





Deleting or Canceling Supervisor Edits

You can delete or cancel a supervisor edit, depending on your user rights. Supervisor edits are displayed in the time card using . When clicked, supervisor edits for the current day are displayed. The supervisor's name and the action taken are listed, along with the date of the edit.

First Name	Last Name	ID Number	Pay Class	Department	Shift	Period Missing Punches	Period Absences	
Kathy	Adams	010015	8hr Day/30m Lunch	Cashier	SHIFT 2	0	0	
Date	Schedule Start	End	Punches In	Out	Hours	Department	Workgroups Cost Center	From
1 Nov-14	8:15	16:45	8:14	16:57	8.00	CASHIER	S2	8:14
USER AUTH DAY 11/14/05								
2 Nov-15	8:15	16:45	8:14	16:57	8.00	CASHIER	S2	8:14
3 Nov-16			8:14	16:57	8.00	CASHIER	S2	8:14
4 Nov-17	Vacation	8.00			8.00			
5 Nov-18								
6 Nov-19								
7 Nov-20								

Clicking  hides the supervisor edits.

You may be able to delete  or cancel  a supervisor edit at this time. Cancelling a supervisor edit means it no longer is acted upon, but still exists in the system. Deleting an edit removes it from the system.