DELETE A TIME ENTRY

SCEIS
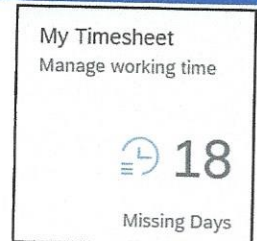CENTRAL

Employees can delete a time entry up until it is approved by their supervisor in the My Timesheet tile. After it is approved, employees must contact their Time Administrator to delete a time entry.

PROCESS

1. Under the Employee Self-Service section, click the **My Timesheet** tile. You should now see the timesheet.

   My Timesheet
   Manage working time

   🕐 18

   Missing Days

2. **Locate the time entry you would like to delete** by navigating to the week of the time entry. To change the weeks on the calendar by **clicking the right arrow to move to the next week** or the **left arrow to move to the previous week.**

3. In the **Time Assignment** section, **check the box beside the time entry** you would like to delete. You can check multiple time entries if you need to delete more than one entry. Notice that the Delete button will show the number of entries selected.

4. Click the **Delete** button in the bottom right corner.

MON	TUE	WED	THU	FRI	SAT	SUN	MON	TUE	WED	THU	FRI	SAT	SUN
4	5	6	7	8	9	10	11	12	13	14	15	16	17

Jun 2018

Time Assignment	Start Time	End Time	Duration	Status
Jun 5 (07:30 hours)				
☑ Attendance hours	08:30:00 AM	12:00:00 PM	03:30	Sent for approval >
☐ Attendance hours	01:00:00 PM	05:00:00 PM	04:00	Sent for approval >

Create Copy Delete(1) Submit

5. The **Confirm Deletion** window will appear. Click **OK** to delete the selected time entries.

6. Click **Cancel** to go back to the previous screen.

7. The time entry will no longer appear in the Time Assignment section.

Confirm Deletion

Number of Entries: 1
Number of Hours: 3 hours 30 minutes

OK   Cancel

If you have difficulty using this procedure, contact the SCEIS help desk at 803-896-0001 then select option #1. **Note: SCEIS Central may appear differently than above depending on the browser and device you are using.**