

Delete a Time Entry

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 a web application interface for managing time entries. At the top, there is a navigation bar with tabs: "My Time Card", "News", "My Schedule", "My Time Card" (highlighted), and "Manage Classes". On the right side of the navigation bar, there are buttons for "Clock-In" and "Actions". Below the navigation bar, there is a "Time Filters" section with a "Save" button and a "Collapse All" button. A confirmation dialog box is open, asking "This will permanently delete the record for 11/30/2021. Continue?" with "Ok" and "Cancel" buttons. Below the dialog, there is a summary for "Mon 11/29/2021" showing "8.50 total hours". At the bottom, there is a table with columns: "Location", "Time In", "Time Out", "Hours", "Department", and "Hour Type". The table contains one row with values: "SUP", "09:00am", "05:30pm", "8.50", "TEACH", and "Regular". A "Delete" button (trash can icon) is visible next to the "Hour Type" column, with a yellow dashed arrow pointing from it to the confirmation dialog. A "Note" button (notepad icon) is also visible next to the "Delete" button. A blue plus sign button is located below the table.

Location	Time In	Time Out	Hours	Department	Hour Type
SUP	09:00am	05:30pm	8.50	TEACH	Regular