

HOW TO WAIVE A MEAL PENALTY/PREMIUM FROM A TIMECARD

Step 1. Locate the Meal Premium

- You'll see the reported hours, including a flagged **"Missed Meal Penalty"**.
- Click on the **entry** it to open the time block.

4.5 Total	8 Total
16	17
	Sick ✓ 2 Hours Missed Meal Penalty ✓ 1 Worked Hours ✓ 10:30am - 3:30pm
	Worked Hour ✓ 9:00am - Worked Hour ✓ 2:15pm -
	6 Total

Waive the Meal Premium

- Inside the time block, look for a checkbox or dropdown labeled **"Waive Meal Penalty"**, **"Meal Waived"**, or similar.
- Select or check this option to waive the meal penalty **only if appropriate** (e.g., if a valid waiver form is on file and the shift was under 6 hours).

Enter Time

×

04/17/2025

Status Paid

Time Type * ✕ Worked Hours

In * 10:30 AM

Out * 03:30 PM

Out Reason * Out

Hours 5

Details

Waive Meal Break Penalty

Comment

View Details

Cancel Delete OK

Enter Time

×

04/17/2025

Status Paid

Time Type * ✕ Worked Hours

In * 10:30 AM

Out * 03:30 PM

Out Reason * Out

Hours 5

Details

Waive Meal Break Penalty

Search

Comment

View Details

Cancel Delete OK

Enter Time

×

04/17/2025

Status Paid

Time Type * ✕ Worked Hours

In * 10:30 AM

Out * 03:30 PM

Out Reason * Out

Hours 5

Details

Waive Meal Break Penalty

Search

Comment

View Details

Cancel Delete OK

Add a Comment (Optional but Recommended)

- Use the comment field to add a note (e.g., “Meal waiver on file – employee agreed to waive break for shift under 6 hours”).

Click “OK” or “Done”

- Save the change to the time block.

Enter Time

04/17/2025

Status Paid

Time Type *

In *

Out *

Out Reason *

Details

Waive Meal Break Penalty

Comment

View Details

Cancel Delete OK