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----PUNCH OPTION CODES----
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- B BREAK
- D DEDUCT BREAK TIME
- E MOVE PUNCH TO START TIME
- N MIN 8 HOURS
- O AUTO CLOCKOUT
- R ROUND TO NEAREST 1/4 HOUR
- U UNION EMPLOYEE
- S STAFF
- V VOLUNTEER
- P PARTNER IN ED
- C COMMUNITY SERVICE
- L LOCAL BOARD
- M MILITARY
- G GROUP