



# Supervisors: How To Delete Leave

## Purpose

In the event that leave was entered on the wrong day, you may need to delete the leave.



### Tip:

A timecard is a legal document. It is always advisable to have the employee make any needed changes. In the event you need to make a change, written permission from the employee should be obtained when possible.

## Steps

- 1 Select one or more employees whose timecards you want to edit and click the **Timecard** quick link.

Per...	Person Name 1/	Primary Labor Ac...	Employee Approval	Manager Approval	Managers Who Approved Timecard	Assigned Manager
90...	Anderson, Nick	TEST01/---/90...				Frost, Carolyn
90...	Brickle, Ginny	TEST01/---/90...				Frost, Carolyn
90...	Briggs, Thomas	TEST01/---/90...				Frost, Carolyn
90...	Carter, Rick	TEST01/---/90...				Frost, Carolyn
90...	Cross, Jenna	TEST01/---/90...				Frost, Carolyn

- 2 Select the specific time period from the **Time Period** drop-down list.

Time Period
7/22/2012 - 7/28/2012, Range of Dates
Previous Pay Period
Current Pay Period
Next Pay Period
Previous Schedule Period
Current Schedule Period
Next Schedule Period
Today
Yesterday
Week to Date
Last Week
7/22/2012, Specific Date
7/22/2012 - 7/28/2012, Range of Dates

- 3 Identify the row with the pay code that needs to be deleted and click the **Delete Row [X]** icon.

	Date	Pay Code	Amount
X	Sun 7/22		
X	Mon 7/23		
X	Tue 7/24	Vacation Leav...	8.0
X	Wed 7/25		
X	Thu 7/26		



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Steps	
4	Click <b>Yes</b> to delete the row.
5	Click the <b>Save</b> button.

