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

Tell Me

Three 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 in green font located to the right of the time you need to override.

   d. Click on the magnifying glass in the **Type** field.
e. Scroll to a schedule that is close to the one worked and has the lunch deduction needed.

Example
Example: Override lunch deduction from one hour to 30 minutes.

f. Click on the green flag to select the lunch deduction.

g.
h. Select Save.

3. **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.

4. **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**.

**Example**
Based on option 4 above:

1. The employee took a 1-1/2 hour lunch on 11/03/2015 from 1:00p – 2:30p.
2. The system calculated the scheduled 0:30 minute lunch break.
3. Original timesheet entry for Tuesday, 11/03/2015.

5. Employee submits a Timesheet Change Request to Modify Punch Out on Tuesday, 11/03/2015 to the beginning of the lunch period, 1:00p.

6. The supervisor approves the Modify Punch Out request.

7. Once the supervisor approves the first punch modification request, the employee needs to submit a Timesheet Change Request to Add Time Entry for the appropriate date From 2:30p to 5:50p.

8. The supervisor must then approve the Add Time Entry change request to add time for the rest of the day.
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- How do you handle Daylight Saving Time 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 I find timesheets that have not been submitted in Kronos WFR?
- How do I delete my employee’s automatic lunch deduction in Kronos WFR if they were unable to take a lunch break?