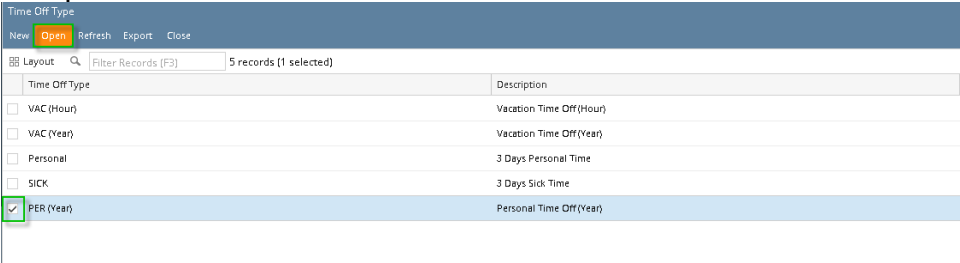
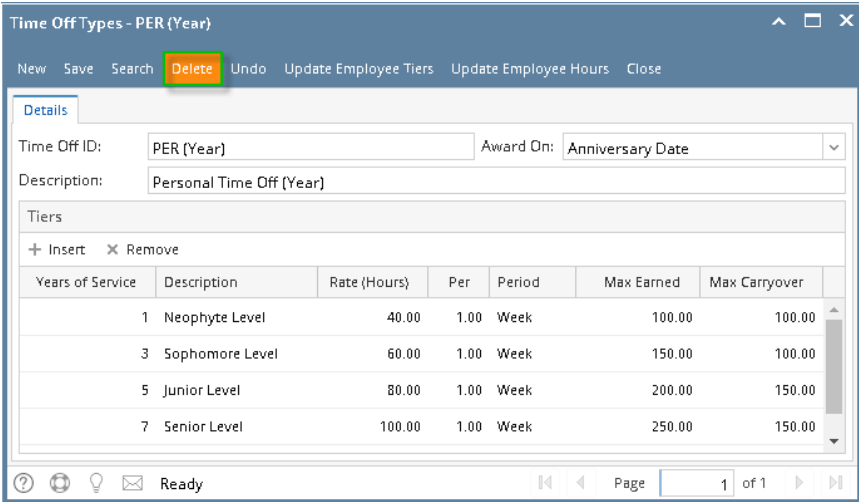


How to Delete Time Off Type

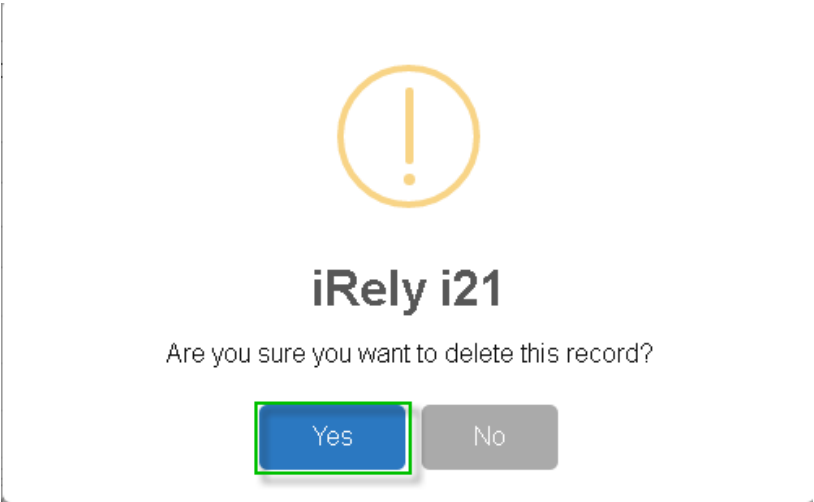
- 1. Click **Time Off Types** from **Payroll** module.
- 2. Select time off type from the grid.
- 3. Click **Open** toolbar button.



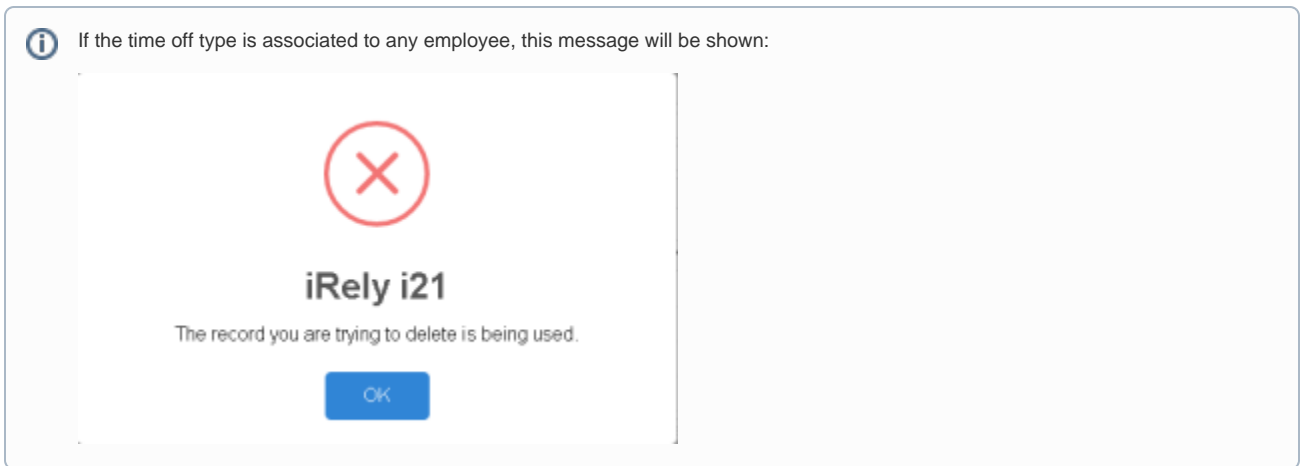
- 4. Click **Delete** toolbar button.



- 5. A confirmation message will be displayed.
- 6. Click **Yes** button.



- 7. Deleted time off type will be removed from the grid.



1. Click **Time Off Types** from **Payroll** module.
2. Select time off type from the grid.
3. Click **Open** toolbar button.

Time Off Type

New **Open** Refresh Export Close

Layout Filter Records (F3) 5 records (1 selected)

Time Off Type	Description
<input type="checkbox"/> VAC (Hour)	Vacation Time Off (Hour)
<input type="checkbox"/> VAC (Year)	Vacation Time Off (Year)
<input type="checkbox"/> Personal	3 Days Personal Time
<input type="checkbox"/> SICK	3 Days Sick Time
<input checked="" type="checkbox"/> PER (Year)	Personal Time Off (Year)

4. Click **Delete** toolbar button.

Time Off Types - PER (Year)

New Save Search **Delete** Undo Update Employee Tiers Update Employee Hours Close

Details

Time Off ID: PER (Year) Award On: Anniversary Date

Description: Personal Time Off (Year)

Tiers

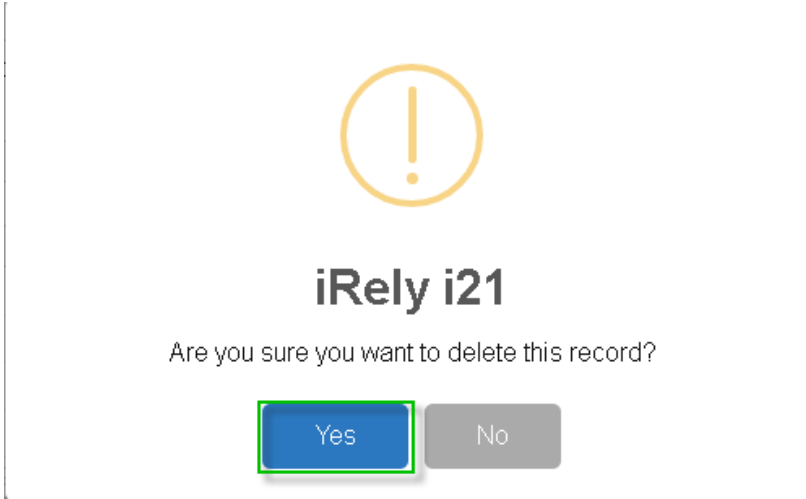
+ Insert X Remove

Years of Service	Description	Rate (Hours)	Per	Period	Max Earned	Max Carryover
1	Neophyte Level	40.00	1.00	Week	100.00	100.00
3	Sophomore Level	60.00	1.00	Week	150.00	100.00
5	Junior Level	80.00	1.00	Week	200.00	150.00
7	Senior Level	100.00	1.00	Week	250.00	150.00

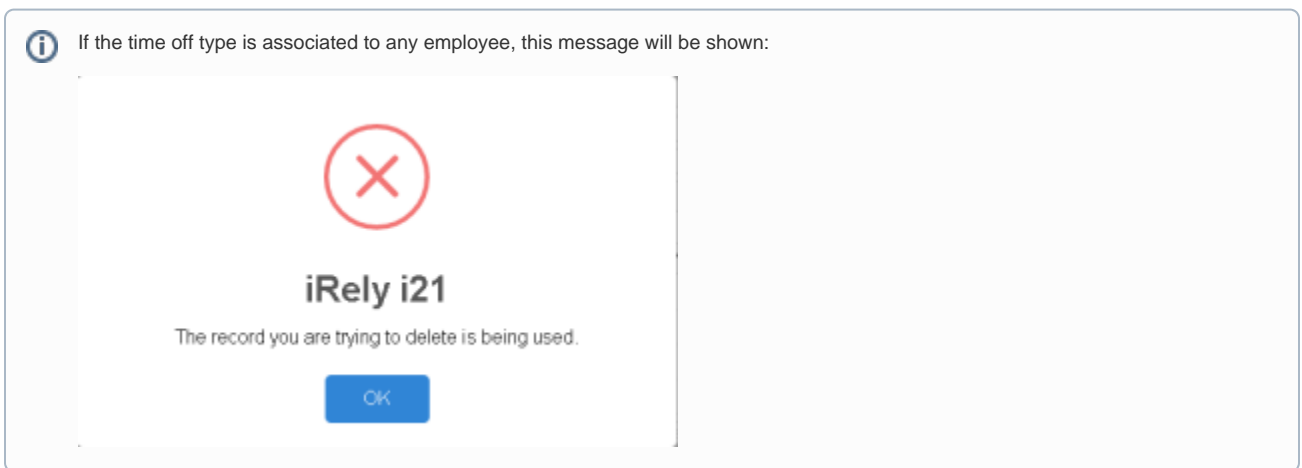
Ready Page 1 of 1

5. A confirmation message will be displayed.

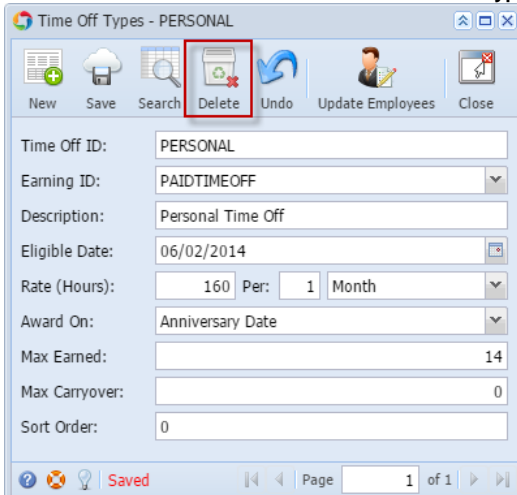
6. Click **Yes** button.



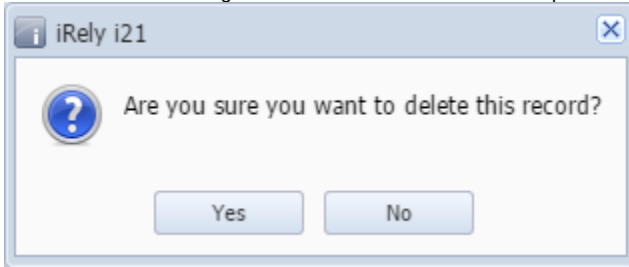
7. Deleted time off type will be removed from the grid.




1. Click the **Delete** toolbar button to delete the **Time Off Type** record.



2. This confirmation message will be shown. Click **Yes** button to proceed deleting the record.



 When the record you are trying to delete is being used by another record, this message will be shown.

