

Delete a Timesheet Entry in Paylocity

To delete a timesheet entry:

Using the Web

To delete an entry from the timesheet via the web:

1. Navigate to **Time & Labor > Timesheet**.
2. Select the **X** under the Delete column.
3. Select **Save**.

Using Mobile App

To delete an entry from the timesheet via the Mobile App:

1. Tap **Timesheet** from the main menu.
2. Tap the line of the applicable time entry.
3. Tap **Delete**.
4. Tap **OK** once the Delete Entry window appears.