

## Delete an approved leave request by WebClock



### How to delete an approved leave request by WebClock

- The supervisor must unapprove and apply changes from the employee's time sheet which is under Hours – Individual Hours.
- The supervisor will then need to right click on the date that needs to be deleted and delete it from the employee's time sheet.
- Next the supervisor will go to
  - Tools – Request Manager
  - Delete the approved request from the calendar.
- After everything has been deleted, the employee needs to make a new request for leave as long as it is not 14 days from the date of the request and as long as it is not the end of the pay period.
- If either apply, then the supervisor must enter and approve a new request.