



## 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.

Timecard People | Reports

LEAVE USAGE GENIE

Last Refreshed: 9:25AM

Show: All Home

Time Period: 7/22/2012 - 7/28/2012, Range of Dates

Actions Approvals

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

Approvals

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.

Save Actions Amount Accruals Comment Appro

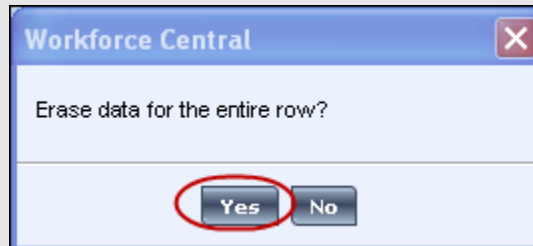
	Date	Pay Code	Amount
X	Sun 7/22		
X	Mon 7/23		
X	Tue 7/24	Vacation Leav...	8.0
X	Wed 7/25		
X	Thu 7/26		



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4 Click **Yes** to delete the row.



5 Click the **Save** button.

