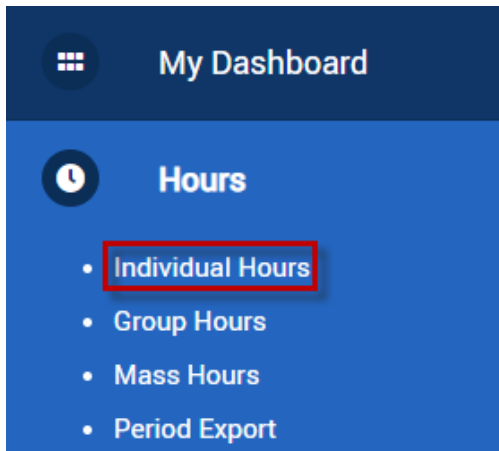# Editing & Deleting Time

1. Go to Hours > Individual Hours.

2. Choose the employee you wish to adjust hours for.

3. Right click the segment and select **Edit or Delete** from the drop-down menu. Alternatively, you may click **Manage > Edit/Delete** from the menu above the time segments.

Editing

- Fill in the new information for: Date In, Time In, Date Out, Time Out, Position and Note (Optional). Click Save when finished.

<u>Deleting</u>

- When asked if you are sure, select Ok.

? Are you sure you want to delete the selected segment(s)?

Cancel   **Ok**