Take a Meal Deduction

Step	Action
1.	**Scenario** Tinker Bell is **scheduled** to **work 7:30 am until 4:00 pm** Monday through Friday. On **Monday**, 03/22/10, Tinker Bell **clocks in** at her **scheduled start time** of **7:30 am**. She **takes** a **meal break** at **11:30 am**. At **12:25 pm** she **clocks out** due to a personal emergency. Tinker Bell **returns** to work at **2:30 pm** and **works** the **remainder** of her **shift**. You will **Take a Meal Deduction** for **Monday**, 03/22/10. *Note: A corresponding row must be added to designate whether the time will be paid or unpaid.*
2.	The **system automatically takes** a **meal deduction** after employee has **worked 5 or more hours**. In this **exercise**, Tinker Bell worked **4.91 hours** between the hours of 7:30 am and 12:25 pm. She then **worked 1.50** hours between the hours of 2:30 pm and 4:00 pm. Even though Tinker Bell **worked** a **total of 6.41** hours, the system did **not automatically take the meal deduction** because **each instance** was **less than 5 hours.** When this happens, you will need to force a meal deduction by selecting the Take option in the Skip/Take Meal drop-down list.
3.	Click the button to the right of the **Skip/Take Meal** field on row 1. ▾
4.	Click the **TAKE** list item. TAKE
5.	Click the **Save** button. 🖫 Save
6.	**Note:** By **selecting Take** the system **deducted** a **30-minute meal** and **reduced** the **Hours total from 4.91 to 4.41** on row 1. You **must** now **add** the **corresponding row** designating whether the **time** Tinker Bell was away from work will be **paid or unpaid**. **After Time Admin has run, you can view the correct Payable Details and Totals.**
7.	Click the **Add a new Row at row 2 - Plus (+) Sign** button. ✚
8.	Enter the desired information into the **TRC** field. Enter a valid value e.g. "**LAN**".

Job Aid

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Step	Action
9.	Enter the desired information into the **Hours** field. Enter a valid value e.g. "**1.2**".
10.	Click the **Save** button. ![Save]
11.	**End of Procedure.**