Remove a lunch deduction

Purpose:

This job aid will help you to cancel a lunch deduction if an employee has been approved to work through a lunch break

 1. Right click on the in or out punch for the day that the lunch was worked through. This will pop up the punch actions screen. 2. The select edit button. 3. Once you select edit you will see the punch menu. Select the drop-down menu called "Cancel Deduction". 4. Select All from the menu and the select Ok. 5. Selecting Ok will close the window. Make sure to hit save. 	Process		Steps					
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5. Selecting Ok will close the window. Make sure to hit save.	3. C n "(Once you select edit you will see the punch nenu. Select the drop-down menu called Cancel Deduction". Select All from the menu and the select Ok.		4:30PM Punch Date: Time (h:mma) *	8/20/2020 8:00AM	8.0 8.0	x 16.5 25.0 33.0 41.0 41.0 41.0	
	5. S	Selecting Ok will close the window. Make sure o hit save.		Rounded Time: Override: Time Zone: Cancel Deduction Exceptions: Comments:	8/20/2020 8:00AM GMT-04:00 In Punch (GMT-05:00) Eastern Time (US <none> All</none>	A: Canada)	41.0 41.0 41.0 41.0 41.0	