## Adjusting a record when an employee works through lunch

Timecard       Schedules       People       Accruals       Attendance       Leave       View Jobs         Timecard       Name & ID/Badge       test midd last 9999999999/999999999       999999999       999999999         Position to date       Image: Construction of the construction of									
Time card       Name & ID/Badge       test midd last       999999999 / 99999999         Position to date       Image: Construction of the state of	Time	ecard   Schedules	s   People   Accruals	Attendance   Leave	View Jobs				
Position to date       Image: Select with a close with a	Tim	ecard		Name & ID/Badge test midd last 999999999 / 999999999					
Return       Select       Actions       New       View       Punch       Options       Image: Constraint of the second	Pos	sition to date	Go	Time Period	I 8/29/15 1200A - 9/11/1	15 1159P			
Actual Day       Actual In Date       Actual In Time       Actual Out Time       Punch Hours         Image: Stress of the stress of t	Ret	turn Select 👻	Actions <del>v</del> New V	/iew 👻 Punch 👻	Options 👻				
Day       In Date       In Time       Out Time       Punch Hours         Image: Wednesday       9/02/15       759A       U       100P       4.31         Image: Thursday       9/03/15       719A       U       ??         Monday       9/07/15       800A       10.00         Image: Tuesday       9/08/15       817A       U       436P         Open the time record for a particular day.       Image: Tuesday       9/08/15       1000			Actual	Actual	Actual				
Image: Wednesday         9/02/15         759A         U         100P         4.31           Image: Wednesday         9/03/15         719A         U         ??           Image: Monday         9/07/15         800A         10.00           Image: Tuesday         9/08/15         817A         U         436P		Day	In Date	In Time	Out Time	Punch Hours			
Image: Nonday         9/03/15         719A         U         ?           Monday         9/07/15         800A         10.00           Tuesday         9/08/15         817A         U         436P         7.49 <		Wednesday	9/02/15	759A U	100P	4.31			
Monday       9/07/15       800A       10.00         Image: Comparison of the state of the	X	Thursday	9/03/15	719A U	?				
Tuesday     9/08/15     817A     U     436P     7.49 <       Open the time record for a particular day.	X	Monday	9/07/15	800A		10.00			
Open the time record for a particular day.	X	Tuesday	9/08/15	817A U	436P	7.49 <			
	Open th	e time record for a	n particular day.	11/15 115994					
Save Return	Save Retu	m							
Clock In         Clock Out         Clock Out         Total         Pay           Hours type         Date         Time         Date         Time         Code         Comments	Hours type	Clock In Clock In Date Time	Clock Out Clock Out Total Date Time Hours	Pay Code	Comments				
Actual 9/09/15 917A 9/08/15 436P 7.49	Actual	0/00/15 01/A	9/00/15 436P 7.49						

Rounded	9/08/15	817A	9/08/15	436P	7.49	
Scheduled						
BUILDING	060	Q			Daily Rule RTEST	Apply Meal / Break Rules   None Meal
UNION	1815	Q			ShiftQ	Automatic Deduction .30
POSITION	42	Q			Force New Shift	Cancel Meal None V
ATTEND UN	1815B7	Q			Override Status None	

Under Apply Meal/Break Rules, change the "Cancel Meal" from none to first.

Day	Actual In Date	Actual In Time		Actual Out Time		Punch Hours	Pay Code
Wednesday	9/02/15	759A	U	100P		4.31	
Thursday	9/03/15	719A	U		?		
Monday	9/07/15	800A				10.00	HOLNW
Tuesday	9/08/15	817A	U	436P		8.19	
							 \

## Click SAVE. Thirty (30) minutes has been added to 9/8/15.