Edit from Employee's Timecard

1. Go to the *nb'.2$121 0y i to ja6B12 Meai Break,32.2jg3ch04 0 u2B0u4th anche pd2e4p.w o v t 0 eyor t ap u n2B82,0 iy 4 v y04 w* employee took their Meal Break.

3. Click the

+ sign on the day you need to add a Meal Break.

4. On the newly added line, enter the **In Punch** time they were back from their Meal Break and then the original **Out Punch** time for the shift/day in the empty **Out Punch** cell.

5. In the top right corner, click 'Save'.

NOTE: Because you are the **Supervisor/Time Approver**,