Delete rows on the Timesheet

Removing a row will remove all data from that row.

Remove Single Row

1. Navigate to your timesheet.
2. Click the minus sign in the row on the day to remove.
3. Click Yes – Delete to confirm that the row of data should be deleted.
4. Click Submit.

Remove Multiple Rows

1. Navigate to your timesheet.
2. Click the Select to Delete box on the rows to remove.
3. Click Delete Selected Rows button
4. Click Yes to verify the rows of data should be deleted.
5. Make time entries as necessary.
6. Click Submit.