

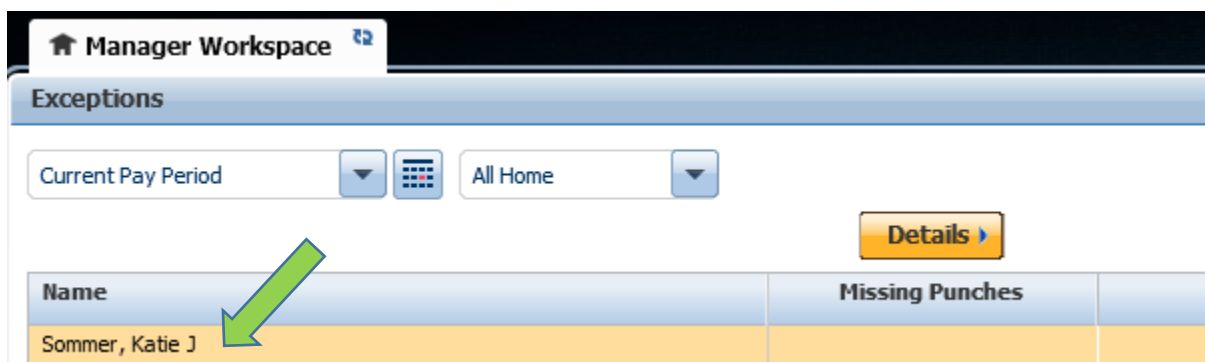
### To cancel a meal deduction:

Student employees working six or more consecutive hours are required to take a 30-minute unpaid lunch break. Students should punch out for this break and punch back in to work when they return from the break.

Rest periods and lunch periods are available for the welfare of students and may not be accumulated or used for lost time away from position responsibilities or for any other purpose.


On rare occasions and with supervisor approval, students may work through these breaks. Nonetheless, KnightTime is set up to automatically deduct a 30-minute unpaid lunch break from students' daily hours if they work over 6 consecutive hours and don't punch out. Therefore, if a student was truly working through this break, their supervisor will need to go into the KnightTime web application and cancel their meal deduction.

Under your manager workspace, double click on an employee's name.



The screenshot shows the 'Manager Workspace' interface. At the top, there's a 'Manager Workspace' header with a home icon. Below it is a section titled 'Exceptions'. This section contains two dropdown menus: 'Current Pay Period' and 'All Home'. To the right of these is a 'Details' button. Below the dropdowns is a table with two columns: 'Name' and 'Missing Punches'. The first row in the table has the name 'Sommer, Katie J' and an empty 'Missing Punches' column. A green arrow points to the name 'Sommer, Katie J'.

Select "View Timecard" to get the employee's timecard to display.

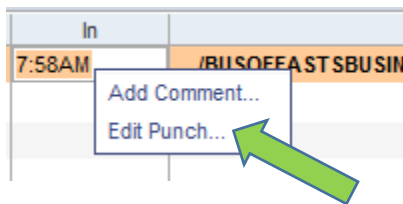


The screenshot shows two buttons: 'View Timecard' and 'Show Schedule'. A green arrow points to the 'View Timecard' button.

Note that this student did not punch out for their lunch break and worked through their lunch because they were working on a project that had an approaching deadline. Therefore, the supervisor needs to cancel their meal deduction.

Save Actions Punch Amount Accruals Comment Approvals Reports							
	Date	Pay Code	Amount	In	Transfer	Out	
X	Fri 7/01			7:58AM	.../BUSOFFASTSBUSINESS-OFFICE CES/-1 00 506 700 0000/795047/868599/-	4:09PM	

To cancel the meal deduction, right click on the IN punch and select “Edit Punch” from the drop down.



The “Edit Punch” screen will display.

A screenshot of the 'Edit Punch' dialog box. The dialog has a title bar with a close button. Inside, there are several fields: 'Date' (7/01/2016), 'Time (hh:mm)' (7:58AM), 'Rounded Time' (7/01/2016 8:00AM GMT-05:00), 'Time Zone' (a dropdown menu showing '(GMT -06:00) Central Time (USA; Canada)'), 'Override' (a dropdown menu showing '<None>'), 'Cancel Deduction' (a dropdown menu showing '<None>'), 'Transfer' (a text field containing 'BUS/BUSOFFASTSBUSINESS-OFFICE CES/-/1 00 506 700 0000/795047/868599/-'), 'Exception' (a text field containing 'Punch has no exception'), and 'Comments' (a text field containing 'Punch has no comment'). At the bottom, there are three buttons: 'OK', 'Cancel', and 'Help'.

From the “Cancel Deduction” drop-down menu, select “30min Lunch Ded – 6 hr min” and click “OK.”

**Edit Punch**

Date: 7/01/2016

Time (hh:mm): 7:58AM

Rounded Time: 7/01/2016 8:00AM GMT-05:00

Time Zone: (GMT -06:00) Central Time (USA; Canada)

Override: <None>

Cancel Deduction: <None>

Transfer: BUS/BUSOFFASTSBUSINESS-OFFICE CES/-/1 00 506 700 0000/795047/868599/-

Exception: Punch has no exception

Comments: Punch has no comment

OK Cancel Help

Click "Save."

Save Actions Punch Amount Accruals Co

	Date	Pay Code	Amount
X	Fri 7/01		7:5

A red box will then display around the "IN" punch and you will see the daily total for hours change.

7:18AM
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