DELETE A TIME ENTRY

Employees can delete a time entry up until it is approved by their supervisor in the My Timesheet tile. After it is approved, employees must contact their Time Administrator to delete a time entry.

PROCESS

1. Under the Employee Self-Service section, click the My Timesheet tile. You should now see the timesheet.

2. Locate the time entry you would like to delete by navigating to the week of the time entry. To change the weeks on the calendar by clicking the right arrow to move to the next week or the left arrow to move to the previous week.

3. In the Time Assignment section, check the box beside the time entry you would like to delete. You can check multiple time entries if you need to delete more than one entry. Notice that the Delete button will show the number of entries selected.

4. Click the Delete button in the bottom right corner.

5. The Confirm Deletion window will appear. Click OK to delete the selected time entries.

6. Click Cancel to go back to the previous screen.

7. The time entry will no longer appear in the Time Assignment section.

If you have difficulty using this procedure, contact the SCEIS help desk at 803-896-0001 then select option #1. Note: SCEIS Central may appear differently than above depending on the browser and device you are using.