How do I override my automatic lunch deduction in Kronos WFR?

Tell Me

Four options are available based on circumstances and timing. Each option results in the same outcome.

**Note**

The automatic lunch deduction will only occur once the employee has worked six or more hours that day. If an employee takes a meal break and works less than six hours in a day, the employee must punch in and out to reflect the lunch break. A lunch break that is less than 30 minutes is considered a *paid lunch*.

1. **Option 1**
   a. Ideally, the non-exempt employee punches in and out of Kronos WFR for the actual lunch period to override the scheduled lunch period.
   
   **Warning**
   
   Overrides are in place to support infrequent occasions that warrant an override. Supervisors cannot continue to require that their employees punch in/out for lunch.
   
   **Exception:**
   
   i. The AVC or Director (in the event of a director who reports to the Provost or a VC and doesn't have an AVC title) should formally request an exception requiring lunch punches in their area of responsibility.
   
   ii. State the operational reason why.
   
   iii. Email the exception request to Gary Stinnett, AVC of Human Resources, and Jeanne Madorin, Executive Director of Human Resources for EHRA (formerly EPA) Non-faculty Administration, Employee Relations, and Compliance for consideration.

2. **Option 2**
   a. The supervisor manually adjusts the schedule shown on the timesheet.
   b. Scroll to the date on the timesheet that you need to override.
   c. Select the schedule located to the right of the time you need to override in the Schedule column.
   
   ![Schedule Image]
   
   d. Click on the magnifying glass in the *Type* field.
   
   ![Type Image]
   
   i. Locate a schedule that is close to the one worked and has the lunch deduction needed.
ii. Click on the flag next to the desired schedule to select the lunch deduction.

   e. Select Save.

1. Option 3
   a. The supervisor manually adjusts the original punch out entry to change the **Time To** to reflect the actual punch out for lunch.
   b. The supervisor adds a record then enters the actual lunch punch in, and end of work schedule punch out **Time From** and **Time To** on the new line on the timesheet.

2. Option 4

   Note
   Only one timesheet change can be submitted and requested at a time, and they must be requested and approved in chronological order.

   a. The employee should submit a **Timesheet Change Request** to **Modify Punch Out** on the appropriate date to the actual start of their lunch break. Reference this **FAQ** for instructions on adding or modifying a punch in or out of Kronos.
   b. The supervisor must approve the **Modify Punch Out** request.
   c. The employee should submit a **Timesheet Change Request** to **Add Time Entry** for the appropriate date to add the **Time From** and **Time To** to match the correct work hours after the lunch break.
   d. The supervisor must approve the **Add Time Entry Change Request**.

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?