

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**.