## 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.

C Rep	orts Ex	port Leav	ve Ab	senteeism	Roste	ring	My Data
Clockings	<b>i</b> Warnings	Employees	Global	Register	Import	IN/OUT	Scanner
Employees T <sub>2</sub>							

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
80000	Matthew Barnard
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.

Show All ○ Valid Entries ○ Invalid Entries ○ Modified Entries							
From: - Wednesday, August 12, 2015 - +	To: - Wednesday, August 19, 2015 - +						
Show: (a) Calender Days (C) Only Working Days	☐ Hide access entries						

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	TID Strandard (TID Strandard Skith man fr)		
	17:00	OUT	Added by Master	Open	The Standard (The Standard Shift mon-m)		
2015/08/13 - Thursday							
2015/8/13-Thu	8:00	IN	Added by Master	Open	TID Steadard (TID Steadard Shift was fe)		
	17:00	OUT	Added by Master	Open	The Standard (The Standard Shift mon-m)		
2015/08/14 - Friday							
2015/0/14 Ed	8:00	IN	Added by Master	Open	TID Streederd (TID Streederd Skiltering fr)		
2010/0/14-Ff	17:00	OUT	Added by Master	Open	The Standard (The Standard Shift mon-th)		

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 L	eave						

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

*Edit Leave*Delete Leave

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.