

# Meal Override and Cancellation

**Meal Overrides** – For meals over 30 minutes or not equal to an employee’s meal default.

**Meal Cancellation** – Is used when breaks in shifts are 60 minutes or less and the total hours worked is over 6 hours. Or when the employee did not take a meal break.

[Please note, NYS requires a 30 minute meal break for all shifts of 6 hours or more. In the event that a meal break was not taken, please discuss the circumstances for the miss with your manager to ensure compliance going forward.]

From the **Employee’s Timecard** -

1. On the **OUT** punch, right mouse click and select **Edit**.

In	Out	Transfer
8:00 AM	4:30 PM	

2. In pop up window, select **Cancel Deduction**

**Punch** ✕

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Assignment  
Mechanic A UFS MC Operati URP20048055 ⓘ  
.../Unit/UNION

Date  
5/20/2024

Time\*

Rounded Time  
4:30 PM

Override

Time Zone

**Cancel Deduction**

3. Scroll to find employee's pay rule (their auto meal deduction) and select the appropriate meal to cancel and click **Apply**.
4. Click **SAVE**, make sure there is a red bar displayed next to the shift. This lets you know you have selected the correct meal cancellation.

