

HOURLY PAID STAFF & STUDENT WORKERS - HOW TO CANCEL LUNCH DEDUCTION

This training document is intended to provide instruction on how to cancel lunch deduction.

- Go to “**View my timesheet**” on your clock icon

[View my timesheet](#)

- On your timesheet, there will be an activity box

Date	From	To	Raw Total	Calc. Total	In Date	Time Off	Position	Acct Unit	Activities	Work Loc
▼ SUN Nov 2 <small>No Schedule</small>	<input type="text" value="From am"/> <input type="text" value="ST"/>	<input type="text" value="To am"/> <input type="text" value="ST"/>	0.00	0.00	SUN Nov 2		8100464 - SR	100810 - PAY	<input type="text" value="Choose..."/>	04400D - PAYROLL SERVICES
			0.00 hrs	0.00 hrs						

- Select the magnifying glass on the Activities box



- Select the circle bubble to select the “**Cancel Lunch**”

Browse and Select Cost Centers

List view Tree View

View: [System]

Cost Full Name	Cost Description
<input type="radio"/> Cancel Lunch	

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- After selecting cancel lunch, it will appear on your time entry under activities.

▼ WED Nov 12 <small>No Schedule</small>	<input type="text" value="From am"/>	<input type="text" value="To am"/>	0.00	0.00	WED Nov 12		8100464 - SR	100810 - PAY	<input type="text" value="Cancel Lunch"/>	04400D - PAYROLL SERVICES
			0.00 hrs	0.00 hrs						