LSU Health Sciences Center

Cancel a Meal Deduction for a Single Shift

Step	Action
1.	In this scenario on 10/19/09 the employee left early and did not take a lunch. However because they worked more than five hours the system automatically takes meal deduction. Therefore, we need to cancel the meal deduction on 10/19/09
2.	Notice that **Cumulative Hours** totals are **6.00** even though she worked **6.50 hours**.
3.	To cancel the deduction, **click** the **1ST** option under the **Skip Meal** column for **10/19/09**. 1ST
4.	Click the **Save** button. Save
5.	Now notice that the **Cumulative hours** are displaying **6.50 hours**.
6.	 **End of Procedure.**