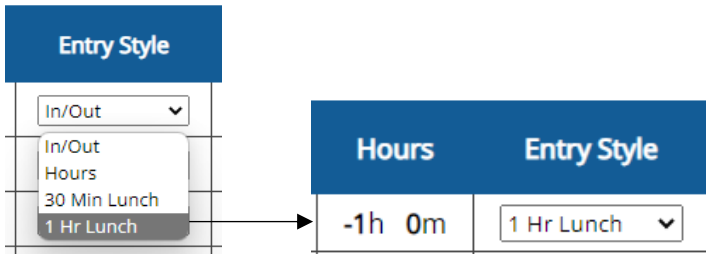


Lunch deductions can easily be added when editing time cards using the Lunch Entry Style options. By default, **30 Min Lunch** and **1 Hr Lunch** are the 2 options available, but you can activate more...



**Step One: Choose Your Lunch Options**

**Setup menu: General Setup Options**

In the Time Card Edit section, under Entry Style Lunch, you can choose which options will always show in the dropdown on the Edit page.

Time Card Edit [\[What's This?\]](#)

- Display Payroll Hours column
- Email when there is a change request
- Email when there is an edit

**Any Lunch** can be used to easily add custom deductions.

Entry Style Lunch:  
 10 Min  15 Min  20 Min  30 Min  45 Min  1 Hr  1 1/2 Hr  2 Hr  Any Lunch

**Step Two: Use Entry Style Column**

**Time Card menu: Edit**

Date	In	Out	Hours	Entry Style	Project/PTO	Remove	Day	Week
Tue 12/6/2022	7:00 AM	4:30 PM	9h 30m	In/Out	Work	<input type="checkbox"/> Remove	9h 30m Wrk RR	9h 30m Wrk RR

New Time Card Entries [\[?\]](#)

Add a new line for the day

Date	In Time	Out Time	Hours	Entry Style	Project/PTO
Tue 12/6/2022			<input type="text" value=""/> h <input type="text" value="36"/> m	Any Lunch	Work

Choose the desired lunch deduction time... or choose "Any Lunch," then enter the custom time in the Hours column.

When saved, the day will have a new line for the deduction.

Date	In	Out	Hours	Entry Style	Project/PTO	Remove	Day
Tue 12/6/2022	7:00 AM	4:30 PM	9h 30m	In/Out	Work	<input type="checkbox"/> Remove	8h 54m Wrk RR
			-0h 36	Any Lunch	Work	<input type="checkbox"/> Remove	