

Deleting a Shift

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

Deleting a Shift

- 1. Go to Schedules Widget.
- 2. In the **Time Period** field, verify that you are viewing the relevant time period.

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- 3. Select an employee by highlighting the row.
- 4. Select the date and the shift to be deleted. Then, right-click.
- 5. On the pop-up window, the selected shift will be displayed.



