# Deleting Leave Type and Leave Hours

*Sometimes, leave that has been entered must be deleted, e.g., if in advance you recorded vacation for a certain number of days, but didn't take it all, or you inadvertently entered leave on the wrong day.*

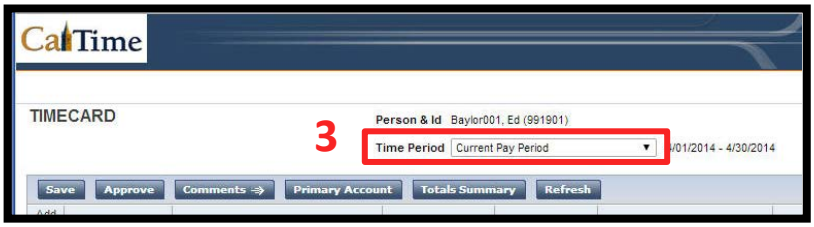
1. Log in to CalTime. (See the job aid "*Logging In to CalTime*" for log-in steps.)

2. Click **My Timecard**.

3. If you are deleting leave and a leave amount for the **Current Pay Period**, *go to Step 4*.

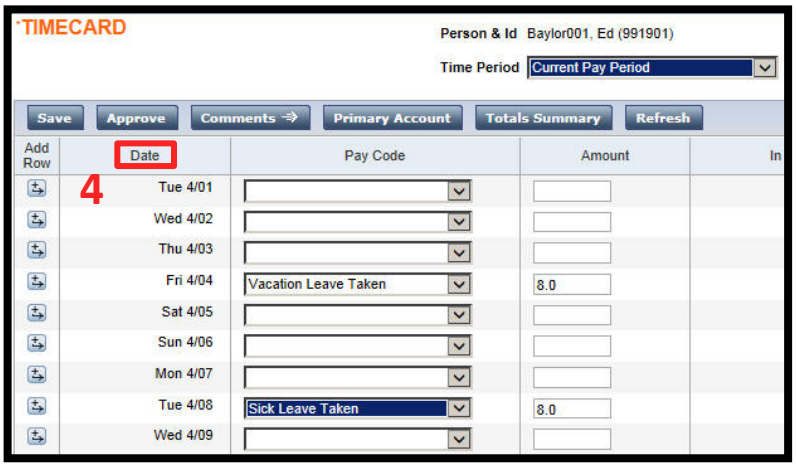
   If you are deleting leave and leave amount on the 1st day of the next pay period *for the **Previous Pay Period***, do the following:

   Go to the **Time Period** drop list, click the drop-list arrow, and select **Previous Pay Period**.



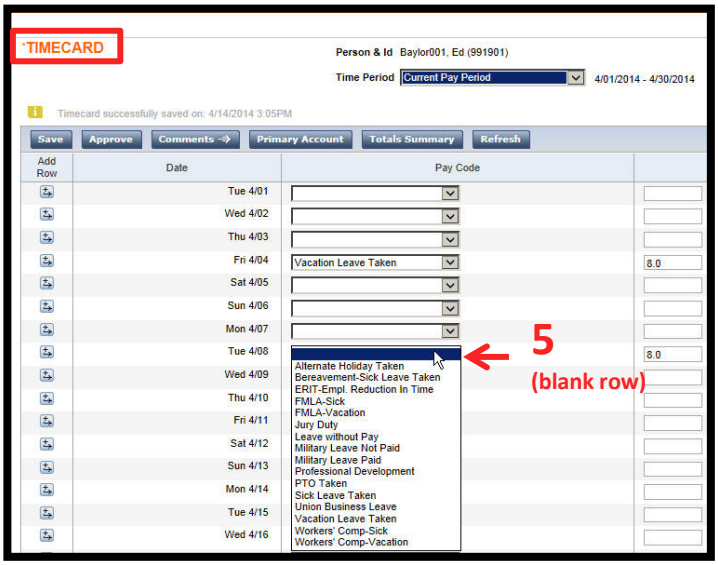

**NOTE:** Always verify you are entering data and approving the correct date range.

4. In the **Date** column, find the date for which you want to delete the leave pay code and hours.



5. Click the drop-list arrow for the corresponding **Pay Codes**, and select the **blank row** at the top of the **Pay Codes** drop list.

NOTE: The word **TIMECARD** is displayed in orange after you make a change to a **Pay Code** or **Amount**.

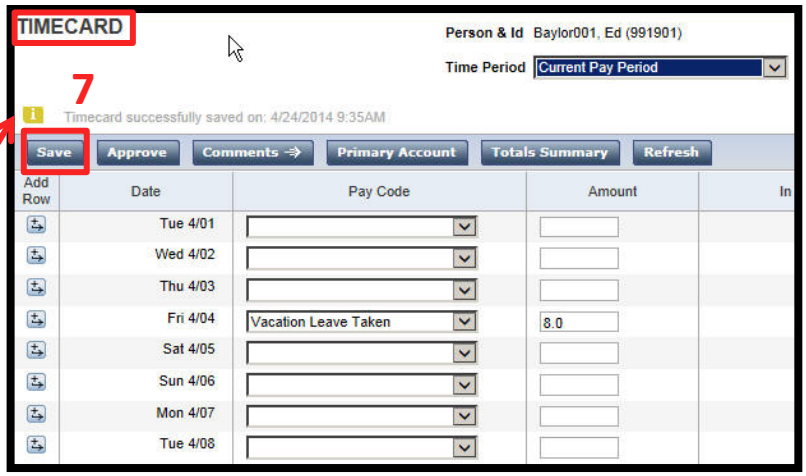


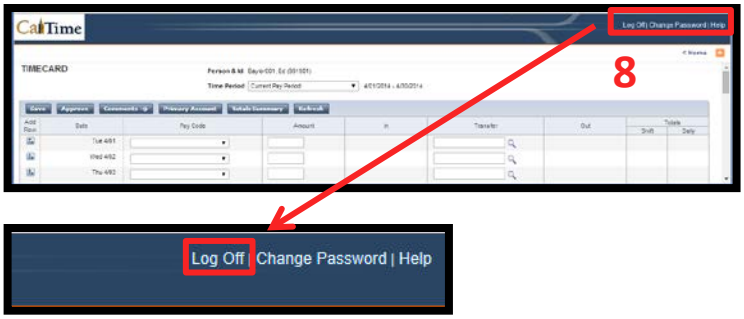

6. In the corresponding **Pay Code** row, select the hours in the **Amount** field, and press the **Delete** or **Backspace** key.

7. Click the **Save** button.

NOTE: The word **TIMECARD** will change from orange to black, when you click **Save**.

The message, "**Timecard successfully saved . . .** " will appear each time you click **Save**.




Repeat Steps 4–7 for each additional leave you need to delete.

8. Click **Log Off** when done.