

# Table of Contents

How to configure meal deduction option ..... 1

## How to configure meal deduction option

You can set meal deduction time from the shift.

Time code	Start time	End time	Min. Duration	Action
Daytime	09:00	18:00	04:00	

Grace  Use

Rounding  Punch in  Punch out

• Meal deduction 1

• Meal deduction 2  Use

• Break Time

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.

Rounding  Punch in  Punch out

• Meal deduction 1

• Meal deduction 2

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](#) - configuring the T&A mode.

### 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=1545813160](http://kb.supremainc.com/knowledge/doku.php?id=en:how_to_configure_meal_deduction_option&rev=1545813160)

Last update: **2018/12/26 17:32**