

Supervisor

Quick Reference Guide to Canceling Employee Meal Deduction

Updated 12.10.2020

1. LOG INTO KRONOS <https://racinecounty.kronos.net/wfc/logon>
2. GO TO THE EMPLOYEE'S TIME CARD. LOCATE THE DAY AND THE OUTPUNCH THAT YOU NEED TO CANCEL THE MEAL DEDUCTION ON.
3. RIGHT CLICK ON THE OUT PUNCH
4. CLICK ON EDIT
5. GO TO DROP DOWN NEXT TO CANCEL MEAL DEDUCTION AND SELECT THE OPTION THAT APPLIES TO YOUR EMPLOYEE
 - a. DEPENDING ON THE LENGTH OF THEIR REGULAR LUNCH YOU WILL NEED TO SELECT ACCORDINGLY. EX: 30 MINS AFTER 6 HRS FOR 30 MINUTE LUNCH OR 60 MINS AFTER 6 HRS FOR 60 MINUTE LUNCH.
6. CLICK OK
7. MAKE SURE THE DAILY HOURS TOTAL FOR THAT DAY IS CORRECT
8. CLICK SAVE

The screenshot shows the Kronos software interface. A 'Punch' dialog box is open, displaying the following information:

- Date: 2/09/2018
- Time (h:mm): 4:30PM
- Rounded Time: 2/09/2018 4:30PM GMT-06:00
- Override: Out Punch
- Time Zone: (GMT-06:00) Central Tim...
- Cancel Deduction: 60 Min Deduct aft 6 Hrs
- Exceptions: Cancel Deduction
- Comments:

The 'OK' button in the dialog box is highlighted with a red box. In the top right corner of the interface, the 'Save' button is also highlighted with a red box. The background shows a time card grid with columns for Date, Schedule, Out, Shift, Daily, and Period.

Date	Schedule	Out	Shift	Daily	Period
Fri 2/02					
Sat 2/03					
Sun 2/04					
Mon 2/05	7:30AM-4:30PM				
Tue 2/06	7:30AM-4:30PM				
Wed 2/07	7:30AM-4:30PM				
Thu 2/08	7:30AM-4:30PM				
Fri 2/09	7:30AM-4:30PM	4:30PM	8.0	8.0	8.0
Sat 2/10					