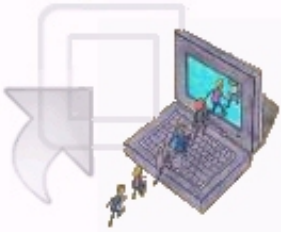


Client Account Tasks

Auto Lunch



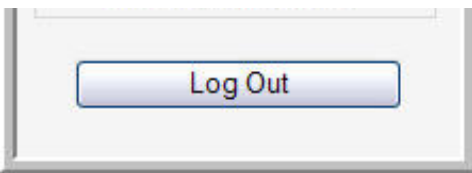
Assigning an auto-lunch deduction will activate an automatic deduction of desired minutes to an employee after a specified amount of consecutive hours worked.

Note: When applying an *Auto-Lunch Minutes* deduction, it is important to also specify an amount of consecutive hours worked in order to trigger the deduction. This will prevent unnecessary lunch deductions.

Additional Help: To prevent a double deduction for employees who are awarded an auto-lunch deduction, and clock out occasionally for an extended lunch, set the required amount of hours higher. Example: An employee awarded 30 minutes after 4 hours may clock out after 4 hours and 5 minutes and will be deducted 30 minutes, plus the time out. They may return for another 4 hours and yet another deduction is made. Solution: 30 minutes after 6 hours. As a result, if an employee clocks out around lunch after 4 or 5 hours worked, the 6 hour requirement will restart and the automatic deduction will not be made. It will deduct if and only if the employee does not clock out before the 6 hour requirement.

- 1 To activate an automatic-lunch minutes deduction, you must open an individual's employee setup file; therefore, first select *Employee Setup* from your *Main Menu* (see illustration).





- 2 Select an employee from the provided list or click the corresponding individual check-boxes to work with multiple employees. Utilize the button tool *Work with selected employees* found below the employee list (see illustration).

Employee Setup

	Employee Name	SSN	Dept.
	(add new)		
<input type="checkbox"/>	Richardson, Richard	999332222	Bakery
<input type="checkbox"/>	Noqqin, Richard		Deli
<input type="checkbox"/>	Else, Someone		Grocery
<input type="checkbox"/>	Guy, Another	987654321	Grocery
<input type="checkbox"/>	Guy, Some		Grocery

5 employees shown.

[Check All](#) | [Clear All](#) |

- 3 Selecting the employee will offer the needed individual's employee setup file where you will notice the *Auto-Lunch Minutes* and *Auto-Lunch after how many hours?* entry boxes (see illustration). Note, once again, the amount of CONSECUTIVE hours worked should be specified; meaning, if an employee clocks out for any reason, the hours will be reset before the deduction is made, which may demand a manual lunch deduction entry (see the [Editing a Time Card](#) link for further details).

- 4 Save the entries and the *Auto-Lunch Minutes* will be activated.

[Last Name](#)

[Department](#)

Supervisor	Superman
Home 2	
SSN	999332222
Auto Lunch	30 minutes, after 5 hours.
End Date	
Default Payrate	16.9
Pay Rate 2	0
Card Number 1	1234
Card Number 3	
Additional Options	

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