



KNIGHTtime

Canceling a Meal Deduction on KnightTime

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.

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

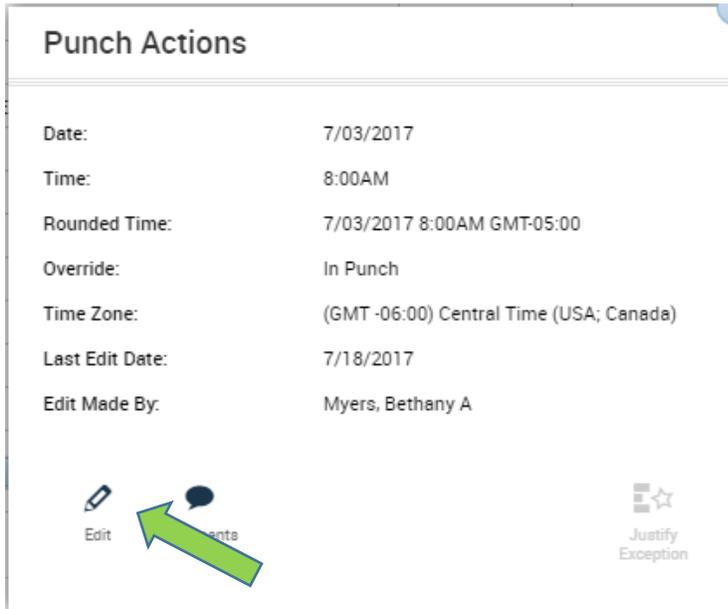
The screenshot shows the 'Manager Workspace' interface. At the top, there is a 'Genies' header and a 'WC Hours Summary' dropdown. Below this are several icons for 'Select All Rows', 'Column Selection', 'Filter', 'Timekeeping', and 'Approval'. A table below displays employee data with columns for Name, Employee ID, Total Hours, and Regular. The first row shows 'Aldridge, Shelb...' with Employee ID 1219334, Total Hours 7.0, and Regular 7.0. A green arrow points to the name 'Aldridge, Shelb...'.

Name	Employee ID	Total Hours	Regular
Aldridge, Shelb...	1219334	7.0	7.0

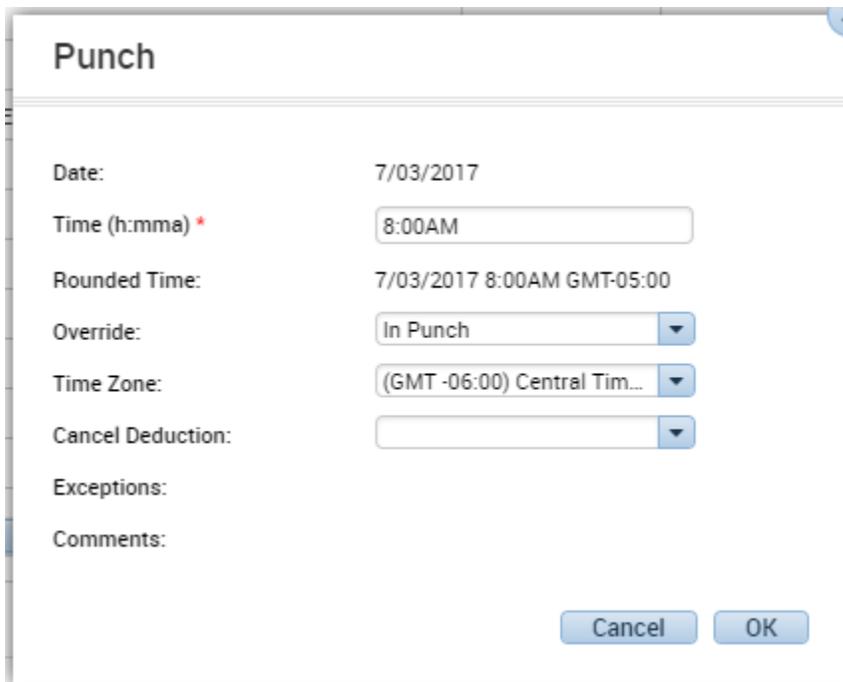
Note that this student did not punch out for their lunch break and worked through their lunch because they were working on a project that had an approaching deadline. Therefore, the supervisor needs to cancel their meal deduction.

+	×	Sun 7/02							
+	×	Mon 7/03		8:00AM	DIN/DIN000ASTSDINING-AST CES/-/1 00 810 700 0000/984277/1215288/-			6:00PM	

2. To cancel the meal deduction, right click on the IN punch and select “Edit” in the bottom left hand corner of the “Punch Actions” screen.



The “Punch” screen will display.



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

Punch

Date: 7/03/2017

Time (h:mma) * 8:00AM

Rounded Time: 7/03/2017 8:00AM GMT-05:00

Override: In Punch

Time Zone: (GMT -06:00) Central Tim...

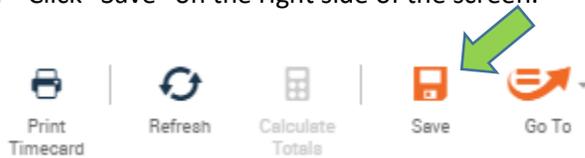
Cancel Deduction: 30min Lunch Ded -- 6hr m...

Exceptions:

Comments:

Cancel OK

- Click "Save" on the right side of the screen.



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

