLC 30 Deduct After 6 hrs	
		A							1	÷					
TOTA	S & SCHEDUL	E ACCRUALS	AU	DITS										-	
									Date	Start Time	End Time	Pay Code	Amount	Exception Early Out	
All	•								Sun 11/25					Comments Punch has no comment	
	Accou	int .	1	1	Pay Code	Amo	int	Wagee	Mon 11/26	8:00AM	4:30PM				
DIC	85-1990/DI C 85	5.1911./././5072/		Total Hrs	Towards Sch	adule 79.5	1.6	104 31	Tue 11/27	8:00AM	4:30PM				
DLC	85-1990/DLC 85	1911./././5072/		Annual	PAVA	20	40	36	Wed 11/28	8:00AM	4:30PM			Cancel Help	
DLC	85-1990/DLC 85	5-1911-/-/-/5072/		Regular		77.5	1.5	63.95	Thu 11/29	8:00AM	4:30PM				_

TI	ME	CARD				Name & II	MON D	ιτουτ, Α	GUSTIN M	0489					
Last	Calo	ulated: 9:42AI	M		Time Peri	iod 11/2	25/2018 -								
S	ave	Actions •	Punch * Am	ount * A	ccruals v C	omment •	Approv	vals 🔻 🕻	Overtime 🔻	Reports •	,				
		Date	Pay Code	Amo	ount In	Trans	fer	Out	In	Transf	er	Out	Shift	Daily	Cumulative
x	=	Sun 11/25		•			•				•				
x	±	Mon 11/26	Annual Leave	▼ 2.0			-		Cancel De	duction	-				
X	±.	Mon 11/26		•	8:00AM	1	- 2:	00PM		1	•		6.0	8.0	8.0
x	±.	Tue 11/27		•	8:00AM	1	- 13	2:00PM	12:30PM		+	4:30PM	8.0	8.0	16.0
x	±,	Wed 11/28		-	8:00AM	1	- 13	2:00PM	12:30PM		-	4:30PM	8.0	8.0	24.0
x	±,	Thu 11/29		-	8:00AM	0	▼ 1:	2:00PM	12:30PM		-	4:30PM	8.0	8.0	32.0
×	t.	Fri 11/30		-	8:00AM	0	▼ 13	2:00PM	12:30PM		•	4:30PM	8.0	8.0	40.0
X	1	Sat 12/01		-			-				-				40.0
x	±.	Sun 12/02		-			-				-				40.0
x	t.	Mon 12/03		-	8:00AM	(i)	▼ 13	2:00PM	12:30PM		-	4:30PM	8.0	8.0	48.0
x	±	Tue 12/04		•	8:00AM	1	- 13	2:00PM	12:30PM		-	4:30PM	8.0	8.0	56.0
x	t.	Wed 12/05		•	8:00AM	ti:	+ 13	2:00PM	12:30PM		+	4:30PM	8.0	8.0	64.0
x	=	Thu 12/06		-	8:00AM	1	- 1	2:00PM	12:30PM		-	4:30PM	8.0	8.0	72.0
x	E.	Fri 12/07		-	8:00AM	0	- 1	2:00PM	12:30PM		-	4:30PM	8.0	8.0	80.0
x	(±)	Sat 12/08		-			•				•				80.0
-							12.1								
то	TAL	S & SCHEDUL	E ACCRUALS	AUDIT	s										
										Date		Start Time	End Time	Pay Code	Amount
A	1	-								Sun 11/2	25				
		A	at		Day Car	ta	Amour		Wagaa	Mon 11/2	26	8:00AM	4:30PM		
		C 25 1000/DI C 25 1011 / / / /5072/ Total Hrs Towards			s Schadula	Cohodulo 90.0		1 614 40		27	8:00AM	4:30PM			
	DIC	85 1000/DI C 85	Socieduid	2.0	40.34		Wed 11/28	28	8:00AM	4:30PM					
	DI C 95 1000/DI C 95 1011 / / / / / / / / / / / / / / / / /			79.0	40.30		Thu 11/2	9	8:00AM	4:30PM					
	ULL I	00-1330/DEC 00	-1011-1-1-1-100121-	Reg	Juiai		10.0	1,374	1.04	100000000000000000000000000000000000000		are south the lo		L.	1



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

TIN Last	TIMECARD Name & ID MANGUIRI-LOUNGBO 16933 Last Saved: 10:44AM Time Period 11/25/2018 - 12/08/2018, Range of Dates ▼												
S	Save Actions Punch Accruals Comment Approvals Overtime Reports												
		Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
X	<u>+</u>	Sun 11/25	-			-				•			
X	4	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	ا	4:30PM	8.0	8.0	16.0
X	\$	Wed 11/28	-	. 8	:00AM	•	12:00PM	12:30PM	ا ا	4:30PM	8.0	8.0	24.0
X	\$	Thu 11/29	-	8	:00AM	•	12:00PM	12:30PM	ا	4:30PM	8.0	8.0	32.0
X	\$	Fri 11/30	-	. 8	:00AM	-	12:00PM	12:30PM	ا ا	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	ا ا	4:30PM	8.0	8.0	48.0
X	\$	Tue 12/04	-	8	:00AM	-	12:00PM	12:30PM	ا ا	4:30PM	8.0	8.0	56.0
X	\$	Wed 12/05		8	:00AM	•	12:00PM	12:30PM	ا	4:30PM	8.0	8.0	64.0
X	≛,	Thu 12/06	-	. 8	:00AM	-	12:00PM	12:30PM	ا ا	4:30PM	8.0	8.0	72.0
X	\$	Fri 12/07	-	8	:00AM	•	12:00PM	12:30PM	I .	4:30PM	8.0	8.0	80.0
X	\$	Sat 12/08	•			-				•			80.0
т	TOTALS & SCHEDULE ACCRUALS AUDITS												
	- 11.				Date		Start Time	End Time Pay C		Code	Amount		
Daily Sun 11/25													
Þ	Account / Pay Code Amount Wages							6 (8:00AM	4:30PM			
	DLC 85-1990/DLC 85-1911-/-/-/5072/- Total Hrs Towards Schedule 8.0 172.96							1	8:00AM	4:30PM			
DLC 85-1990/DLC 85-1911-/-/-/5072/- Annual Leave 2.5 54.05 Wed 11/28 8:00AM 4:30PM													
DLC 85-1990/DLC 85-1911-/-/-/5072/- Regular 5.5 118.91 Thu 11/29 8:00AM 4:30PM													
							E-14400		0.00414	1.00011			



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Meal Deductions

3. Works 8.5 or more hours

