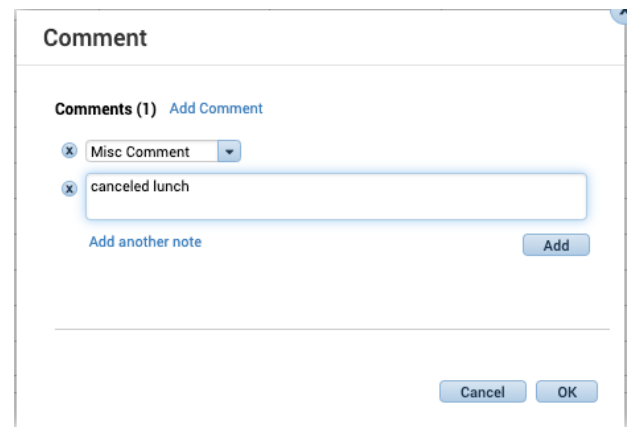
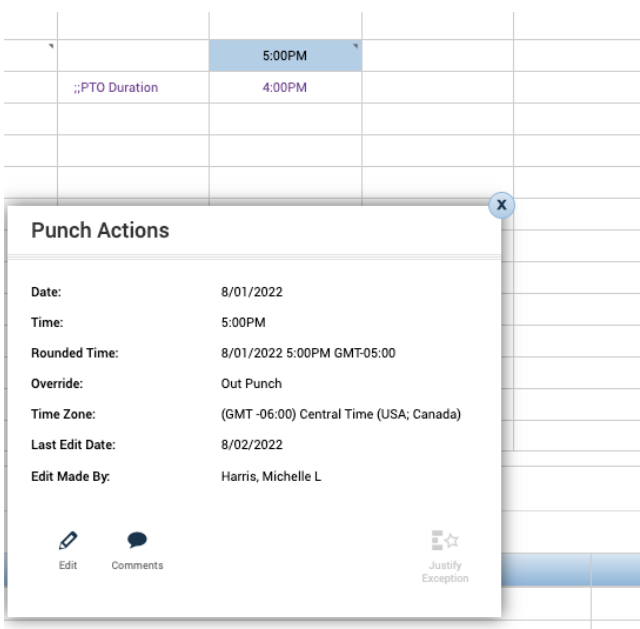


Kronos: How to cancel a lunch for hospital employees

Campus and clinic employees **do not** have an automatic lunch deduction. This job aid does not apply.

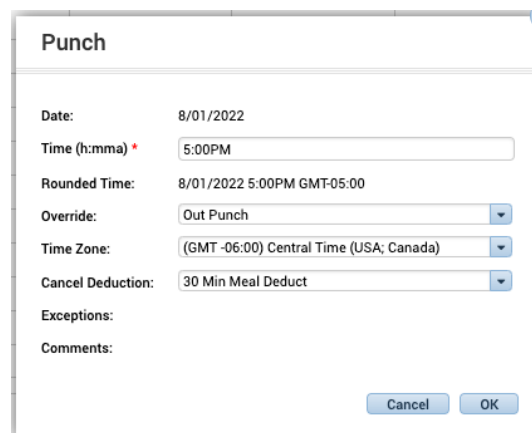
- **Step One:** Right click inside the Time Out cell to enter in a missed lunch.

Select the comment field to enter in a comment about why adjustments are being made to the time. Select 'Ok' when done.



- **Step Two:** Right click inside of the cell *again* and select '**Edit**'. Select the appropriate Cancel Deduction for the employee.

Select '**OK**' when done, then '**Save**' on the main workspace page.



All comments entered can be reviewed in the event of an audit.