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How to configure meal deduction option

You can set deduct meal time from the shift.

Time code	Start time	End time	Min. Duration	Action
Daytime ▼	09 : 00	18 : 00	04 : 00	
<div>• Grace <input type="checkbox"/> Use</div> <div>Add</div>				

• Rounding

☐ Punch in

☐ Punch out

• Meal deduction 1

By Punch ▼

• Meal deduction 2

☐ Use

• Break Time

None ▼

You can deduct two meal times from the shift if you check Meal deduction 2.

If you click the button in Meal deduction, you can choose among the 3 different options for this.

Time code	Start time	End time	Min. Duration	Action
Daytime ▼	09 : 00	18 : 00	04 : 00	
• Grace <input type="checkbox"/> Use				
<input type="button" value="Add"/>				

• Rounding ☐ Punch in ☐ Punch out

• Meal deduction 1

• Meal deduction 2 ☐ Use

• Break Time

i) By Punch

You can track how employees use their entire meal time each day. Employees have to register meal start / meal end event with a T&A device for their meal time and the administrator can see this record through the Time Card or Report in a single glance.

You can configure this option referring to article [how_to_configure_a_t_a_device](#)

ii) Auto

You can set the meal deduction by setting Deduction time and Minimal hours before deduction.

iii) Fixed

You can set the fixed meal deduction by setting Start time and End time.

Fixed meal deduction is available from BioStar 2.7.0 or higher.

From:
<http://kb.supremainc.com/knowledge/> -

Permanent link:
http://kb.supremainc.com/knowledge/doku.php?id=en:how_to_configure_meal_deduction_option&rev=1545812953

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