



TIME REPORTING HELPFUL TIPS

Change Employee's Meal Break for a Day

1. Go to **My Genies** and Select **Hours Summary**
2. **Right click** on the Employees Name from the **Hours Summary** Genie to open timecard

GVid	Name	Banner Org Num	Department Name	Manager Approval	Missed Punch	Annual Hours	Sick Hours	Holiday Hours	Oth Leave
G88880001	Bush, George W	888888	TEST 1 DEPARTMENT						
G99990001	Bush, Laura W	999999	TEST 2 DEPARTMENT	1					
G99990003	Clinton, Hillary R	999999	TEST 2 DEPARTMENT						
G88880003	Clinton, William J	888888	TEST 1 DEPARTMENT	1	✓				
G99990002	Jefferson, Mary B	999999	TEST 2 DEPARTMENT						
G88880002	Jefferson, Thomas	888888	TEST 1 DEPARTMENT	1					
G88880004	Lincoln, Abraham	888888	TEST 1 DEPARTMENT	1					
G99990004	Lincoln, Mary T	999999	TEST 2 DEPARTMENT						
G88880005	Washington, George	888888	TEST 1 DEPARTMENT	1					
G99990005	Washington, Martha C	999999	TEST 2 DEPARTMENT						

3. Select the **in-punch** of the day you would like to cancel the employee's lunch
4. **Right click** on the **in-punch** to make the selection box appear
5. Select **Edit Punch**

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cum
Sun 12/11											
Mon 12/12			9:00		17:30				8.0	8.0	8.0
Tue 12/13			9:00		17:30				8.0	8.0	16.0
Wed 12/14			9:00		17:30				8.0	8.0	24.0
Thu 12/15			9:00		16:45				7.75	7.75	31.75
Fri 12/16											31.75
Sat 12/17											31.75

6. Select the arrow next to **"Cancel Deduction"** to make the drop down box appear
7. Scroll to the bottom and select **All** (this cancels the lunch break for that day)
8. Select **OK**

Edit Punch

Date: 12/13/2011
 Time (h:mm): 9:00
 Rounded Time: 12/13/2011 9:00 GMT-05:00
 Time Zone: (GMT -05:00) Eastern Time (USA; Canada)
 Override: In Punch
 Cancel Deduction: All
 Exception: 30min Lunch @ 5.5 hrs Deduction
 30min Lunch @ 6 hrs Deduction
 30min Lunch @ 8 hrs begin of sh
 30min Lunch @ 8 hrs end of sh
 45min Lunch @ 5.5 hrs Deductio
 All
 Comments:

Buttons: OK, Cancel, Help

9. You will be brought back to the time card
10. After returning to the timecard Select **Save**
11. The lunch will be removed for that day

Date	Pay Code	Amount	In	Transfer	Out	In	Transfer	Out	Shift	Daily	Cumulative
Sun 12/11											
Mon 12/12			9:00		17:30				8.0	8.0	8.0
Tue 12/13			9:00		17:30				8.5	8.5	16.5
Wed 12/14			9:00		17:30				8.0	8.0	24.5
Thu 12/15			9:00		16:45				7.75	7.75	32.25