
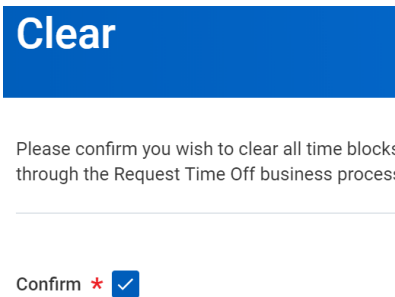


## CLEAR TIME BLOCKS

From the **Enter My Time** page:

1. Click  at the bottom left of the screen and select **Clear**.
2. Check the **Confirm** checkbox.




A blue rectangular dialog box with the word "Clear" in white text at the top. Below it, the text "Please confirm you wish to clear all time blocks through the Request Time Off business process" is displayed. At the bottom, there is a "Confirm" label followed by a red asterisk and a checked checkbox.

Clear

Please confirm you wish to clear all time blocks through the Request Time Off business process

Confirm \* ☒

3. Click  .
4. Time Blocks will be removed and a blank week will display. Any requested time off will need to be cancelled individually from weekly time entry or the time off monthly calendar. This can be completed as a Time Off Correction.