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.

   ![Schedule Screenshot]

   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 Screenshot]

   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 Screenshot]

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.

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

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**Related Articles**

- How do I cancel or modify my Time Off Request in Kronos WFR?
- Can my employee submit a Kronos WFR Timesheet Change Request after I approve their timesheet?
- Why is a lunch punch that is less than 30 minutes considered a paid lunch in Kronos WFR?
- How do I override my automatic lunch deduction in Kronos WFR?
- How do I request advance leave in Kronos WFR?