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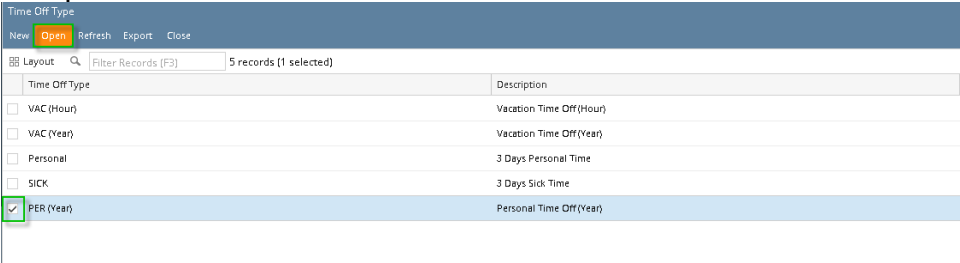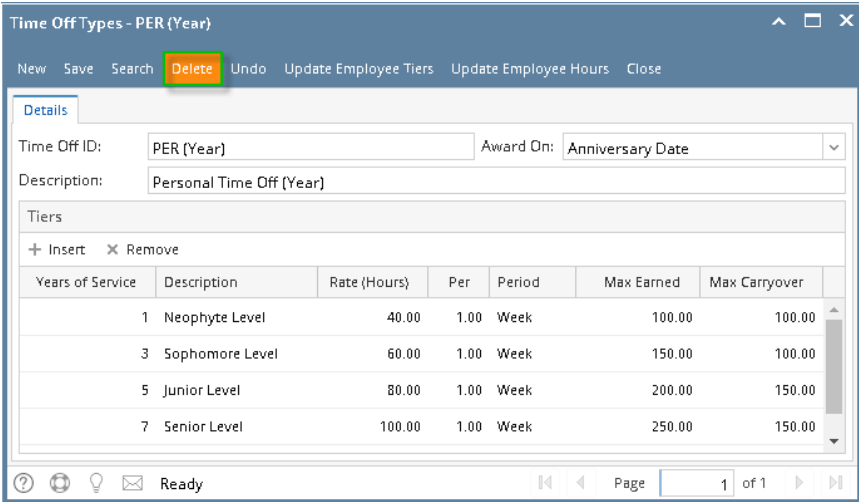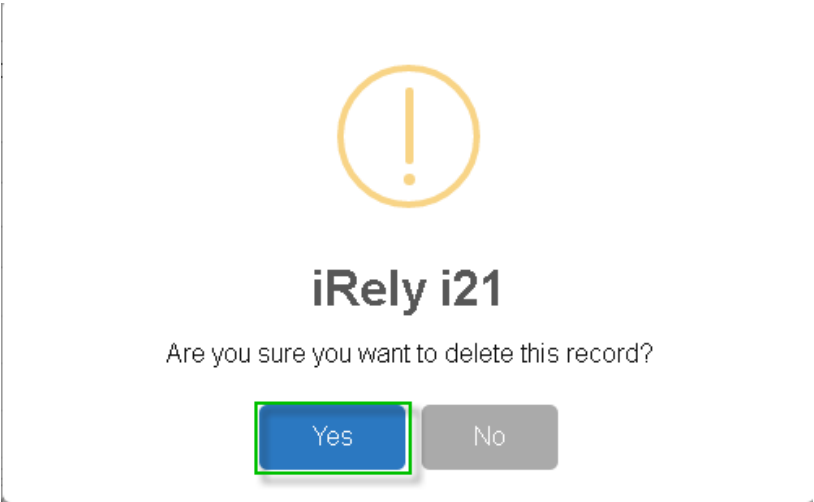
1. Click **Time Off Types** from **Payroll** module.
2. Select time off type from the grid.
3. Click **Open** toolbar button.



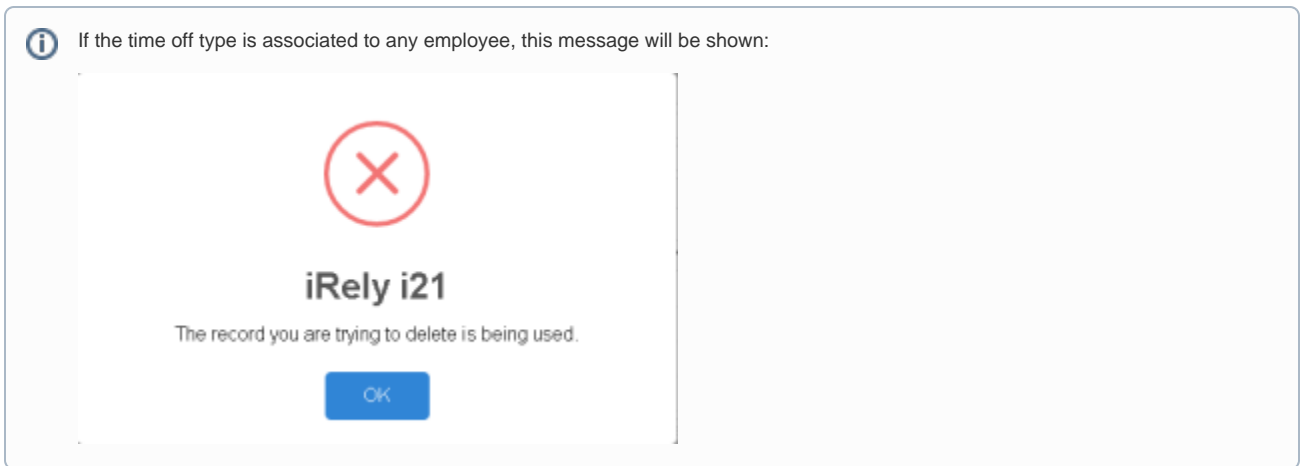4. Click **Delete** toolbar button.



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



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

(i) If the time off type is associated to any employee, this message will be shown:



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.



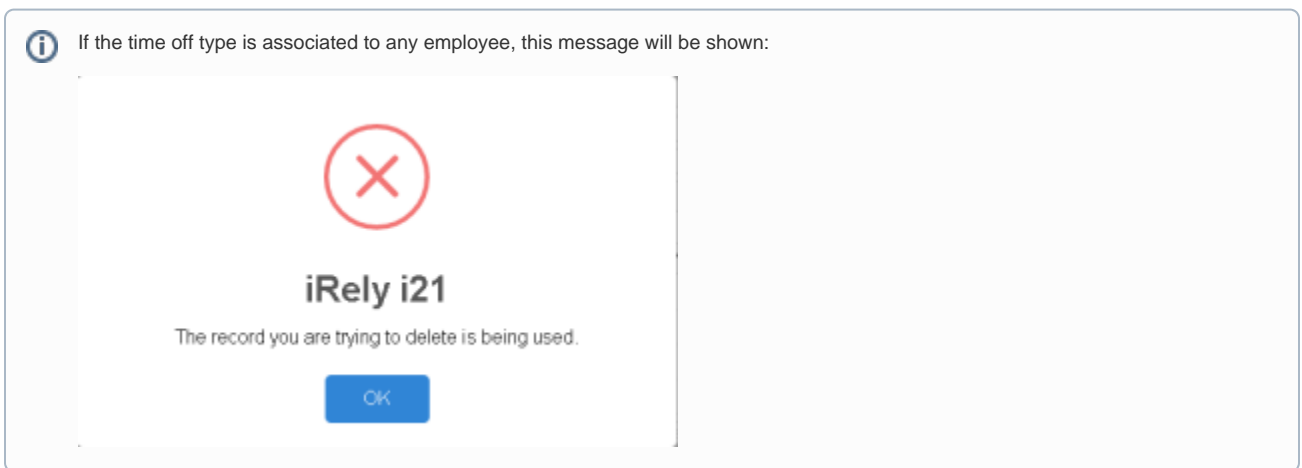5. A confirmation message will be displayed.

6. Click **Yes** button.



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

> (i) If the time off type is associated to any employee, this message will be shown:
>
> 

1. Click the **Delete** toolbar button to delete the **Time Off Type** record.
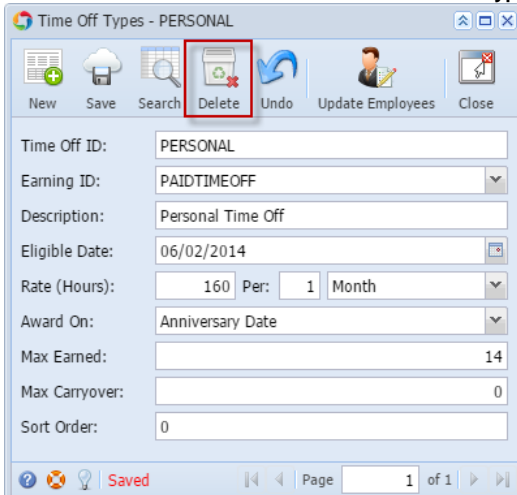
2. This confirmation message will be shown. Click **Yes** button to proceed deleting the record.
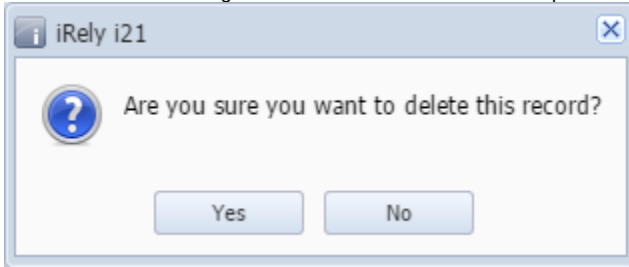


> When the record you are trying to delete is being used by another record, this message will be shown.