

# Monitoring Canceled Deductions

- 1 In the employee's timecard, hover the cursor over the blue comment icon in the punch with the canceled deduction. The comment and reason display.



- 2 At the bottom of the timecard, click the **Audits** tab. Information about the Canceled Deduction displays such as the employee's comments.

| Date      | Time   | Type            | Override      | Comment            |
|-----------|--------|-----------------|---------------|--------------------|
| 0/07/2021 | 4:30PM | Edit Punch      | Out Punch,All |                    |
| 5/07/2021 | 4:30PM | Add Comment ... | Out Punch,All | UAB - Patient Care |
| 0/07/2021 | 4:30PM | Add Comment ... | Out Punch,All |                    |

- 3 You can also run the UAB Meal Deduct Report. Follow steps 1-3 for the Running MyTimeStamp Detail Report. Click **UAB Meal Deduct**.



- 4 Review the report criteria and make changes if applicable.

UAB MEAL DEDUCT

Description Show employees with cancel deduction listed on their timecard

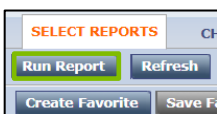
People All Home

Time Period Current Pay Period

dept\_only No

Output Format Adobe Acrobat Document(.pdf)

- 5 Click **Run Report**.



- 6 The report status is Waiting. Click **Refresh Status**. Depending on the length, this may take a few minutes. You may need to click refresh more than once.

| Report Name     | Status  |
|-----------------|---------|
| UAB Meal Deduct | Waiting |

- 7 Once the status is complete, select the report and click **View Report**. A PDF is downloaded onto your computer. Click on it, and the report is opened in a new browser tab.

| Report Name            | Status   |
|------------------------|----------|
| UAB MyTimeStamp Detail | Waiting  |
| UAB Meal Deduct        | Complete |

- 8 The report displays the employees' name, job, date of canceled deduction(s) and how many for the specified date range.

UAB MEAL DEDUCT 6/10/2021

Query: All Home Dept Only? No

Time Period: 4/1/2021 - 6/16/2021

|                                    |  |                                    |
|------------------------------------|--|------------------------------------|
| 2100670000 Maintenance Hosp        | 5/17/2021<br>5/18/2021                           | Employee Count: 2<br>Dept Count: 2 |
| 3101883000 Temp Services Help      | 4/14/2021<br>4/28/2021<br>5/13/2021<br>5/14/2021 | Employee Count: 4<br>Dept Count: 4 |
| 7110830000 HLND 4 North            | 6/3/2021   | Employee Count: 1<br>Dept Count: 1 |
| 7111120000 MICU3                   | 5/17/2021  | Employee Count: 1<br>Dept Count: 1 |
| 7120430000 Spain Rehab OCC Therapy | 5/10/2021<br>5/10/2021                           | Employee Count: 2<br>Dept Count: 2 |

**Note:** If an employee repeatedly bypasses the Attestation questions or unexpectedly cancels meal deductions, contact your local HR representative for guidance.