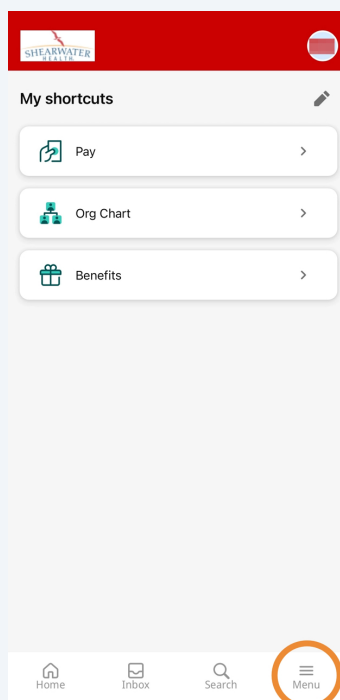


Attestation - Lunch Deductions (App)_EE

05.06.2025

This document provides clear, step-by-step instructions for employees on how to remove their lunch deduction from their timesheet using the UKG Pro mobile app. When clocking out through the Punch Wizard, an attestation prompt will appear, allowing employees to confirm whether they took a lunch break. This process ensures accurate time reporting and helps maintain compliance with company policies.

- 1 Navigate to **Menu** in the bottom of the toolbar.



2

Select Time & Attendance > **Punch.**

Benefits



Development & Feedback



Company



Time & Attendance



My Information



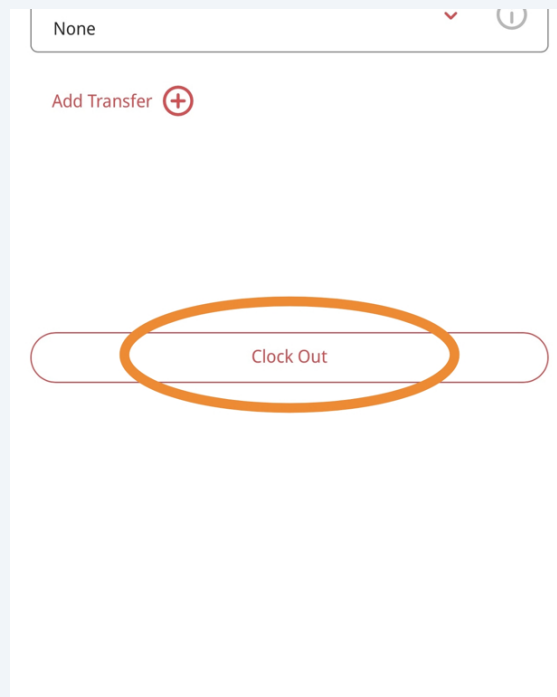
Punch

My Time Off

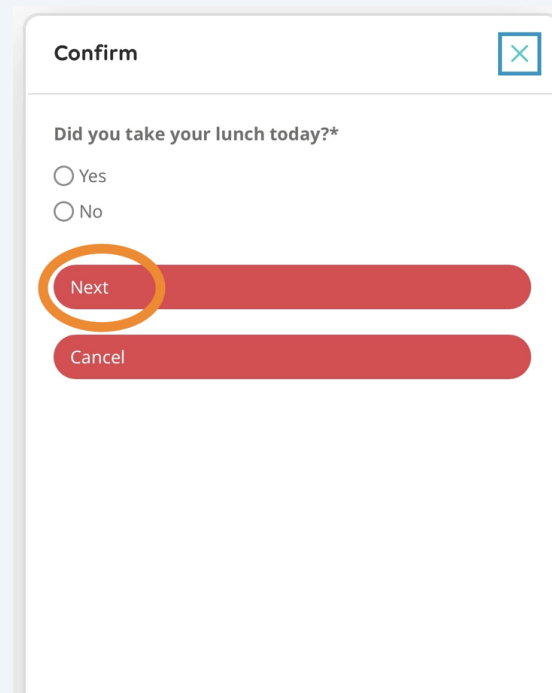
Settings

Help

3 Click **Clock Out**.



4 A prompt will pop up to answer an question. Select **No**.



5

Another question on why the lunch was not taken. Select from the option and click **Next**.

Confirm

Why did you not take your lunch?*

☐ Not Enough Coverage

☐ Unit Busy

☐ Shortened Shift

☐ No Meal

☐ Other

Next

Cancel

6

A confirmation page will appear, which will need to be **reviewed** and **acknowledged**.

Confirm



Remember you need to cancel your lunch deduction on your timesheet.

Acknowledged

7

Once **acknowledged**, you will need to go to your timesheet to remove the lunch deductions.