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.png)
   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.
      ![Schedule Deletion](image2.png)
   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.png)

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.png)
Tip

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

Related FAQs

- How do I request Administrative Leave COVID-19 in Kronos WFR?
- How do I identify an Alternative Manager in Kronos WFR to manage requests while I’m out of the office?
- How do you access Kronos WFR when working remotely?
- How do I request time off on my employee’s behalf in Kronos WFR?
- How do I cancel or modify my Time Off Request in Kronos WFR?