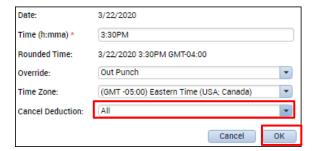
People Planning: Timekeeping Cancel Meal Deduction and Add Comments to Punches

Cancel a Meal Deduction

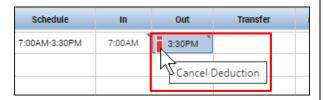
In the timecard, on the day you wish to cancel the meal deduction, **right click the Out punch** and select **Edit**.



Click the **Cancel Deduction** drop-down arrow. Select the appropriate deduction from the list. Choose **All** if you are unsure. Click **OK**.



Save the timecard. The Cancel Deduction exception displays for future reference.

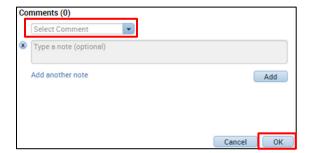


Comment on a Punch

In the timecard, on the day you wish to comment, right click the punch and select Comments.



Click the **Select Comment** drop-down arrow. Select the appropriate comment type from the list. Add a note if desired. Click **OK**.



Save the timecard. The Comment icon displays for future reference.

In	Out	
7:30AM	1:30PM	•

