

Deleting Regular Work Hours

Deletion of hours works for any day for hours you have entered.

For an example, you put hours on a holiday you did not intend, such as Memorial Day.

There is an automatic 8 hours entry for the holiday on the All Day Events row but you if you are only reading across the next row for Time-Based Events, where you put your regular working hours, it would be easy to miss:

The All Day Events row for our example contains:

Mon 05/30, link Enter Time, Memorial Day, Holiday, link 8.

In our example, we added 8 regular work hours to the holiday and it recorded it as such in the Time-Based Events, this would contain:

Time-Based Events, link Enter Time, Exempts: Regular, link 9:00am - 5:00pm, 8 Hours.

To get rid of the incorrect hours entry and any other days hours follow these basic steps:

1. Select the link 9:00 am - 5:00 pm (or what time range you entered)
You will get the time entry page with the 9 to 17 military time entered.
2. Immediately Select the Delete button at bottom of page
You will get a Delete Time Block page
3. Select again a Delete button at bottom of page
You will get a Time Block Micro-edit page
4. Select Done

The hours that were under Enter Time on Memorial Day (or any other day you deleted) will be gone.