

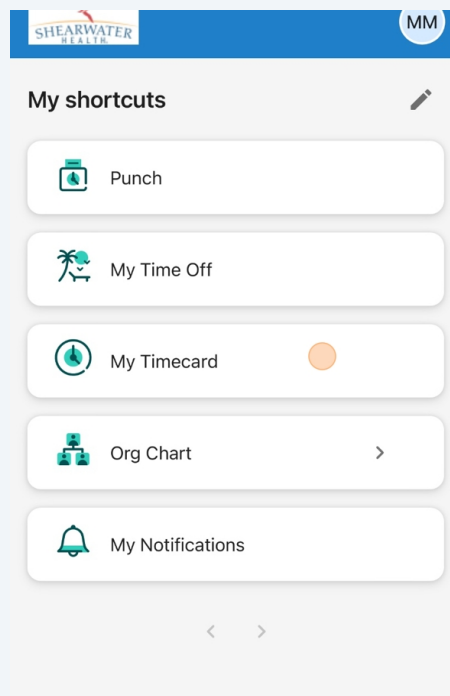
Mobile App - Canceling Auto Lunch Deduction

11.13.2024

This guide offers a straightforward process for canceling auto lunch deductions in the UKG Pro Mobile App, ensuring users can easily manage their timesheets and maximize their reported hours. By following the outlined steps, individuals can efficiently navigate the app, make necessary adjustments, and confirm that their changes are accurately reflected. This resource is essential for anyone looking to optimize their timekeeping and avoid unnecessary deductions.

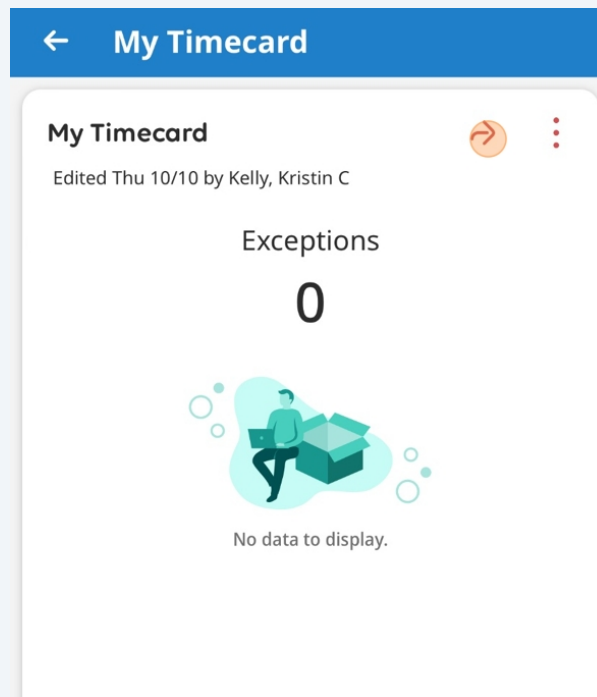
1

To cancel the auto lunch deduction on a timesheet, on the UKG Pro Mobile App home page, select the "My Timecard" tile.



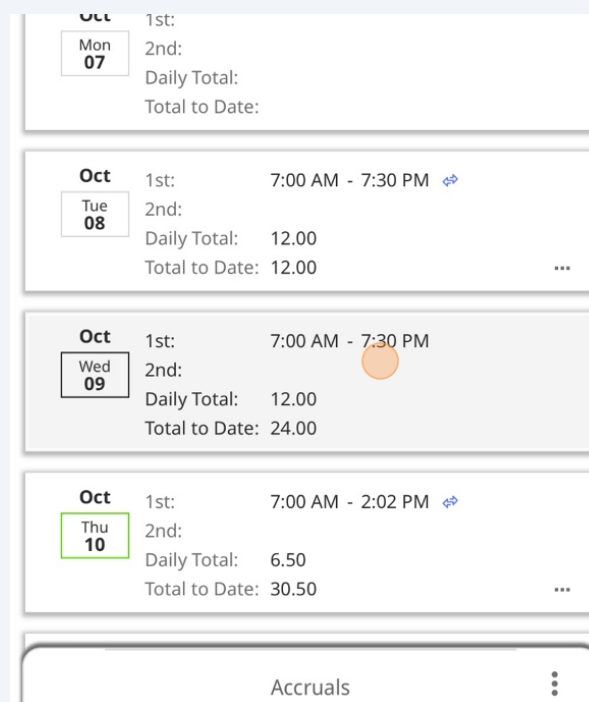
2

The Exceptions page will open. The number indicated under this section will indicate the number of exceptions that are on your timesheet at this time. Navigate to your timesheet by clicking the arrow in the upper right corner of the screen to view your timesheet.



3

Select the shift you would like to cancel the lunch deduction.



4 Click the punch details button.

The screenshot displays a mobile application interface for punch details. At the top, there are three sections: 'Timeframe' with 'Current Pay Period', 'Total to Date' showing '24.00 Hrs', and 'Status' with three colored bars and an information icon. Below this, 'Shift Total 12.00' is shown. The 'Punch In' field contains '7:00 AM' and the 'Punch Out' field contains '7:30 PM'. To the right of each time field are three vertical dots and a circular icon with three dots. Below the punch times, there is a red 'Add Transfer' link, followed by a red 'Add Punch' button, and a greyed-out 'Add Paycode' button.

5 On the Punch detail screen, select the "Cancel Deduction" section.

The screenshot shows a mobile application interface for punch details. It includes fields for 'Date' (10/09/2024), 'Time*' (7:30 PM), 'Rounded Time' (7:30 PM), 'Override' (Out Punch), 'Time Zone' ((GMT -06:00) Central Time (USA; Can...)), and 'Cancel Deduction'. At the bottom, there are 'Cancel' and 'Apply' buttons.

- 6 Select "All" from the dropdown. Then select "Apply".

Time Zone
(GMT -06:00) Central Time (USA; Can... ▼

Cancel Deduction
All ▼

Cancel Apply

Home Inbox Search Menu

- 7 You should see a half hour of time added to your total hours for the day, indicating that the deduction was successfully canceled. Click "Save" to apply the changes.

Current Pay Period 24.50 Hrs

Shift Total 12.50

Punch In
7:00 AM

Punch Out
7:30 PM

Cancel Deduction

Add Transfer

Add Punch

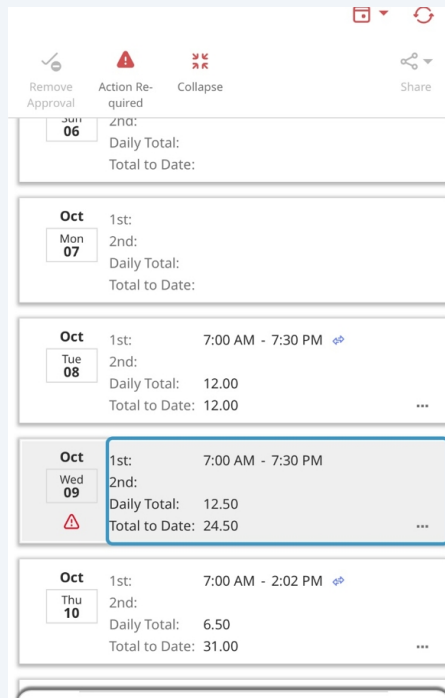
Add Paycode

Cancel Save

Home Inbox Search Menu

8

You will now see a red exceptions indicator signifying that the deduction was canceled for the shift.



	Remove Approval	Action Required	Collapse	Share
July 06				
Oct Mon 07				
Oct Tue 08				
Oct Wed 09				
Oct Thu 10				

1st:	
2nd:	
Daily Total:	
Total to Date:	

1st:	
2nd:	
Daily Total:	
Total to Date:	

1st:	7:00 AM - 7:30 PM
2nd:	
Daily Total:	12.00
Total to Date:	12.00

1st:	7:00 AM - 7:30 PM
2nd:	
Daily Total:	12.50
Total to Date:	24.50

1st:	7:00 AM - 2:02 PM
2nd:	
Daily Total:	6.50
Total to Date:	31.00



Remember

Shearwater rounds all punches to the nearest 15 minutes in accordance with FLSA.