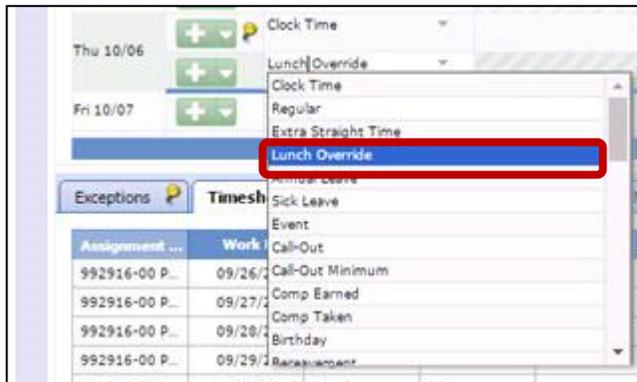


## UA eTime: Lunch Override Instructions

- Open the employee's timesheet.
- Select the  dropdown in the row for the desired day. Then select add row.
- From the Pay Code dropdown select "Lunch Override."



- Enter in the number of hours (-.25, -.50, -1.0, -.75, .25, .50, or 1.0) into the hours column.  
**Note:** Hours are as a negative number on days that a lunch isn't auto-deducted. (e.g. Working on a Saturday, when your normal work schedule is Monday-Friday.)

The screenshot shows a timesheet grid for the period 09/25/2016 - 10/08/2016. The grid has columns for Date, Pay Code, Clock Pay Code, Hours, Start Time, End Time, A, Comments, and Total. The 'Hours' column for Thursday, 10/06, is highlighted with a red box and contains the value '1.00'. The 'Total' column for that row shows '1.00'. The 'Comments' column for that row contains the text 'Leaving at 3 - no lu'.

| Date      | Pay Code       | Clock Pay Code | Hours | Start Time | End Time | A | Comments             | Total |
|-----------|----------------|----------------|-------|------------|----------|---|----------------------|-------|
| Sun 10/02 | Clock Time     |                |       |            |          |   |                      |       |
| Mon 10/03 | Regular        | REG            | 8.00  | 07:54 am   | 04:53 pm |   |                      | 8.00  |
| Tue 10/04 | Regular        | REG            | 8.75  | 07:11 am   | 04:53 pm |   |                      | 8.75  |
| Wed 10/05 | Regular        |                | 9.00  | 07:01 am   | 04:53 pm |   |                      | 9.00  |
| Thu 10/06 | Lunch Override |                | 1.00  | 06:54 am   |          |   | Leaving at 3 - no lu | 1.00  |

- Save the changes.