



Electronic Timekeeping Job Aid

CANCEL MEAL DEDUCTIONS

Work rules define basic time and labor conditions, such as how breaks and meal deductions occur during shifts. For example, a work rule might stipulate that an employee must work a minimum of five hours before a meal deduction of 30 minutes is applied automatically to her time. This automatic deduction is reflected in the shift hour's total. There may be times when an employee works through his or her meal, so the Supervisor will need to cancel the automatic meal deduction to add the time worked to the timecard.

Cancel Meal Deduction

- 1 Go to **COH All Quick Links**, then go to **My Genies**, click **QuickFind**
- 2 Enter search information in the **Name or ID** field to locate the employee and select the time period from the **Time Period** drop-down list.
- 3 Select the employee and click the **Timecard** quick link.
- 4 Click the **Out** punch cell on the date they want to cancel the deduction.
- 5 Right Click - Select **Edit Punch**.
- 6 Select the deduction you want to cancel from the **Cancel Deduction** drop-down list.
(Be sure to select the appropriate minute deduction that ends with "QTR")
- 7 Click **OK**.
- 8 Click **Save**.

Note:

The City of Houston requires all municipal employees to be offered a 30 or 60 minute meal break. These breaks are assigned in the employee's schedule.

Although each non-exempt (hourly) employee is certainly required to clock out & in for a meal, Kronos will automatically deduct the meal time after 5 hours of work in a shift.

▼ Leave ▼					
Transfer	Out	In	Transfer	Out	Shift
▼			▼		
▼			▼		
;COH NE CT DAY 60	5:00PM		▼		8.0
;COH NE CT DAY 60	12:58PM	1:58PM	▼	5:00PM	8.0
;COH NE CT DAY 60	11:59AM	12:57PM	▼	4:58PM	8.0
;COH NE CT DAY 60	12:57PM	1:58PM	▼	5:00PM	
▼			▼		
▼			▼		

Add Comment...
Edit Punch...

Edit Punch X

Date: 8/01/2011

Time (hh:mm): 4:00PM

Rounded Time: <None>

Time Zone: da) ▼

Override: [Dropdown]

Cancel Deduction: <None> ▼

Exception: Punch has no exception

Comments: Punch has no comment