

Delete a Time Entry

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To delete an entry, a staff member should use the **Trash Can** icon next to the entry.

Important Notes:

- Time entries that have been approved cannot be deleted.
- Staff members with the Clock In/Out time entry method cannot delete time and will not see the Trash Can icon.

The screenshot displays the 'My Time Card' interface. At the top, there are navigation tabs: 'My Time Card', 'News', 'My Schedule', 'My Time Card' (highlighted), and 'Manage Classes'. On the right, there are buttons for 'Clock-In' and 'Actions'. Below the navigation is a 'Time Filters' section with 'Save' and 'Collapse All' buttons. A confirmation dialog box is open, displaying the message: 'This will permanently delete the record for 11/30/2021. Continue?' with 'Ok' and 'Cancel' buttons. The main content area shows a time entry for 'Mon 11/29/2021' with '8.50 total hours'. Below this, there are input fields for 'Location' (SUP), 'Time In' (09:00am), 'Time Out' (05:30pm), 'Hours' (8.50), 'Department' (TEACH), and 'Hour Type' (Regular). A 'Delete' button (trash can icon) is visible next to the 'Hour Type' field, with a mouse cursor hovering over it. A dashed orange arrow points from the 'Delete' button to the confirmation dialog box. A plus sign icon is located below the input fields.