DELETING LEAVE REPORT HOURS

1. Click the " Θ " button next to hours you want to delete.

						*		
Employee Dashboard	• Leave Report							
						Restart Leave Report ① Leave Balances		
04/01/2022 - 04/30/2022 4.00 Hours 👔 💬					In Progress	255 Submit By 05/05/2022, 11:59 P		
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY		
10	11	12	13	14	15. 400 Marca	16	>	
			① Add Earn Code			1		
Sick Leave 🔗 4.00	Hours					/ 6	Θ	
						Total: 4.00 Hou	urs	

2. Click "Yes" when notification box appears.

					* (1	
Employee Dashboard Leave Report					Are you sure you want to delete the earning record?			
04/01/2022 - 04/30/2023	2 4.00 Hours (i)				In Progress Subm	No	Yes	
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSD	AY FRIDAY	SATURDAY	2	
< 10 	11	12	13	14	and material Table	16	~	
			🕀 Add Earn Code					
Sick Leave 🕑 4.0	0 Hours					/ 0		
						Total: 4.00 F	Hours	

3. Click "Save".

