Delete a Timesheet

Objective

To delete a timesheet timecard entry or an entire timesheet from the project's Timesheets tool.

Things to Consider

- **Required User Permissions:**
  - 'Admin' on the project's Timesheets tool.
- **Additional Information:**
  - The timesheet must be in a "Pending approval" status.
  - Deleting a timesheet will permanently remove all the timecard entries associated with it.

Steps

**Delete an Individual Timecard Entry**

1. Navigate to the project's **Timesheets** tool.
2. Locate the timecard entry you want to delete within a timesheet.
   - **Notes:**
     - If a date is not selected, all timesheets will be listed.
     - You can select a date range in order to see all timesheets for a certain time period.
3. Hover to the far right of the individual time entry to show the trash bin icon.
4. Click the **trash bin**.

**Delete a Timesheet**

1. Navigate to the project's **Timesheets** tool.
2. Locate the timesheet you want to delete.
   - **Notes:**
If a date is not selected, all timesheets will be listed.
You can select a date range in order to see all timesheets for a certain time period.

3. Click the vertical ellipsis (⋮) icon in the top right corner of the timesheet.

4. Select **Delete Timesheet**.

5. Click **Delete** in the "Delete Timesheet" window to confirm delete action.