Adjusting a record when an employee works through lunch

| | Timecard | Schedules | People | Accruals | Attendance | Leave | View Jobs |

Timecard

Name & ID/Badge   test midd last 999999999 / 999999999

Position to date [   ] [📅] [Go]   Time Period 8/29/15 1200A - 9/11/15 1159P

| Return | Select ▾ | Actions ▾ | New | View ▾ | Punch ▾ | Options ▾ |

	Day	Actual In Date	Actual In Time		Actual Out Time		Punch Hours
X	Wednesday	9/02/15	759A	U	100P		4.31
X	Thursday	9/03/15	719A	U		?	
X	Monday	9/07/15	800A				10.00
X	Tuesday	9/08/15	817A	U	436P		7.49

Open the time record for a particular day.

Time Period 8/29/15 1200A - 9/11/15 1159P

Save   Return

Hours type	Clock In Date		Clock In Time	Clock Out Date	Clock Out Time	Total Hours	Pay Code	Comments	
Actual	9/08/15	📅	817A	9/08/15	436P	7.49	[ ] 🔍	[ ]	🔍
Rounded	9/08/15		817A	9/08/15	436P	7.49			
Scheduled									

BUILDING	060 🔍		Daily Rule	RTEST 🔍		Apply Meal / Break Rules	◉ None ○ Meal ○
UNION	1815 🔍		Shift	[ ] 🔍		Automatic Deduction .30	
POSITION	42 🔍		[ ] Force New Shift			Cancel Meal	None ▾
ATTEND UN	1815B7 🔍		Override Status	None ▾			

Under Apply Meal/Break Rules, change the "Cancel Meal" from none to first.

Click SAVE. Thirty (30) minutes has been added to 9/8/15.

Day	Actual In Date	Actual In Time		Actual Out Time		Punch Hours	Pay Code	
Wednesday	9/02/15	759A	U	100P		4.31		
Thursday	9/03/15	719A	U		?			
Monday	9/07/15	800A				10.00	HOLNW	
Tuesday	9/08/15	817A	U	436P		8.19		