

Delete rows on the Timesheet

Removing a row will remove all data from that row.

Remove Single Row

1. Sign in to my.wisconsin.edu.
2. Click the **Time and Absence** tile.
3. Click the **minus sign** in the row on the day to remove.
4. Click **Yes - Delete** to confirm that the row of data should be deleted.
5. Click **Submit**.

Remove Multiple Rows

1. Sign in to my.wisconsin.edu.
2. Click the **Time and Absence** tile.
3. Click the **Select to Delete** box on the rows to remove.
4. Click **Delete Selected Rows** button.
5. Click **Yes** to verify the rows of data should be deleted.
6. Make time entries as necessary.
7. Click **Submit**.