When logged in to your Absence Management account: **1)**Click on Account under the Navigation menu, **2)**Under personal Info, fill in your time in the Absence Times and the Sub Report Times and make sure to leave out your 30 min unpaid lunch break, **3)**Save changes!



Once you have saved your changes, any absences you enter will match your default time and automatically deduct a 30 min lunch from the sub time- You will not see the deduction, but the sub will be paid correctly. Using the above example, the time will show 7:30-2:30 (7 hours) but the sub will be credited 6.5 hours.