
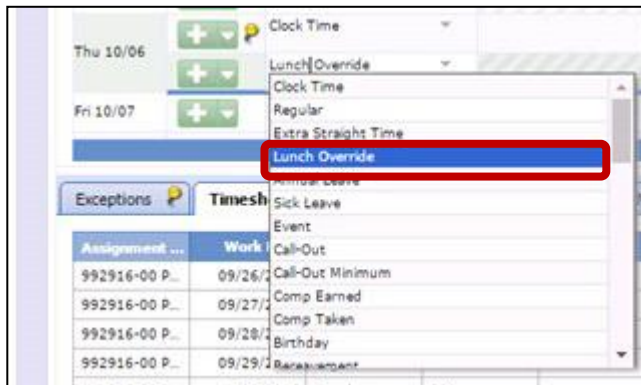


UA eTime: Lunch Override Instructions

- 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 TL, End Time, A, Comments, and Total. The 'Hours' column for Thursday 10/06 is highlighted with a red box, showing a value of 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 TL	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.