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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 🔻				
• Grace				
		Add		
Punch in				
Punch out				
By Punch 🔻				
Use				
None 🔻				
	Daytime	Daytime • 09 : 00 • Grace Usa	Daytime 09:00 18:00 • Grace Use Add By Punch in Punch out By Punch Im Use	Daytime 09:00 18:00 04:00 • Grace Use • Punch in Punch out By Punch = Use

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		
Meal deduction 1	By Punch 🔺		
Meal deduction 2	By Punch Auto		
Break Time	Fixed		

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.

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Last update: 2018/12/26 17:33