

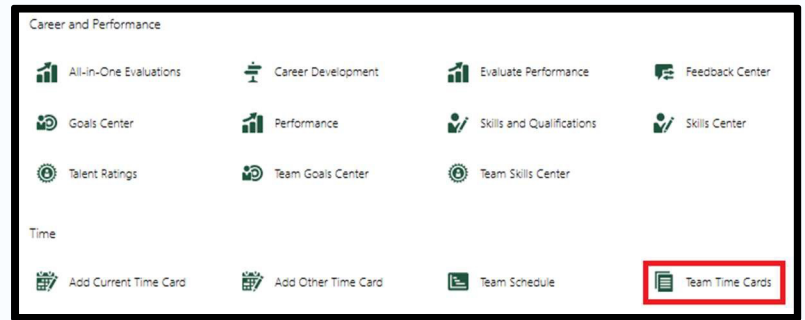
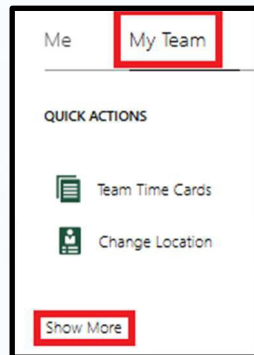
Quick Reference Guide: Canceling Lunch Hours

Purpose:

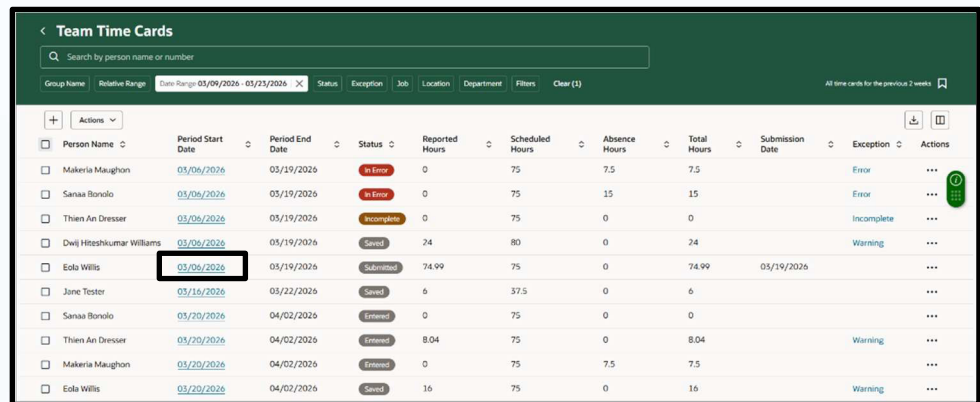
In WaveWorks, an automatic lunch deduction is applied when a non-exempt employee works six or more hours. This Quick Reference Guide (QRG) explains how line managers can remove the automatic lunch deduction from a non-exempt direct report's timecard when appropriate, such as when the employee works through their scheduled meal break.

Step-by-Step:

1. Navigate to **My Teams > Quick Actions > Show More > Team Time Cards**.



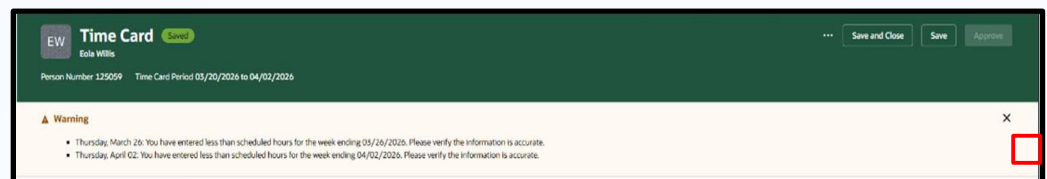
2. On the **Team Time Cards** page, view the timecards you are authorized to edit or approve. Click on the appropriate timecard hyperlink to open it.



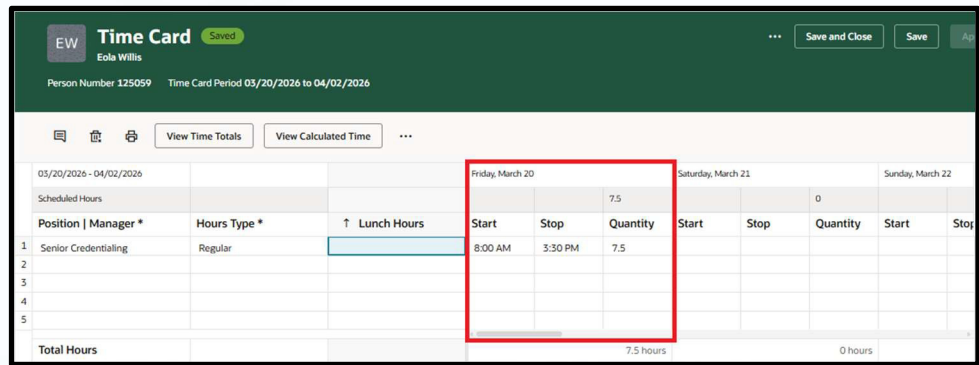
Person Name	Period Start Date	Period End Date	Status	Reported Hours	Scheduled Hours	Absence Hours	Total Hours	Submission Date	Exception	Actions
Makeria Maughon	05/06/2026	05/19/2026	In Error	0	75	7.5	7.5		Error	...
Sanaa Bando	05/06/2026	05/19/2026	In Error	0	75	15	15		Error	...
Thien An Dresser	05/06/2026	05/19/2026	Incomplete	0	75	0	0		Incomplete	...
Dwij Hiteshkumar Williams	05/06/2026	05/19/2026	Saved	74	80	0	74		Warning	...
Eola Willis	05/06/2026	05/19/2026	Submitted	74.99	75	0	74.99	05/19/2026		...
Jane Tester	05/16/2026	05/22/2026	Saved	6	37.5	0	6			...
Sanaa Bando	05/20/2026	04/02/2026	Entered	0	75	0	0			...
Thien An Dresser	05/20/2026	04/02/2026	Entered	8.04	75	0	8.04		Warning	...
Makeria Maughon	05/20/2026	04/02/2026	Entered	0	75	7.5	7.5			...
Eola Willis	05/20/2026	04/02/2026	Saved	16	75	0	16		Warning	...

3. Timecards cannot be edited while the warning message is displayed.

Click the **X** to dismiss the message and enable editing.



- Identify the day(s) on the timecard for which the automatic lunch deduction should be removed.



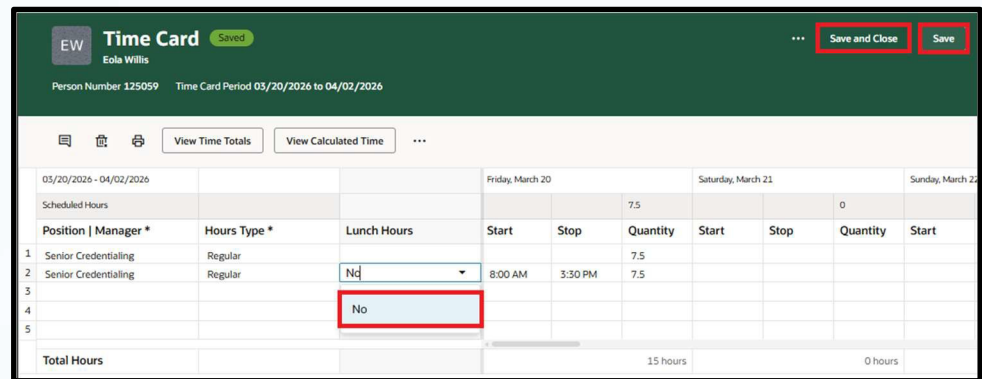
03/20/2026 - 04/02/2026			Friday, March 20			Saturday, March 21			Sunday, March 22		
Scheduled Hours					7.5				0		
Position Manager *	Hours Type *	Lunch Hours	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity
1 Senior Credentialing	Regular		8:00 AM	3:30 PM	7.5						
2											
3											
4											
5											
Total Hours			7.5 hours			0 hours			0 hours		

- Complete the **Position** | **Manager** field (**Hours Type** will auto-populate) on the next available line. Then cut and paste the **Start** and **Stop** times in the new line.



03/20/2026 - 04/02/2026			Friday, March 20								
Scheduled Hours					7.5						
Position Manager *	Hours Type *	Lunch Hours	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity
Senior Credentialing	Regular		8:00 AM								
Senior Credentialing	Regular										
Total Hours			7.5 hours								

- Double-click the **Lunch Hours** field for the applicable date(s), then select **No** to remove the automatic lunch deduction. Click **Save** or **Save and Close** in the upper-right corner of the timecard.



03/20/2026 - 04/02/2026			Friday, March 20			Saturday, March 21			Sunday, March 22		
Scheduled Hours					7.5				0		
Position Manager *	Hours Type *	Lunch Hours	Start	Stop	Quantity	Start	Stop	Quantity	Start	Stop	Quantity
1 Senior Credentialing	Regular		8:00 AM	3:30 PM	7.5						
2 Senior Credentialing	Regular	No									
3											
4											
5											
Total Hours			15 hours			0 hours			0 hours		