What does the automatic lunch deduction look like in Kronos WFR?

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The automatic lunch deduction became effective November 15, 2015.

1. Timesheet View
   a. An example of an employee who works a 9:00 a.m. to 5:30 p.m. schedule with a 30-minute lunch break.
   b. Raw Total = the difference between the punch in and punch out (i.e., total hours).
   c. Calc. Total = the Raw Total adjusted for rounding then reduced by the scheduled lunch deduction.
   d. View this FAQ for rounding information and this article to see rounding details reflected in the Calc. Detail timesheet view.

2. Summary by Day View
   a. The Calculated Break column will display the scheduled lunch deduction (e.g., 30 minutes or 1 hour).

Note

The automatic lunch deduction will only occur once the employee has worked six or more hours that day. If an employee takes a lunch break and works less than six hours in a day, the employee must punch in and out to reflect the lunch break.

Related Articles

- How do I pay an employee overtime hours in Kronos WFR?
- What should I do when an employee's Kronos WFR timesheet shows a Punch In and Punch Out on different lines?
- Where do I find an employee's Change Request or modification of a Time Off Request submitted within Kronos WFR?
- What should a supervisor do if an employee clocks out when they should have clocked in or vice versa in Kronos WFR?
- How do I correct a timesheet after it has been approved in Kronos WFR?