UNIVERSITY OF
TORONTO

Deleting a Shift

Contents

Overview

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.
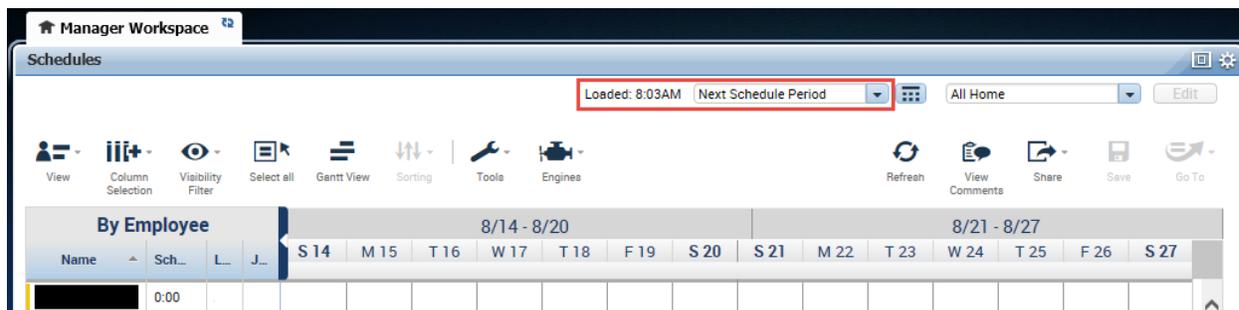
3. Select an employee by highlighting the row.

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.

For Assistance with this Process
please contact uTIME Support

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6. Select ![Delete](delete icon). .

7. Click ![Save](save icon). .