

8. Enter or use the **Calendar** icon to update the **Refresh** icon. You can also use the
9. **Click on the Absence view** **By** **date** **range** **you have not worked.**
10. Enter the following times for each day (start meal break), **In** (return from meal
11. After entering all times, click the **Submit**
12. Click **OK** when you receive the confirm

