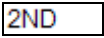



Cancel a Meal Deduction for a Double Shift

Step	Action
1.	In this example notice that employee worked a double shift from 7:00a.m. on 10/23/09 to 11:30p.m. on 10/23/09, so we need to cancel the meal deduction for the second shift.
2.	Notice the payable hours are 15.50 on 10/23/09 which indicates that the system has taken a meal deduction for the second shift.
3.	To cancel the deduction for the second shift click the 2ND option under the Skip Meal column for 10/23/09 . 
4.	Click the Save button. 
5.	Notice that the payable hours have been updated to 16.00 to reflected the cancel meal deduction on the second shift.
6.	End of Procedure.