How do I delete my employee's automatic lunch deduction in Kronos WFR if they were unable to take a lunch break?

Tell Me

Two options are available. Each option results in the same outcome: the employee's automatic lunch deduction is not calculated.

1. **Option 1**
   a. In Kronos WFR, go to **My Employees > Employee Information** and click on the **Schedules** tab.

   ![Schedules Tab](image1)

   b. Delete the schedule for the day the employee did not take a lunch break.
   c. The record deleted will no longer appear on the schedule, as shown in the screenshot below for Tuesday, 11/03/2015.

   ![Delete Schedule](image2)

   d. Return to view the employee’s timesheet. The 0:30 minute deleted **Calc. Break** no longer appears by the corresponding date, as shown in the screenshot below for Tuesday, 11/03/2015.

   ![Timesheet](image3)

2. **Option 2**
   a. Change the schedule to one that does not include the automatic lunch deduction, as shown in the screenshot below for Tuesday, 11/03/2015.

   ![Schedule Change](image4)
Tip

Reference this FAQ to learn how to override your automatic lunch deduction.

Related FAQs

- How do I identify an Alternative Manager in Kronos WFR to manage requests while I'm out of the office?
- How do I delete my employee's automatic lunch deduction in Kronos WFR if they were unable to take a lunch break?
- How do I account for hours worked in Kronos WFR while in travel status?
- How do I add Holiday Premium Pay to an employee's timesheet in Kronos WFR?
- What do the different leave balance columns in Kronos WFR represent?