

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

Process

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.

Steps

