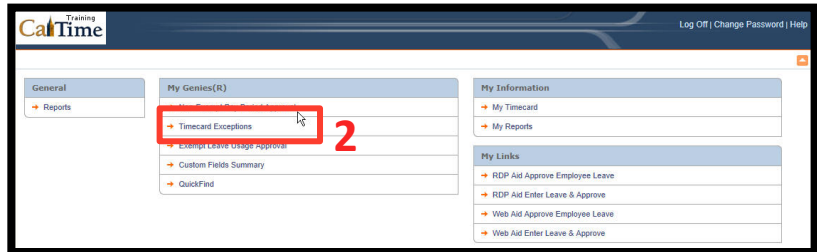


Meal deductions are built into CalTime, so non-exempt employees do not have to clock out and back in again when they have meals. The default meal deduction is sixty minutes, so if you clocked in at 7:30 am and clocked out at 4:30 pm, you will have worked eight hours and taken a sixty-minute lunch. If you have a thirty-minute meal deduction, you'd clock in at 7:30 AM and out at 4:00 PM for an eight-hour work shift.

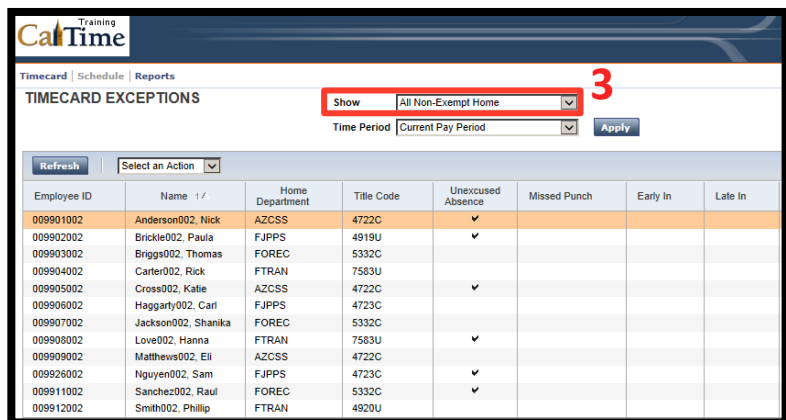
Only rarely would the meal break be canceled. When it is necessary, the supervisor is responsible applying the meal deduction cancelation.

1. Log in to CalTime. (See the job aid "All_Logging In to CalTime" for log-in steps.)

2. Click **Timecard Exceptions** Genie.

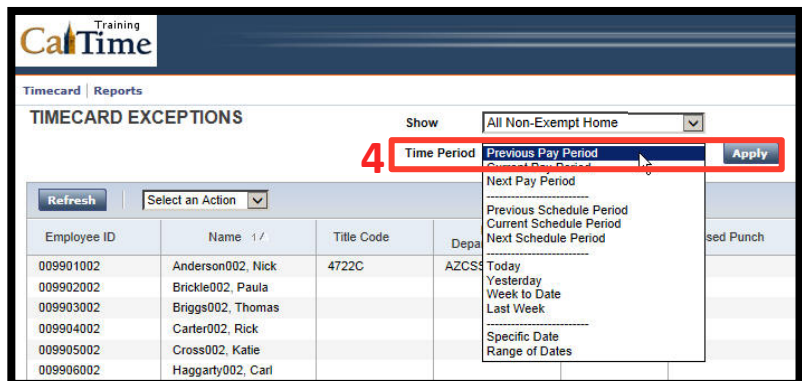


3. You will see **All Non-Exempt Home** in the **Show** drop list.



4. **Time Period** will default to **Current Pay Period**.

If the pay period has ended, select **Previous Pay Period**, and click the **Apply** button.



5. Select the employee who needs a lunch deduction cancellation.

Employee ID	Name	Home Department	Title Code	Unexcused Absence	Missed Punch	Early In
009901002	Anderson002, Nick	AZCSS	4722C	▼		
009902002	Brickle002, Paula	FJPPS	4919U	▼		
009903002	Briggs002, Thomas	FOREC	5332C			
009904002	Carter002, Rick	FTRAN	7583U			

6. Click **Timecard**.

7. Locate the correct date—which in this example will be **Mon 7/21**.

8. Click a check in the **No Meal** checkbox.

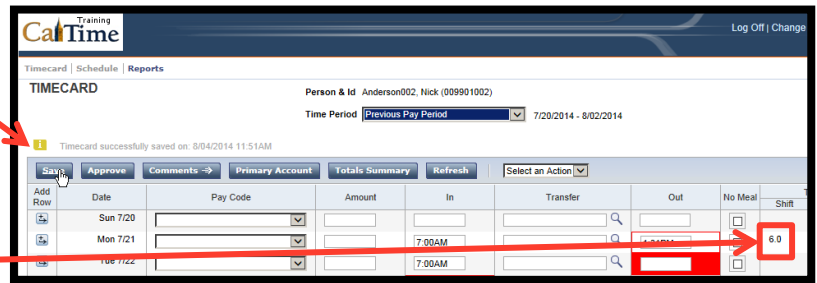
Add Row	Date	Pay Code	Amount	In	Transfer	Out	No Meal	Shift
<input type="checkbox"/>	Sun 7/20						<input type="checkbox"/>	
<input type="checkbox"/>	Mon 7/21			7:00AM		12:01PM	<input checked="" type="checkbox"/>	5.0

NOTE: The red outline around the 1:31PM punch on Mon 7/21 signifies that the employee has been assigned a schedule, and that the employee clocked out early.

9. Click **Save** to store the changes to the timecard.

NOTE: A message appears stating that the timecard has been saved.

NOTE: The **Shift** total changes from **5.0** to **6.0** hours, reflecting that Nick Anderson worked through his normal sixty-minute meal.



10. Click **Home** to return to access to the **Genies** and **Reports**, or click **Log Off** to end your CalTime session.

