

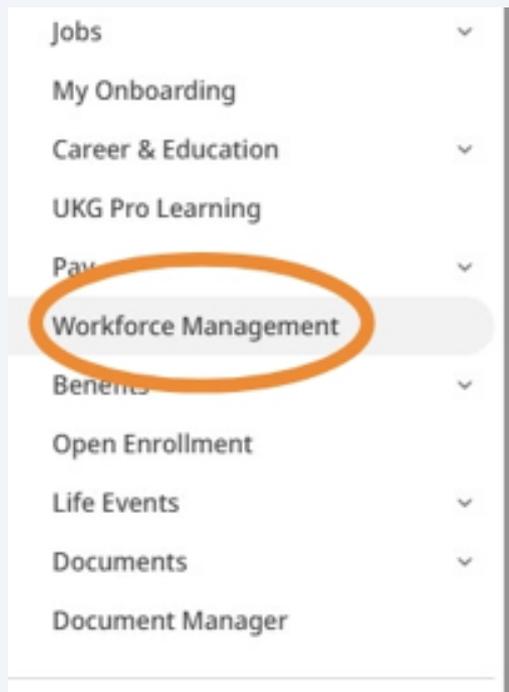
# Attestation - Lunch Deductions (Web)\_EE

## 05.06.2025

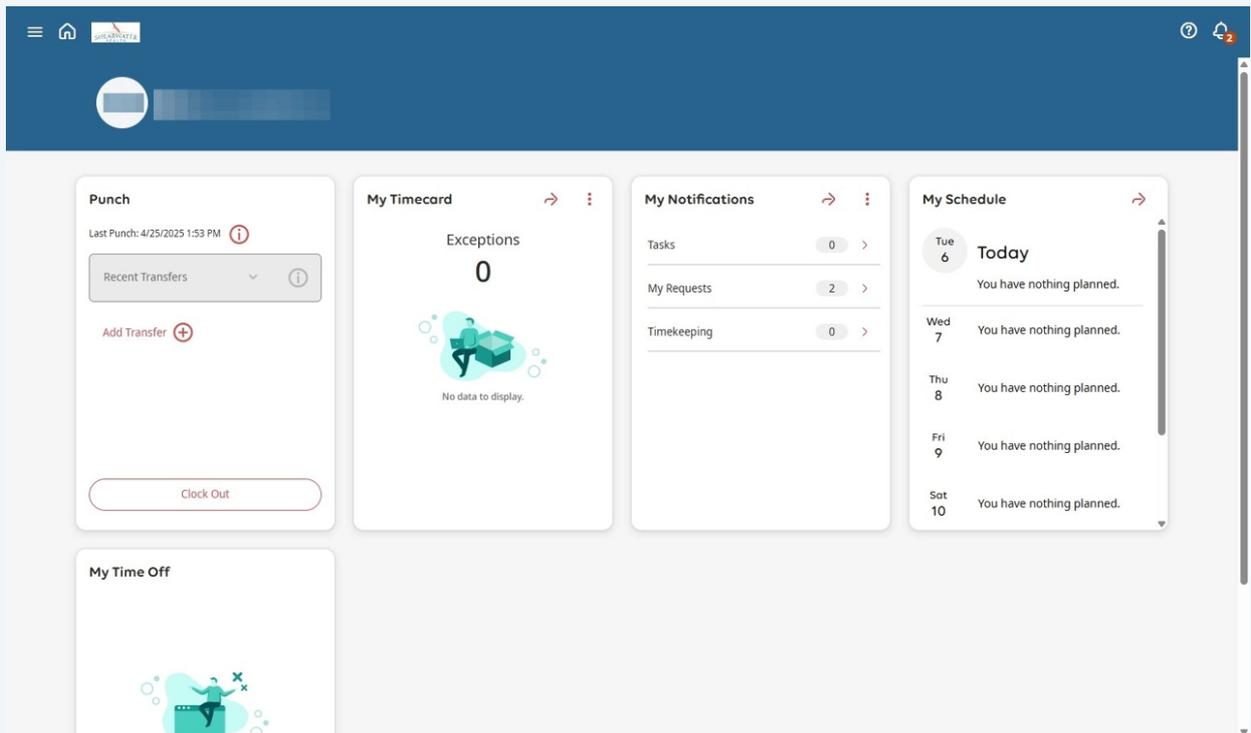
This document provides clear, step-by-step instructions for employees on how to remove their lunch deduction from their timesheet using the UKG Pro website. When clocking out through the Punch Wizard, an attestation prompt will appear, allowing employees to confirm whether they took a lunch break. This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

1 Navigate to <https://nw19.ultipro.com/>

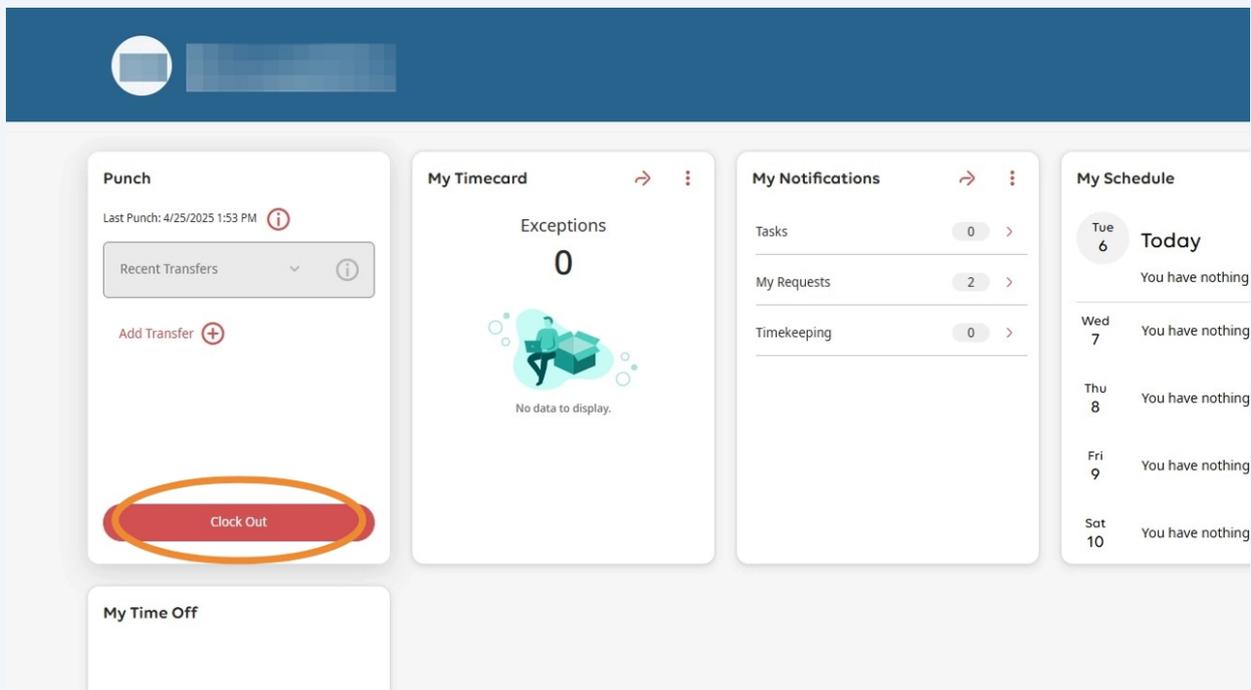
2 Click Myself > **Workforce Management**.



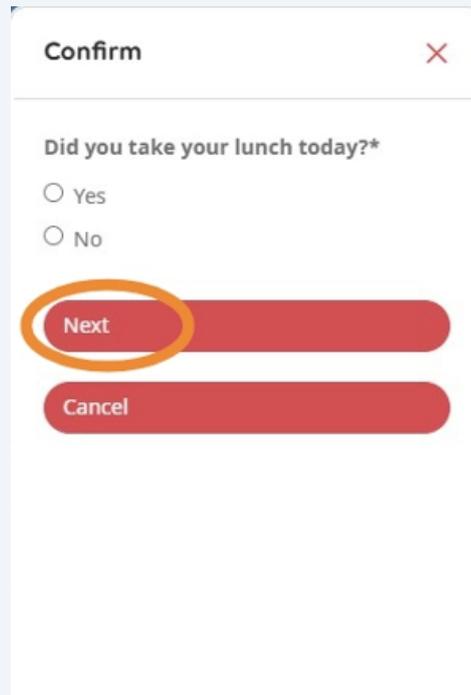
3 Another window will pop up to display Workforce Management.



4 Click **Clock Out**.

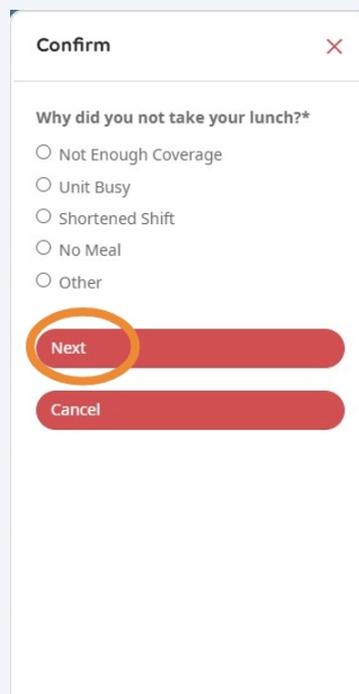


5 A panel will pop up to answer an question. Select **No**. Click **Next**.



A screenshot of a mobile application dialog box titled "Confirm" with a red close button (X) in the top right corner. The question "Did you take your lunch today?\*" is displayed. Below the question are two radio button options: "Yes" and "No". At the bottom of the dialog are two red buttons: "Next" and "Cancel". The "Next" button is highlighted with a yellow circle.

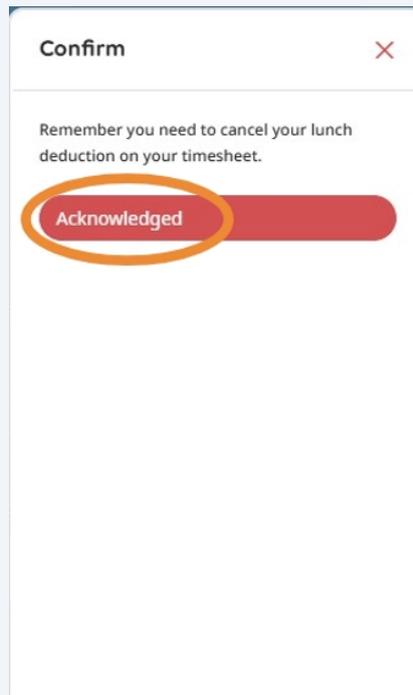
6 Another question on why the lunch was not taken. Select from the option and click **Next**.



A screenshot of a mobile application dialog box titled "Confirm" with a red close button (X) in the top right corner. The question "Why did you not take your lunch?\*" is displayed. Below the question are five radio button options: "Not Enough Coverage", "Unit Busy", "Shortened Shift", "No Meal", and "Other". At the bottom of the dialog are two red buttons: "Next" and "Cancel". The "Next" button is highlighted with a yellow circle.

7

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



8

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