

Correcting an Incorrect Attestation Answer

Canceling a Meal Deduction

If an employee attests to taking a meal break, but did NOT take a meal break, you must cancel the deduction in the timecard.

- 1 In the timecard, right-click the out punch that need the canceled meal deduction.

In	Out
8:00AM	5:00PM

- 2 In the Punch Actions dialog box, click **Edit**.

Punch Actions

Date:

Time:

Rounded Time:

Override:

Time Zone:

- 3 Click the Cancel Deduction drop-down arrow and select **All**. Click **OK**

Punch

Date: 6/23/2021

Cancel Deduction:

Exceptions: <None>
 All

- 4 The timecard displays a canceled deduction. Right-click the Out punch.

In	Out
8:00AM	5:00PM

- 5 In the Punch Actions dialog box, click **Comment**.

Punch Actions

Date:

Time:

Rounded Time:

Override:

Time Zone:

- 6 Click **Add Comment**.

Comment

Comments (2)

- 7 Select the applicable comment.

Comments (2)

Select Comment

Search

No Meal Taken

Other

Reason

Short Meal Break - less t...

Short-Modified Work Shift

- 8 In the Comment area, add a note explaining the reason for the canceled deduction. Click **Add**.

Comment

Comments (1)

UAB - Worked thr...

Employee attested incorrectly. Employee did not take a meal break due to manager request.

Note: Keep comments concise and professional.

- 9 Review your comment. Click **OK**.

Comment

Comments (1)

Reason

Employee attested incorrectly. Employee did not take a meal break due to manager request.

- 10 In the timecard, click **Save**.