



People Planning: Timekeeping

Cancel Meal Deduction and Add Comments to Punches

Cancel a Meal Deduction

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

Edit Made By: Krenicky, Mary E

Edit Comments

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

Date: 3/22/2020

Time (h:mm) *: 3:30PM

Rounded Time: 3/22/2020 3:30PM GMT-04:00

Override: Out Punch

Time Zone: (GMT -05:00) Eastern Time (USA; Canada)

Cancel Deduction: All

Cancel OK

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



Schedule	In	Out	Transfer
7:00AM-3:30PM	7:00AM	3:30PM	

Cancel Deduction

Comment on a Punch

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

Edit Made By: Krenicky, Mary E

Edit Comments

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

Comments (0)

Select Comment

Type a note (optional)

Add another note Add

Cancel OK

- 3 **Save** the timecard. The **Comment** icon displays for future reference.

In	Out
7:30AM	1:30PM

Comment icon