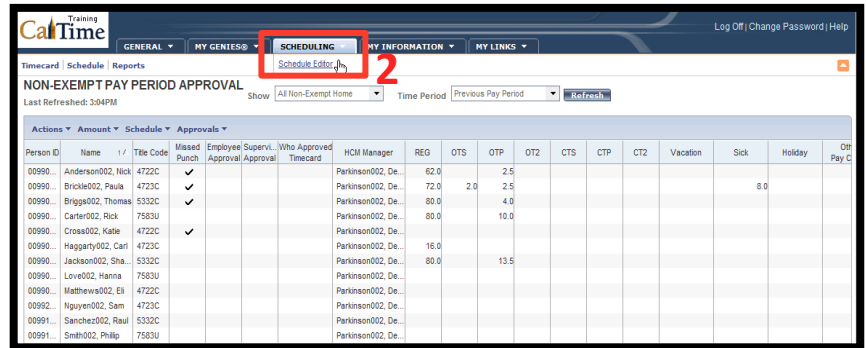


If you find that a schedule does not reflect an employee’s actual work day, you may choose to delete his/her assigned schedule. This job aid includes two sections: *Deleting a Schedule from a Given Point Forward* and *Deleting a Schedule Altogether* (see page 3).

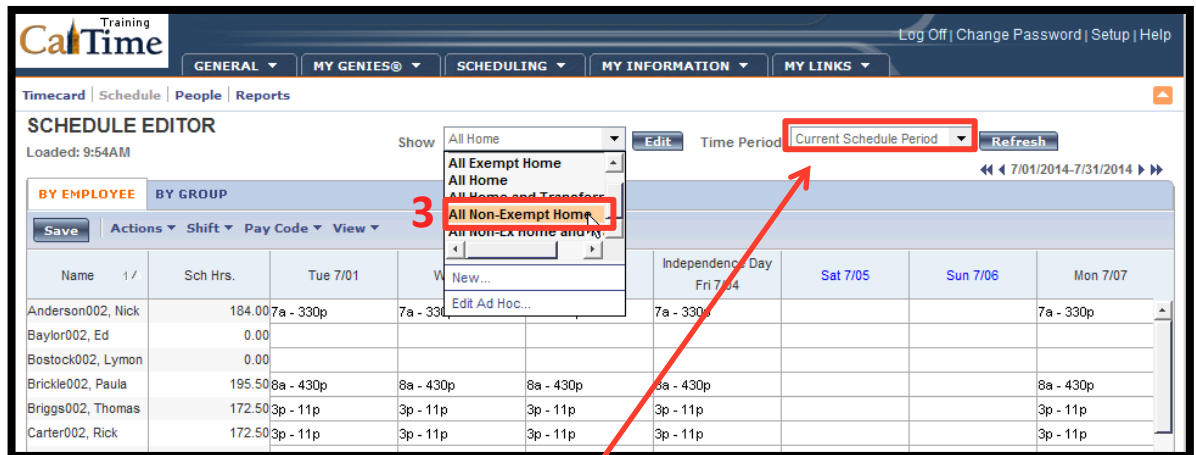
Deleting a Schedule from a Given Point, Forward _____

1. Log in to CalTime using RDP. (See instructions on how to log in via RDP at <http://caltime.berkeley.edu/access>.)

2. Click **Scheduling** tab, and then click **Schedule Editor**.

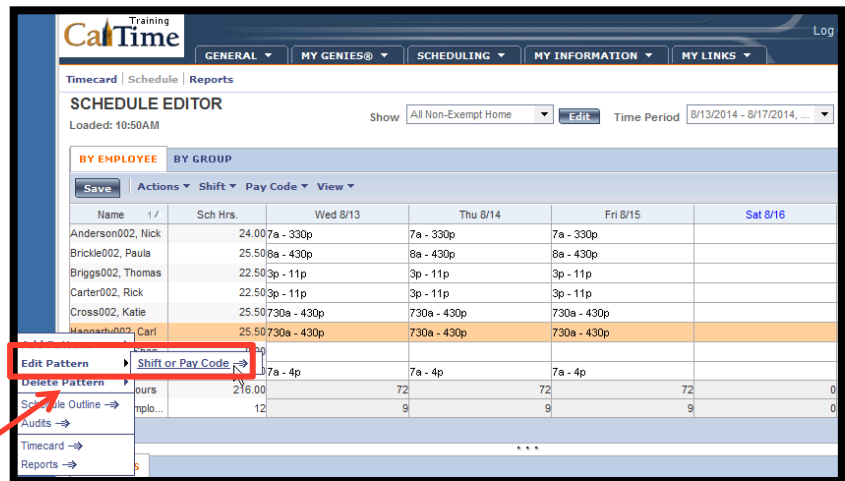


3. Choose **All Non-Exempt Home** from the **Show** drop list.



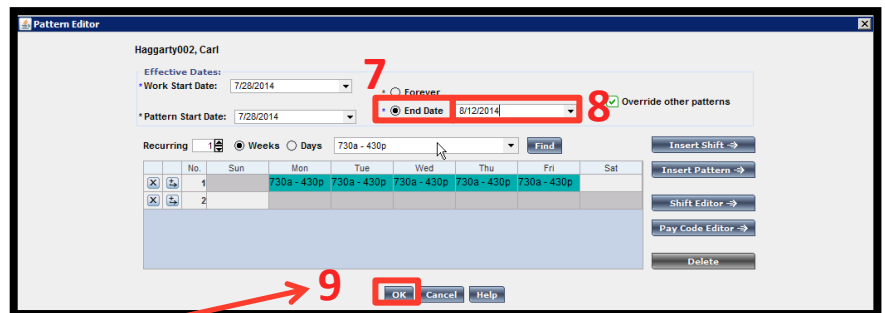
4. Ensure that the **Time Period** selected includes the dates to be deleted. Use the **Time Period** drop list to select the appropriate timeframe: **Current Schedule Period**, **Next Schedule Period**, or **Range of Dates**.

- Right-click on the employee's name. (In this case, it is Carl Haggarty.)



- Left-click **Edit Pattern > Shift or Pay Code.**

- Click the **End Date** option button.

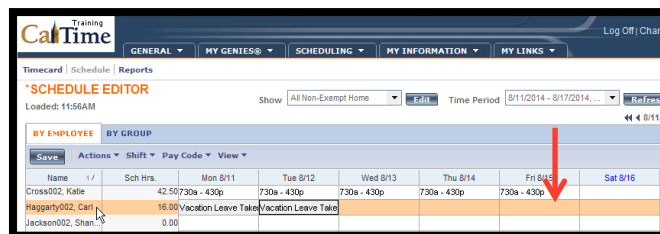


- Click in the **End Date** text box, and type the last day of the schedule you want to be in effect. (In this case, it is **8/12/2014.**)

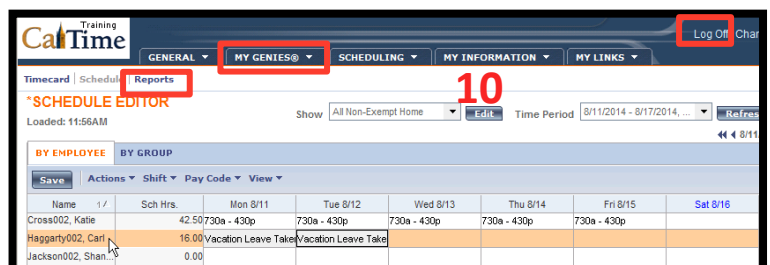
NOTE: From 8/13/2014 on, Carl will no longer have a schedule.

- Click **OK.**

Observe that Carl no longer has a schedule after 8/12/2014:

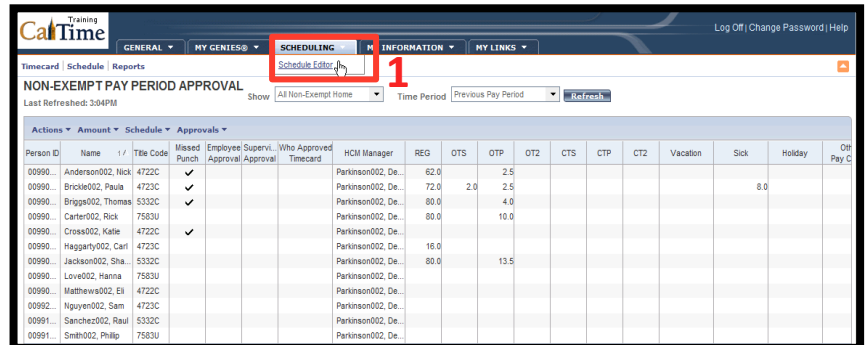


- When you are done with Schedule Editor, click on one of the **Genies**, click **Reports**, or click **Log Off** to end your CalTime session.

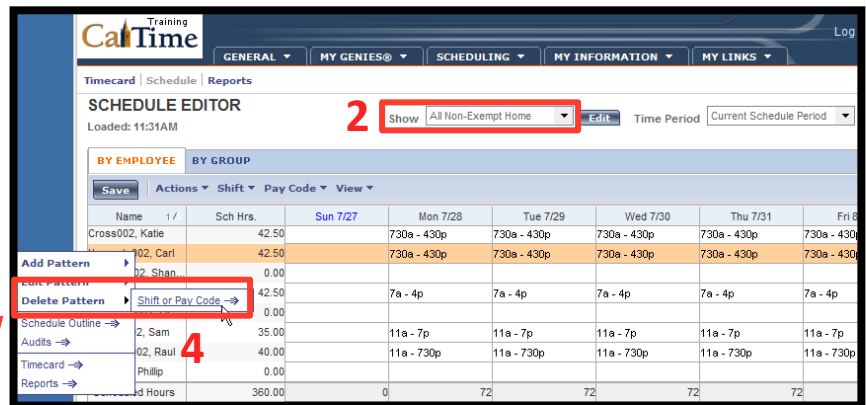


Deleting a Schedule Altogether

1. After logging in to CalTime, click the **Scheduling** tab, and then click **Schedule Editor**.

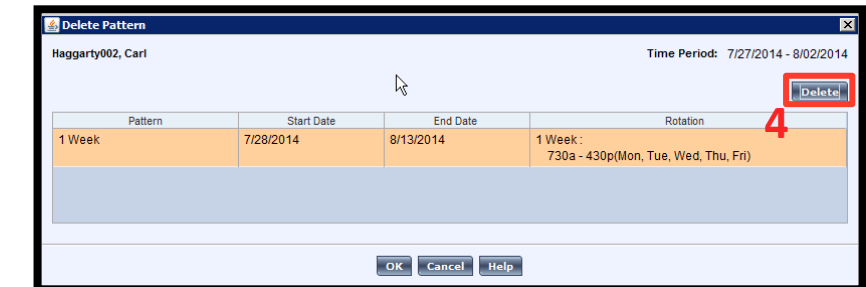


2. Choose **All Non-Exempt Home** from the **Show** drop list.



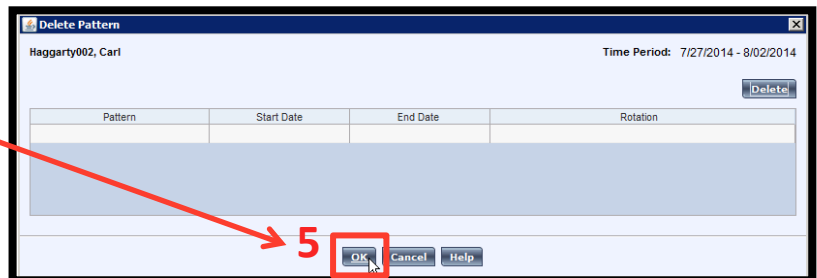
3. Right-click on the employee's name. (In this case, it is Carl Haggarty.)

4. Click **Delete Pattern > Shift or Pay Code**.



5. Select the pattern to be deleted (if more than one pattern is present), and click **Delete**.

6. Click **OK**.



Observe that Carl's schedule no longer exists:

Name	Sch Hrs.	Sun 7/27	Mon 7/28	Tue 7/29	Wed 7/30	Thu 7/31	Fri 8/01
Cross002, Katie	42.50		730a - 430p	730a - 430p	730a - 430p	730a - 430p	730a - 430p
Haggarty002, Carl	0.00						

7. When you are done with Schedule Editor, click on one of the **Genies**, click **Reports**, or click **Log Off** to end your CalTime session.

Name	Sch Hrs.	Sun 7/27	Mon 7/28	Tue 7/29	Wed 7/30	Thu 7/31	Fri 8/01
Cross002, Katie	42.50		730a - 430p	730a - 430p	730a - 430p	730a - 430p	730a - 430p
Haggarty002, Carl	0.00						