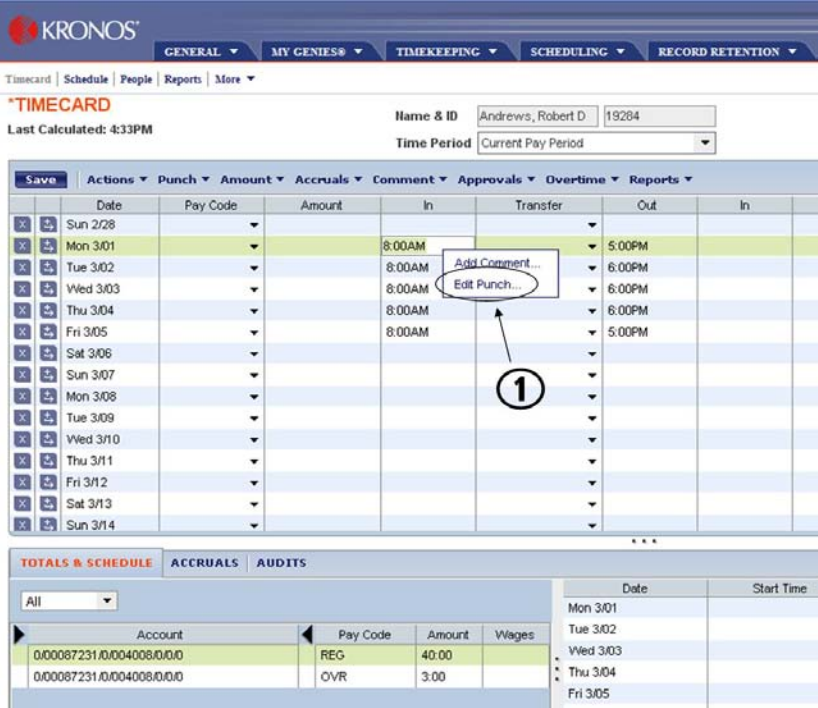
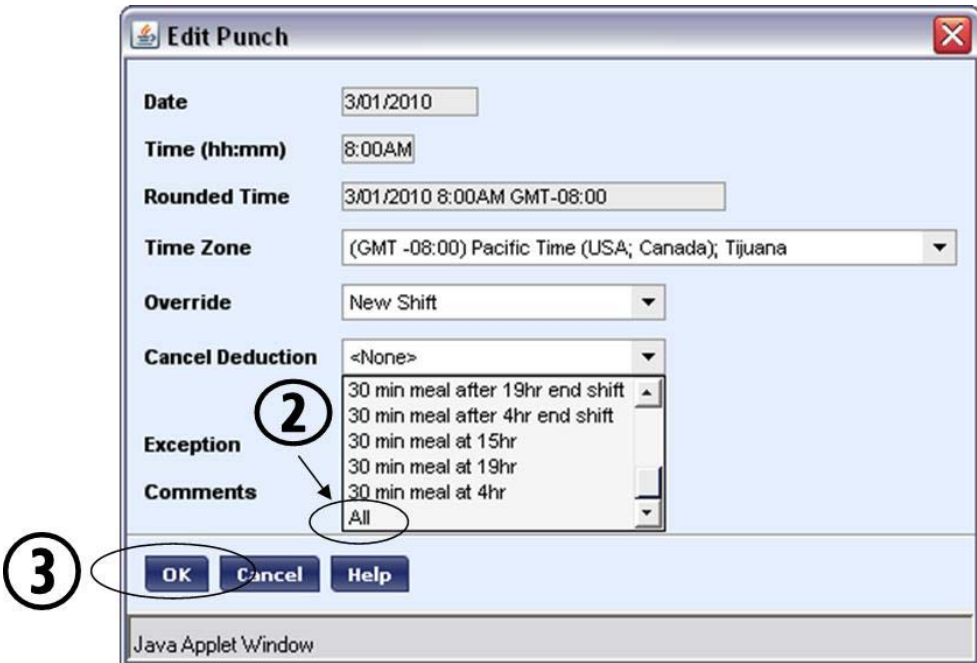


Skip a Meal

1. Right click on either the **In** punch or the **Out** punch and select **Edit Punch**



2. In the **Cancel Deduction** field select **All** from the drop-down menu
3. Select **OK**



- 4. Select **Save**
- 5. The red outline around the punch now indicates that the default meal break has been canceled

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TIMECARD
Last Saved: 4:40PM

Name & ID: Andrews, Robert D 19284
Time Period: Current Pay Period

Save Actions Punch Amount Accruals Comment Approvals Overtime Reports

	Date	Pay Code	Amount	In	Transfer	Out	In
X	Sun 2/28						
X	Mon 3/01			8:00AM		5:00PM	
X	Tue 3/02			8:00AM		6:00PM	
X	Wed 3/03			8:00AM		6:00PM	
X	Thu 3/04			8:00AM		6:00PM	
X	Fri 3/05			8:00AM		5:00PM	
X	Sat 3/06						
X	Sun 3/07						
X	Mon 3/08						
X	Tue 3/09						
X	Wed 3/10						
X	Thu 3/11						
X	Fri 3/12						
X	Sat 3/13						
X	Sun 3/14						

TOTALS & SCHEDULE ACCRUALS AUDITS

All

Account	Pay Code	Amount	Wages	Date
0/00087231/0/004008/0/0/0	REG	40:00		Mon 3/01
0/00087231/0/004008/0/0/0	OVR	4:00		Tue 3/02
				Wed 3/03
				Thu 3/04
				Fri 3/05