Supervisor of Non-Exempt Employees (Web):
Canceling a Meal Deduction

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.

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.

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.