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.

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.

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.
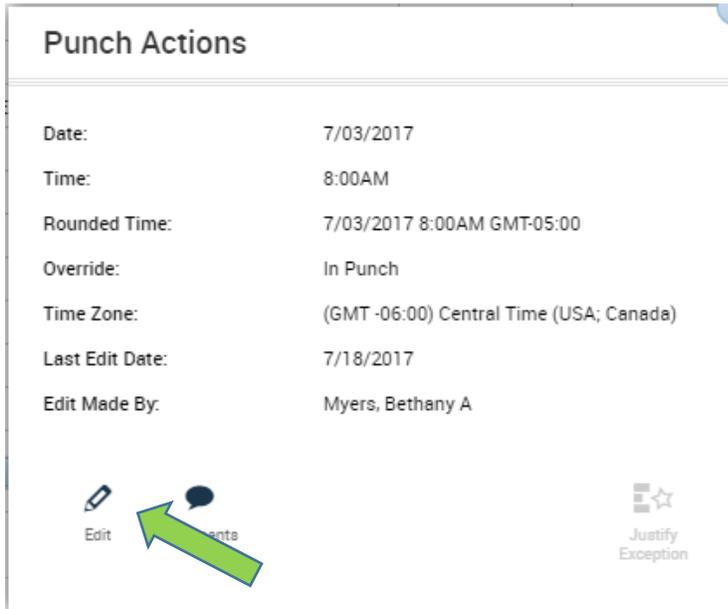
The "Punch" screen will display.
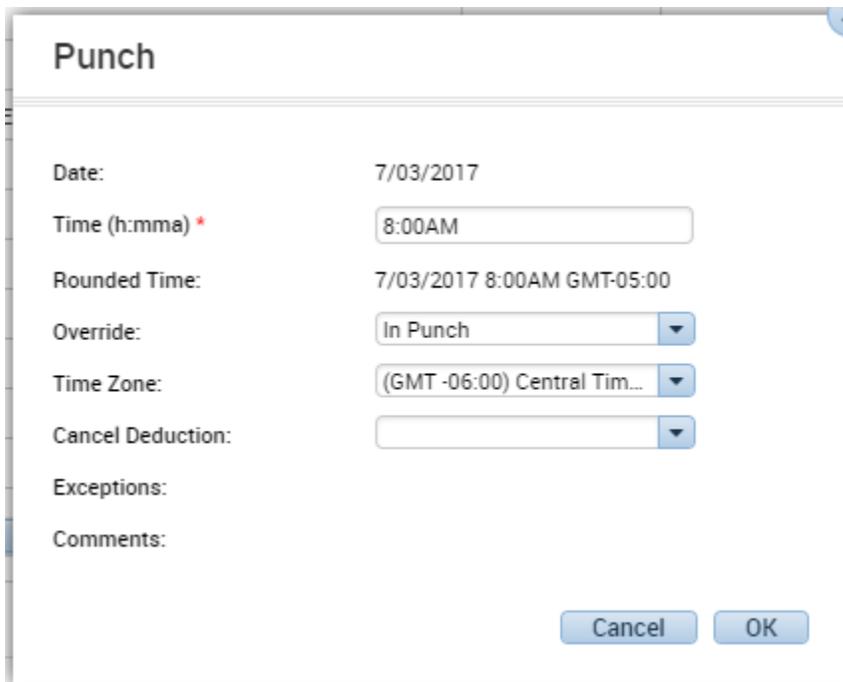
3. From the "Cancel Deduction" drop-down menu, select "30min Lunch Ded – 6 hr min" and click "OK."

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

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

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Print Timecard   Refresh   Calculate Totals   Save   Go To
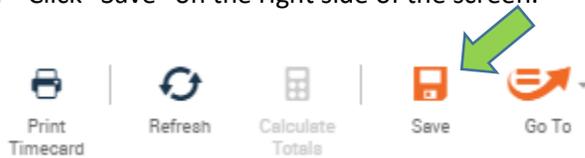
A red box will then display in front of the "IN" punch and you will see the daily total for hours change.

▌ 8:00AM