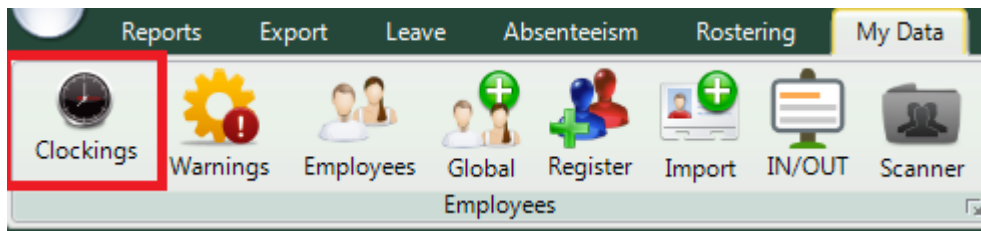


## Deleting a leave entry on a time entry screen

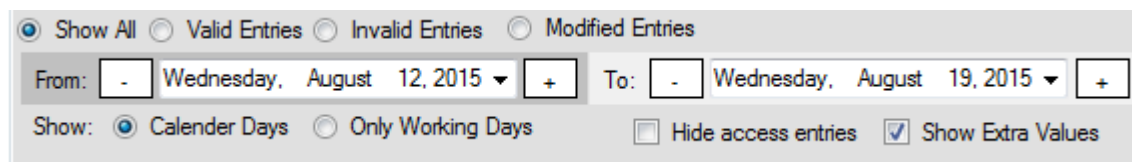
To delete a leave entry for a specific employee you can navigate to my data and then click on the clockings button.



When the time entry screen opens you can click on the specific employee that you want to add leave to.

00001	Stephanus Bekker
00002	Jay Court
00003	Philip Penning
00004	Theunis Coetzee
00005	Anton Labuschange
00006	Theo Penning
00007	Dean Hasset
00008	Matthew Bamard
00009	Sunja van Straaten
00010	Matthew Mac Hattie
00011	Rolene De Witt

The employee's data will now appear in the centre of the screen. The data is specified by the date period chosen. You can change the period using the "from" and "to" date selectors.



After changing the dates you will have to press the refresh button for the clocking system to show you the correct data.



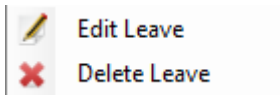
You should now be able to see the person's clockings for the chosen period.

2015/08/12 - Wednesday					
2015/8/12-Wed	8:00	IN	Added by Master	Open	TIP Standard (TIP Standard Shift mon-fri)
	17:00	OUT	Added by Master	Open	
2015/08/13 - Thursday					
2015/8/13-Thu	8:00	IN	Added by Master	Open	TIP Standard (TIP Standard Shift mon-fri)
	17:00	OUT	Added by Master	Open	
2015/08/14 - Friday					
2015/8/14-Fri	8:00	IN	Added by Master	Open	TIP Standard (TIP Standard Shift mon-fri)
	17:00	OUT	Added by Master	Open	

When you want to edit an employee's leave you will have to right click on the purple leave entry

2015/08/17 - Monday					
-	-	IN	-	-	-
-	-	OUT	-	-	-
2015/8/17-Mon	Annual Leave				

When you right click on it you will get a new menu which gives you the options to edit or delete the entry. Click on the edit entry option



You can click on the delete leave option. It will then remove the leave.

**Please take note that leave is added as a transaction. If the transaction consists of four leave days, deleting one day will delete the whole transaction.**