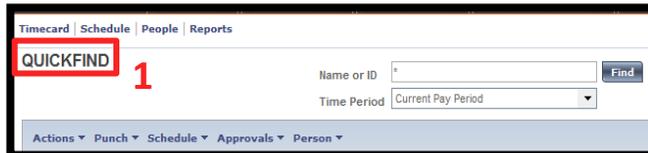
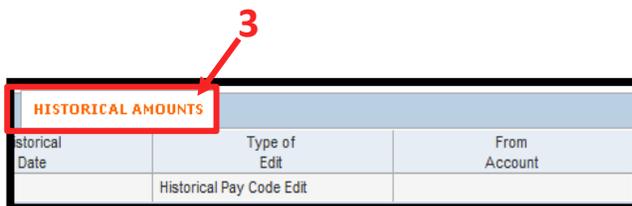
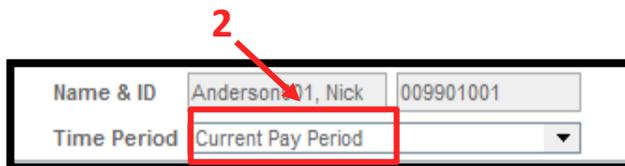


Historical Edits can only be deleted by timekeepers if the effective date is in the current unsigned-off pay period. If the historical edit is in a previous pay period, the timekeeper must contact their systems administrator for assistance.

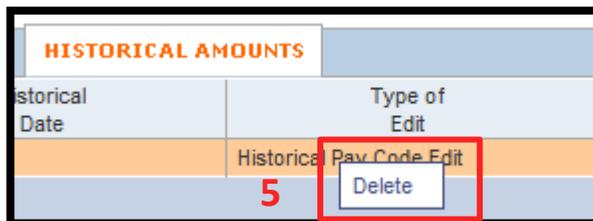
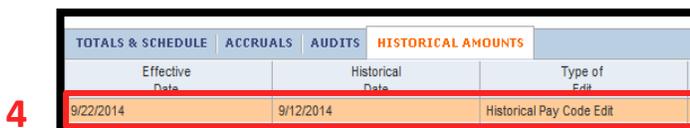
1. Log in to CalTime. CalTime will open to **QUICKFIND**. Navigate to the **Timecard** that contains the **Historical Edit** that needs to be deleted.



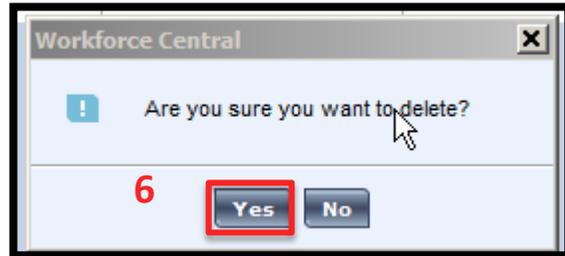
2. Confirm the **Current Pay Period** is being viewed.
3. Select the **HISTORICAL AMOUNTS** tab at the bottom left of the timecard.



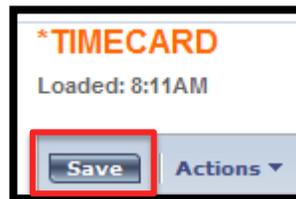
4. Click on the line of the **Historical Edit** to be deleted. It will turn orange to indicate selection.
5. Right-click on the line to be deleted, and click the **Delete** button that appears.



6. Click the **Yes** button to confirm deletion of the historical edit.



7. Click the **Save** button to save the **TIMECARD**. The word **TIMECARD** will change from orange to black to confirm the transaction has been saved.



The **Historical Edit** is now deleted.