

How to Remove Time Off that Has Already Been Approved

1. Find your employee on your Dashboard under the “Employees” section

EMPLOYEES



Employee Filter: Employees (1) [Clear](#)

| | | EMPLOYEE ID | FIRST NAME | LAST NAME | EMPLOYEE STATUS |
|--|--|-------------|------------|-----------|-----------------|
| | | 800831 | Natalie | Rice | Active |

2. Click on the **paperclip** on the line with their name on it

EMPLOYEES



Employee Filter: Employees (1) [Clear](#)

| | | EMPLOYEE ID | FIRST NAME | LAST NAME | EMPLOYEE STATUS |
|--|--|-------------|------------|-----------|-----------------|
| | | 800831 | Natalie | Rice | Active |

3. On the next screen click “**Current Timesheet**”
Employee Information



Natalie E. Rice

[Account Audit Trail](#)

[All Timesheets](#)

[Current Timesheet](#)

[Create Open Absenc](#)

4. Locate the correct date range (if current is not what you need) by clicking this > button, OR the **calendar symbol**

[BACK](#) [Home](#) > [Manage Time](#) > [Manage Timesheets](#) > [All](#) > **Timesheet Edit**

Employee: [Natalie E. Rice \(800831\)](#) [<](#) Time Sheet: March 01, 2020 - March 31, 2020 [>](#)

5. Once the correct timesheet is found, locate the **time off** that needs removed from the timesheet (timesheet may have various rows so be sure you are looking at correct row)

Employee: [Natalie E. Rice \(800831\)](#) < Time Sheet: April 01, 2020 - April 30, 2020 >

EXTRA PAY TIMESHEET CALC. DETAIL CALC. SUMMARY SUMMARY BY DAY

Wednesday, April 1, 2020 - Thursday, April 30, 2020

| TIME OFF | WED 1 | THU 2 | FRI 3 | SAT 4 | SUN 5 | MON 6 |
|--|-------|-------|-------|-------|-------|-------|
| <input checked="" type="checkbox"/> Vacation | 7.00 | 7.00 | | | | |
| Raw Total | 7.00 | 7.00 | 0.00 | 0.00 | 0.00 | |
| Notes | | | | | | |

6. If all time off needs removed, you may click the “X” for the row to delete all the time

Employee: [Natalie E. Rice \(800831\)](#) < Time Sheet: April 01, 2020 - April 30, 2020 >

EXTRA PAY TIMESHEET CALC. DETAIL CALC. SUMMARY SUMMARY BY DAY

Wednesday, April 1, 2020 - Thursday, April 30, 2020

| TIME OFF | WED 1 | THU 2 | FRI 3 | SAT 4 | SUN 5 | MON 6 |
|--|-------|-------|-------|-------|-------|-------|
| <input checked="" type="checkbox"/> Vacation | 7.00 | 7.00 | | | | |
| Raw Total | 7.00 | 7.00 | 0.00 | 0.00 | 0.00 | |
| Notes | | | | | | |

7. OR if only certain time off needs removed, click on the box to highlight the time, and back space to delete it

Employee: [Natalie E. Rice \(800831\)](#) < Time Sheet: April 01, 2020 - April 30, 2020 >

EXTRA PAY TIMESHEET CALC. DETAIL CALC. SUMMARY

Wednesday, April 1, 2020 - Thursday, April 30, 2020

| TIME OFF | WED 1 | THU 2 | FRI 3 |
|--|-------|-----------------------------------|-------|
| <input checked="" type="checkbox"/> Vacation | 7.00 | <input type="text" value="7.00"/> | |
| Raw Total | 7.00 | 7.00 | 0.00 |
| Notes | | | |

8. In both cases, you must click “Save” in the upper right corner of the timesheet to ensure the timesheet is updated and time off stays removed.

SAVE