

Deleting Future Timecard Entries

1. Navigate to the pay period you are trying to delete.
2. Use the minus sign to the left of the rows you are trying to delete. Make sure you subtract each of the pay types so that you are at 0 hours for the week.
3. Do a “Quick Entry” for 80 hours of [800] Without Pay. This will override all of your future timecard entries for that pay period.
4. Make sure you save the 80 hours of without pay to override it.
5. Double check to see that you are at 0 hours for the week.

How the future time entry looks at the beginning:

TimeCards for *Employee* Jul 22, 2023 Ending Pay Period

Denis McDonald (1057383) Department: **Admin**

Grid Actions

Save Submit

Update Results: Successfully Saved 10 time entries

Regular	80
Other	0
Total	80

Status	Pay Type	Job Type	Sun 7-9	Mon 7-10	Tue 7-11
Saved	[1] Regular	[MISTRN] My Job		8	8

Delete Row

Changing the time entry to [800] Without Pay:

TimeCards for *Employee* Jul 22, 2023 Ending Pay Period

Denis McDonald (1057383) Department: **Admin**

Quick Entry Apply

Hours: Pay Type: [800] Without Pay

Update Results: Successfully Saved 10 time entries

Status	Pay Type	Job Type	Sun 7-9	Mon 7-10	Tue 7-11	Wed 7-12
+		Total	0	0	0	0

Make sure you save your work here.

TimeCards for *Employee* Jul 22, 2023 Ending Pay Period

Denis McDonald (1057383) Department: **Admin**

Grid Actions Save Submit

Update Results: Successfully Saved 10 time entries

Status	Pay Type	Job Type	Sun 7-9	Mon 7-10	Tue 7-11	Wed 7-12
+		Total	0	8	8	8

Navigate to a different pay period and back to this one and it should look totally blank.

TimeCards for Employee Jul 22, 2023 Ending Pay Period

Denis McDonald (1057383) Department: **Admin**

Quick Entry

Hours: Pay Type: Apply -- Please Select --

Regular	0
Other	0
Total	0

Floating Hol Accruals	8.00
Holiday Accruals	88.00
Sick Accruals	15.40
Vacation Accruals	20.87

Status	Pay Type	Job Type	Sun 7-9	Mon 7-10	Tue 7-11	Wed 7-12	Thu 7-13	Fri 7-14	Sat 7-15
New	-- Please Select --	[MISTRN] My Job	<input type="text"/>						

Job Comments

+	Total	0	0	0	0	0	0	0	0
----------------	-------	---	---	---	---	---	---	---	---