

Kronos: How to cancel a lunch for hospital employees

Campus and clinic employees **do not** have an automatic lunch deduction. This job aid does not apply.

• Step One: Right click inside the Time Out cell to enter in a missed lunch.

Select the comment field to enter in a comment about why adjustments are being made to the time. Select 'Ok' when done.

۲	5:00PM	
;;PTO Duration	n 4:00PM	
Punch Action	IS	~
- unon / totion		
Date:	8/01/2022	
Time:	5:00PM	
Rounded Time:	8/01/2022 5:00PM GMT-05:00	
Override:	Out Punch	
Time Zone:	(GMT -06:00) Central Time (USA;	Canada)
Last Edit Date:	8/02/2022	
Edit Made By:	Harris, Michelle L	
Ø 👂		A
Edit Commen	ts	Justify Exception

• Step Two: Right click inside of the cell again and select 'Edit'. Select the appropriate Cancel Deduction for the employee.

Select 'OK' when done, then 'Save' on the main workspace page.

Date:	8/01/2022	
Гіme (h:mma) *	5:00PM	
Rounded Time:	8/01/2022 5:00PM GMT-05:00	
Override:	Out Punch	
Time Zone:	(GMT -06:00) Central Time (USA; Canada)	•
Cancel Deduction:	30 Min Meal Deduct	

Last Edited August 12, 2022



All comments entered can be reviewed in the event of an audit.