

# Delete a Time Entry

Last Modified on 11/03/2020 12:29 am EST

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.

My Time Card

News

My Schedule

My Time Card

Manage Classes

Clock-In

Actions

Time Filters

Save

Actual Times Changed

Split Time

Approved

Mon

05/23/2016

8.00 total hours

Note

Location	Time In	Time Out	Hours	Department	Hour Type
JRHC	9:00am	5:00pm	8.00	G-TEACH	Regular

+

Tue

05/24/2016

8.00 total hours

Note

Delete

Location	Time In	Time Out	Hours	Department	Hour Type
JRHC	12:00pm	8:00pm	8.00	G-TEACH	Regular

+

This will permanently delete the record for 5/24/2016. Continue?

Ok

Cancel