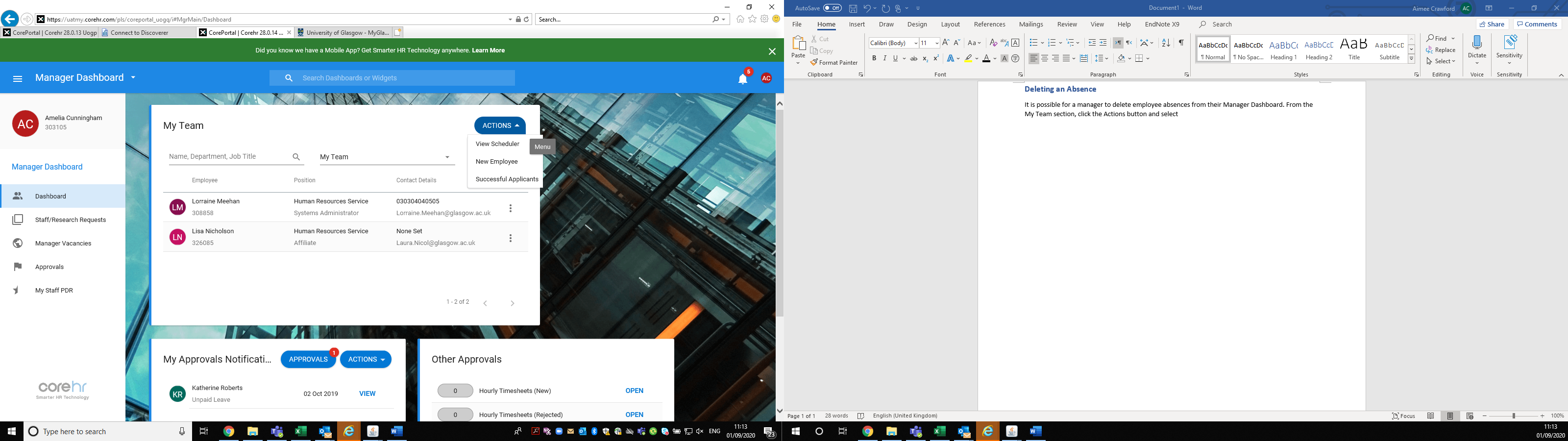
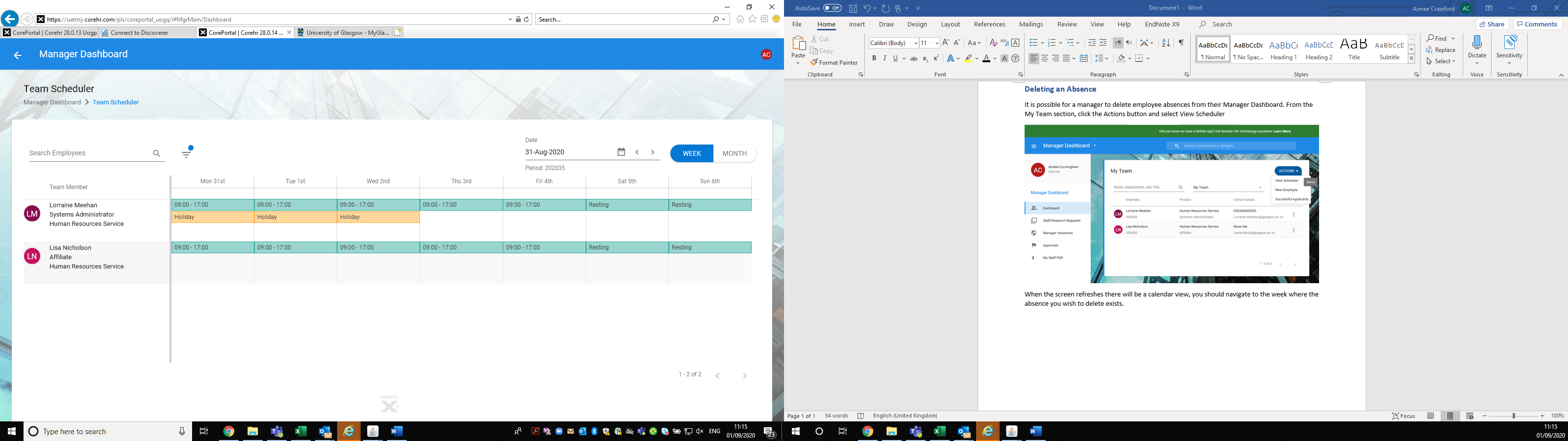
**Deleting an Absence**

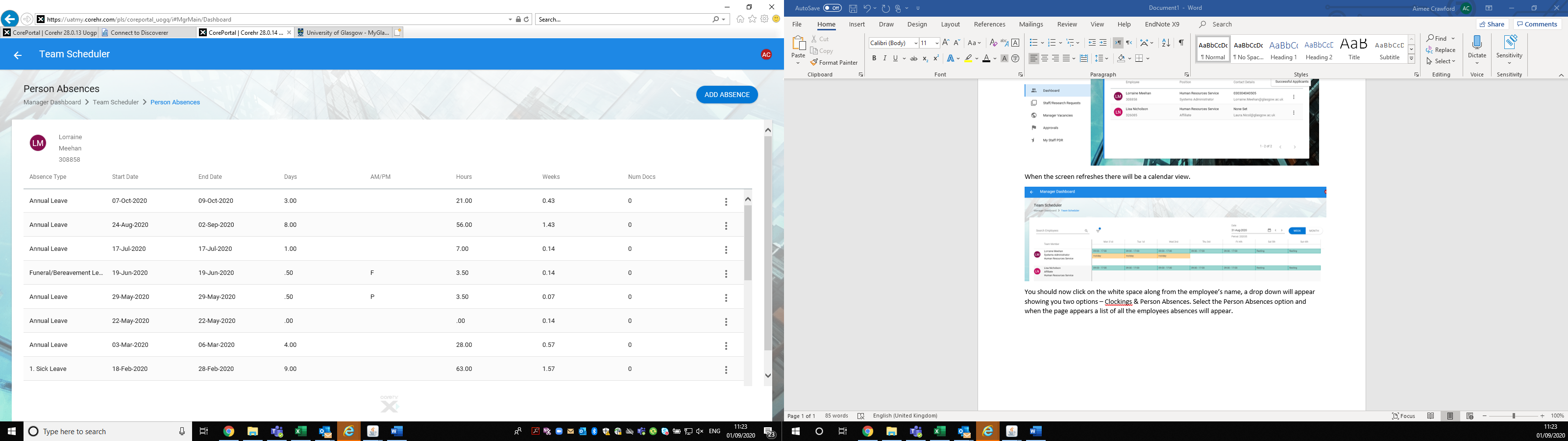
It is possible for a manager to delete employee absences from their Manager Dashboard. From the My Team section, click the Actions button and select View Scheduler

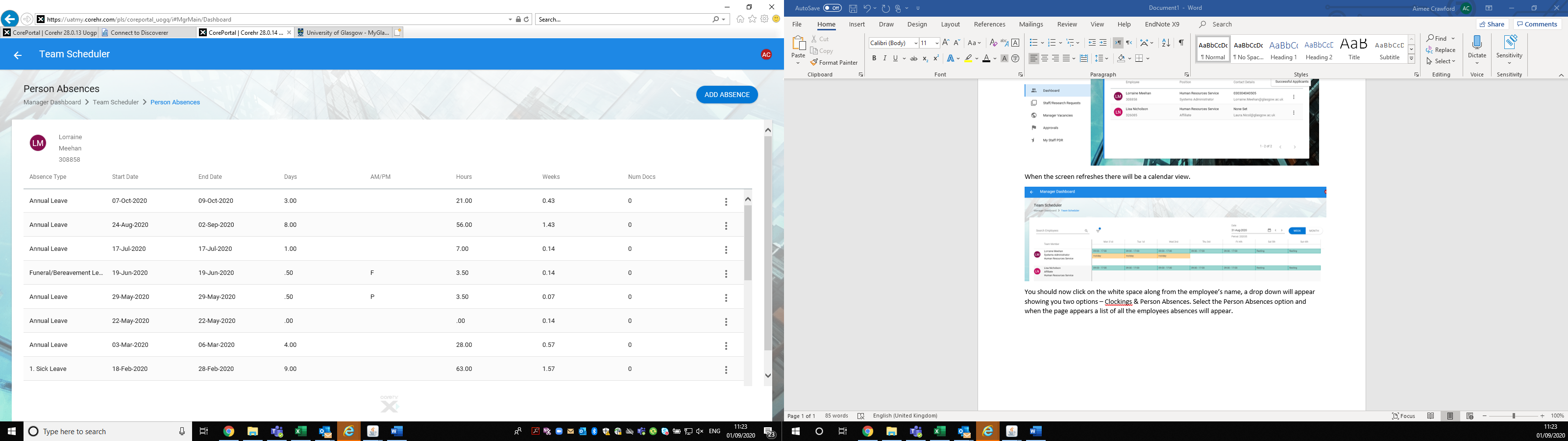


When the screen refreshes there will be a calendar view.



You should now click on the white space along from the employee’s name, a drop down will appear showing you two options – Clocking’s & Person Absences. Select the Person Absences option and when the page appears a list of all the employee’s absences will appear.



Once you have identified the absence you wish to delete, you should select the vertical ellipsis along from it and select the “Delete Absence” option. You will be asked to confirm this via the pop-up box shown below.

