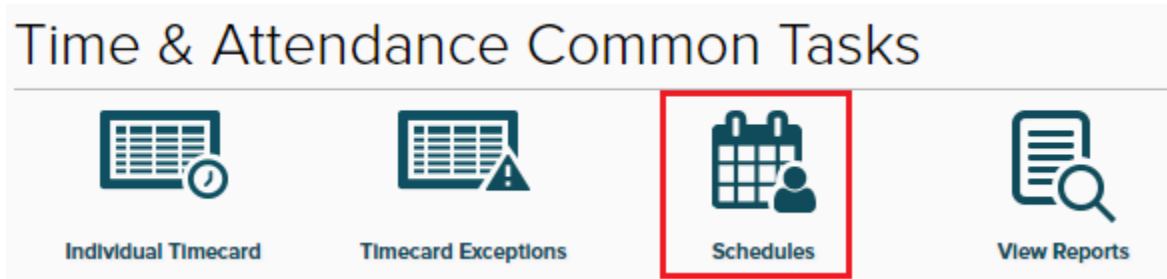
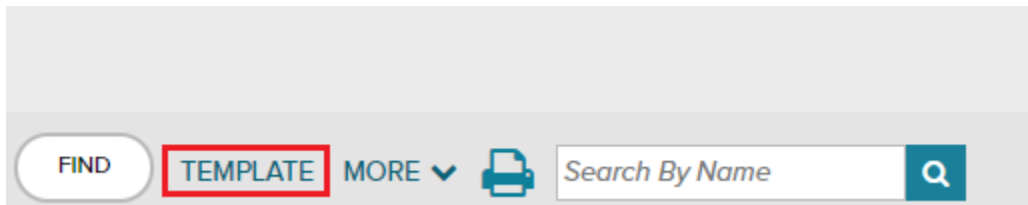


Deleting a Recurring Shift Template

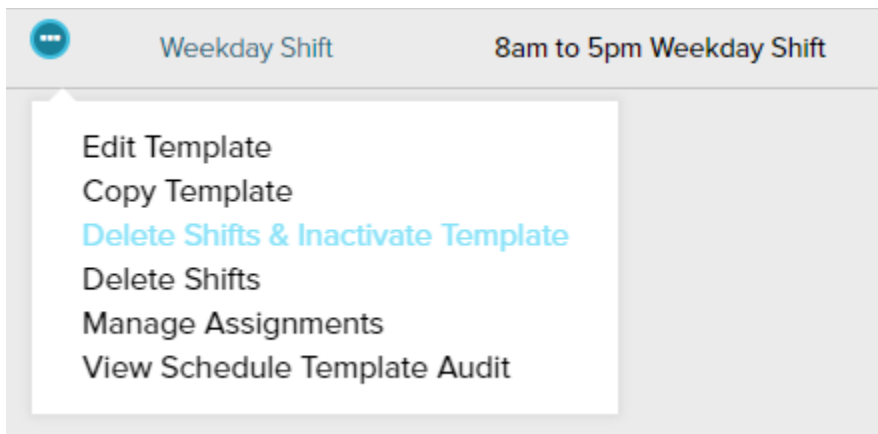
1. From the Home page under Time & Attendance Common Tasks, click the Schedules icon.



2. On the top bar click Template




3. Under Templates, click the menu button next to the shift you wish to delete and select Delete Shifts & Inactivate Template



4. Choose whether you want to remove all templates starting with the current period or keep all assignments until tomorrow

Delete Shifts & Inactivate Template




 Select how you want the shifts to be handled.

- ☒ Remove all shifts for all employees assigned to this template from the start of the current pay period and then set the template status to 'Inactive'.
- ☐ Remove all future shifts (starting from tomorrow) for all employees assigned to this template and then set the template status to 'Inactive'.

OK

CANCEL

5. If the shift is deleted it will be removed from view and a confirmation message will appear above

 Request is Successful