Waive Lunch

*For time approvers who waive a lunch for a worker*

**Quick Reference Guide**

**Waive Lunch:**

1. Click on the **Team Time** worklet

![Team Time](image)

2. Click **Enter Time for Worker**.

![Enter Time for Worker](image)

3. Enter the **Worker** name in the Worker field, or select their name from the drop down menu. Enter the **Date** for the specific day that needs to be adjusted.

![Enter Time for Worker](image)

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Keep in mind

- There may be situations when you want to change a lunch break to worked time or even paid absence time.
- Workers who have a lunch built into their schedule will have their lunch time automatically deducted on the timesheet. For workers without a lunch built into the schedule, you will need to populate separate time blocks for the period before and after their meal.

Information needed

- Name of worker
- Date of worked time
4. Click OK.

5. The timesheet will now display. Click on the timesheet to open a new time block, or click on the Enter Time button located on the bottom left hand corner of the screen and choose Enter Time.

6. Once the time block opens up, click on the prompt icon in the Time Type field, and select Waive Lunch.

7. Fill in the Hours field with the hourly amount of the worker’s lunch to remove the automatic lunch from the timesheet. Completing this step will remove the existing lunch break. If the worker took their lunch time in a different increment, that time will need to be reflected on the time block.

Note: For workers with multiple positions, be sure to select the correct position listed in the Position field.
8. Click **OK** when complete.

9. The waived lunch will now appear on the timesheet.

   ![Image of timesheet with waived lunch]

10. Click **Submit** to route the correction.

11. A confirmation page will display summarizing the correction being routed for approval. Click **Submit**.

12. The next page will display confirming the correction has been successfully submitted. Click **Done** to complete the process.

   ![Image of confirmation page]

If the existing time block needs to be corrected, open up the time block to adjust any of the **In** and **Out** fields to reflect the newly worked time.

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**FOR ASSISTANCE CONTACT:**

Shared Services Office: Service Desk  
Submit your question [here](#)  
Call 773-702-5800, M-F 8am – 5pm