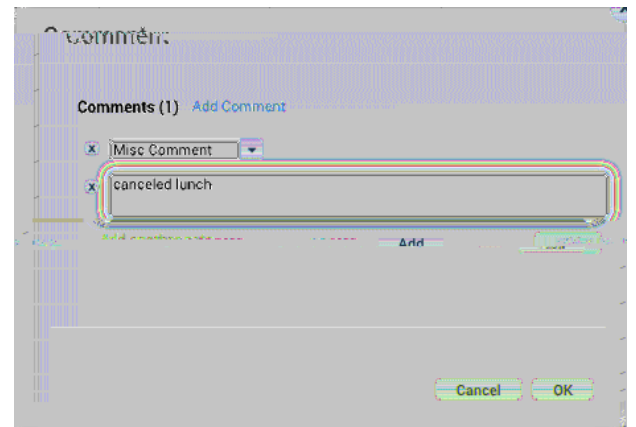
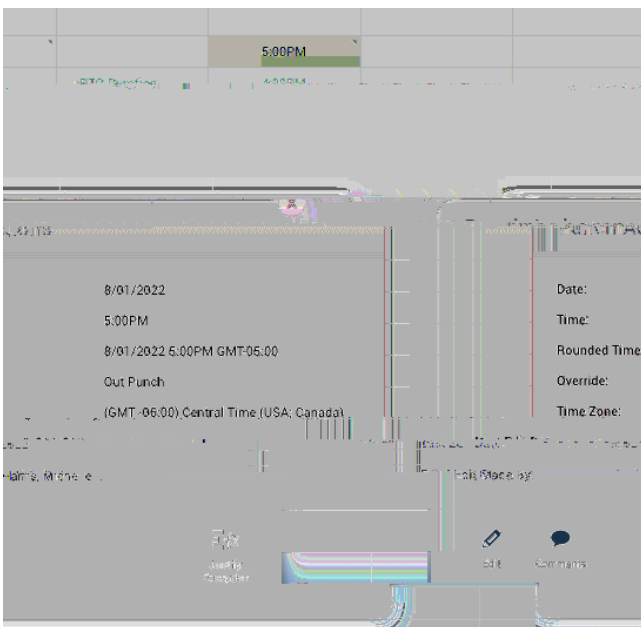


## Kronos: How to cancel a lunch for hospital employees

Campus and clinic employees do not have an automatic lunch deduction. This job aid does not apply.

¥ Step One: Right click inside the Time Out cell to enter in a missed lunch.

Select the comment field to enter in a comment about why adjustments are being made to the time. Select **OK** when done.



¥ Step Two:

