UNIVERSITY OF
TORONTO

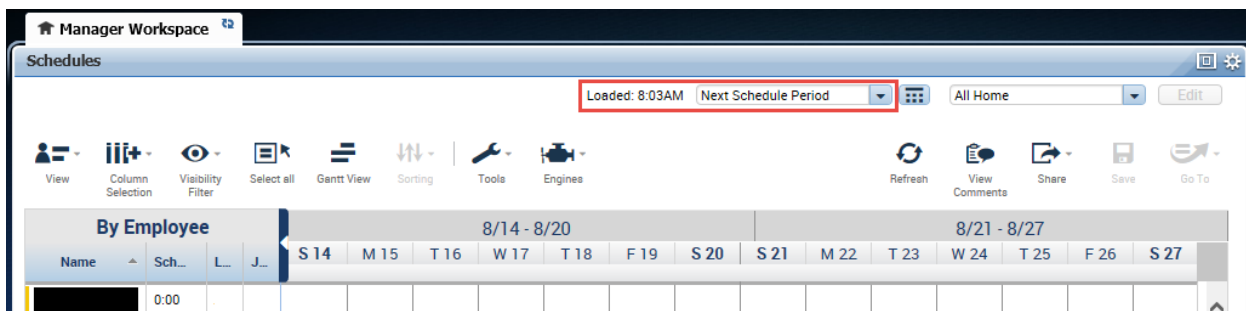# Deleting a Schedule

Contents

Overview

Overview   Below outlines the steps taken by the Supervisor and Manager to delete an employee's schedule in uTIME.

Deleting a Schedule

1. Go to **Schedules Widget.**

2. In the **Time Period** field, verify that you are viewing the relevant time period.

3. Select an employee by highlighting the row and right-click.

For Assistance with this Process
please contact uTIME Support

Deleting a Schedule

4. On the **Schedule Pattern** pop-up window, select the **schedule** to be deleted.

5. Click [×] to delete.

6. Click [Yes] to confirm the deletion of the schedule.

7. Click [Ok] to continue.

8. Click [Save].