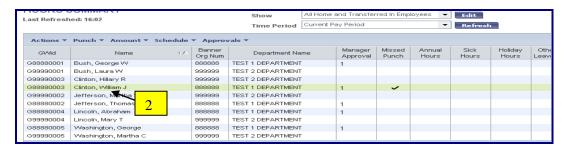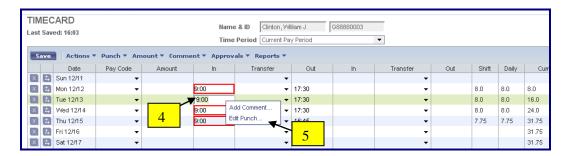# Change Employee's Meal Break for a Day
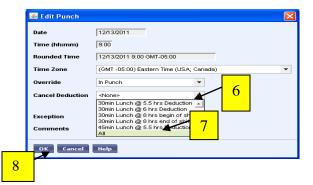
1. Go to **My Genies** and Select **Hours Summary**
2. **Right click** on the Employees Name from the **Hours Summary** Genie to open timecard

3. Select the **in-punch** of the day you would like to cancel the employee's lunch
4. **Right click** on the **in-punch** to make the selection box appear
5. Select **Edit Punch**

6. Select the arrow next to "**Cancel Deduction**" to make the drop down box appear
7. Scroll to the bottom and select **All** (this cancels the lunch break for that day)
8. Select **OK**

9. You will be brought back to the time card
10. After returning to the timecard Select Save
11. The lunch will be removed for that day