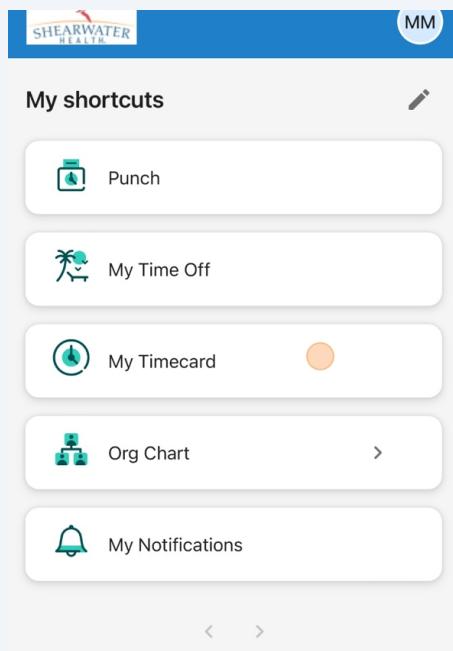


Mobile App - Canceling Auto Lunch Deduction

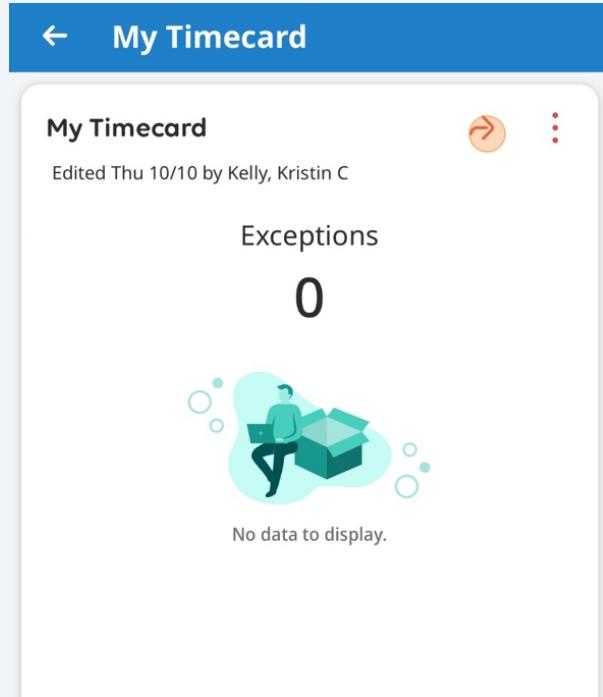
11.13.2024

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.



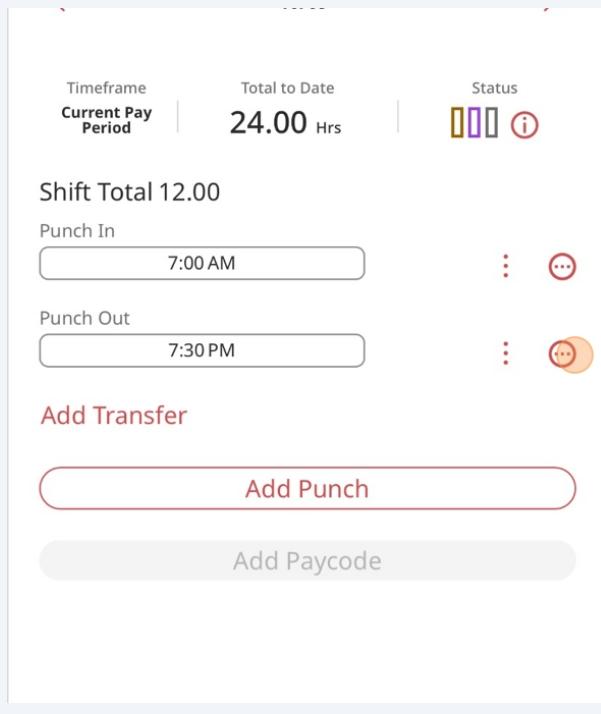
3 Select the shift you would like to cancel the lunch deduction.

A screenshot of a mobile application titled 'Shifts'. The screen displays five shifts for the week of October 7-10. Each shift is represented by a card with the date, shift details, and totals. The shifts are as follows:

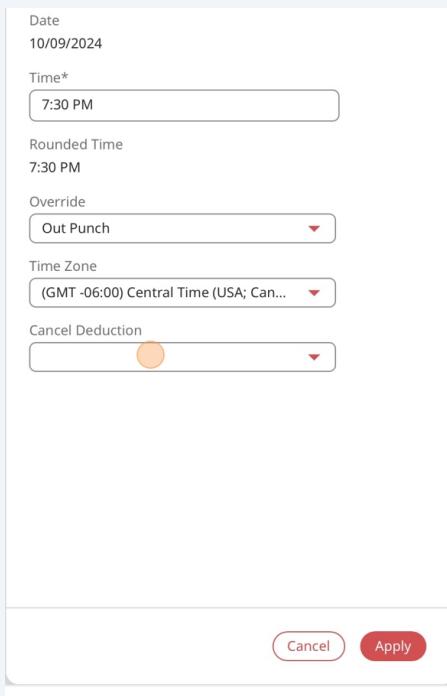
- Oct 07:** Mon 07. 1st: 7:00 AM - 7:30 PM. 2nd: Daily Total: 0. Total to Date: 0.
- Oct 08:** Tue 08. 1st: 7:00 AM - 7:30 PM. 2nd: Daily Total: 12.00. Total to Date: 12.00. ...
- Oct 09:** Wed 09. 1st: 7:00 AM - 7:30 PM. 2nd: Daily Total: 12.00. Total to Date: 24.00.
- Oct 10:** Thu 10. 1st: 7:00 AM - 2:02 PM. 2nd: Daily Total: 6.50. Total to Date: 30.50. ...

Below the shifts, there is a section titled 'Accruals' with three vertical dots.

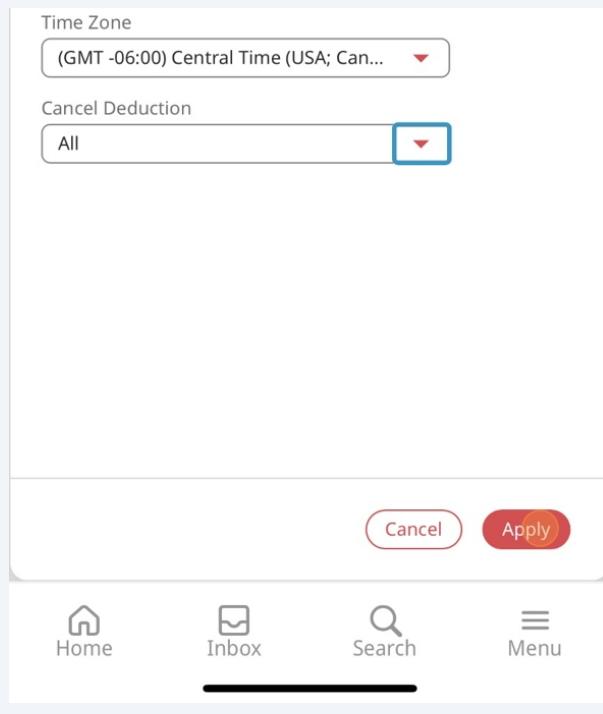
4 Click the punch details button.



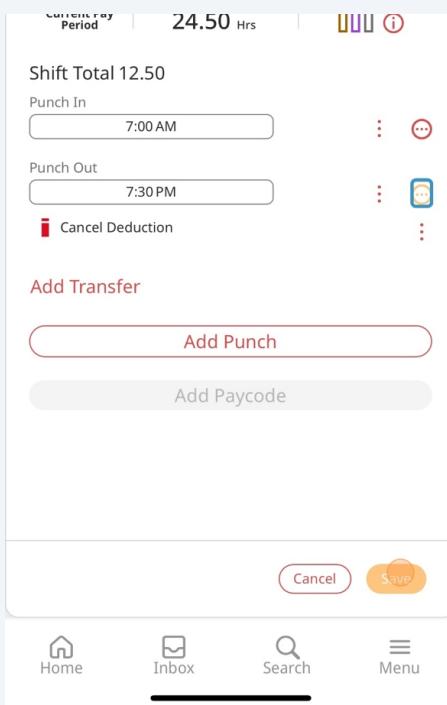
5 On the Punch detail screen, select the "Cancel Deduction" section.



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

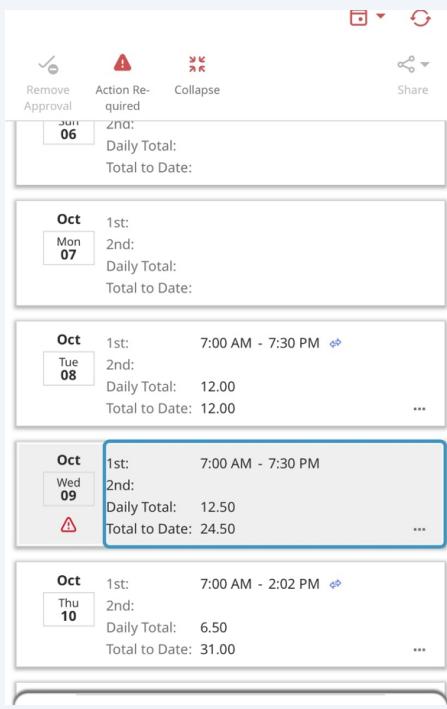


7 You should see a half hour of time added to your total hours for the day, indicating that the deduction was successfully canceled. Click "Save" to apply the changes.



8

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



Remember

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