Remaining scheduled time after time off

Purpose:
This job aid will help you deal with any remaining scheduled time after approving a request for time off.
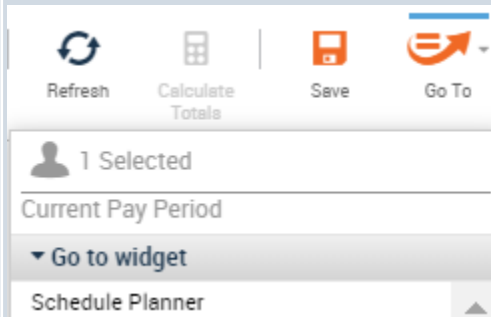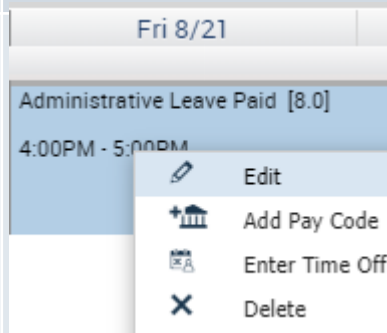
Steps	Screenshots
After approving a request for time off you may find remaining time on the employees schedule. This may happen due to requesting the hourly amount of a full day which doesn't account for the lunch.	Fri 8/21 — Administrative Leave Pa... 8.0 8:00AM / 4:00PM-5:00PM
In order to resolve this use the Go To button on the top right to navigate to the Schedule Planner.	Refresh Calculate Totals Save Go To / 1 Selected / Current Pay Period / ▼ Go to widget / Schedule Planner
On the schedule planner, find the day with the remaining scheduled time. Right click on the time and select **Delete.**	Fri 8/21 / Administrative Leave Paid [8.0] / 4:00PM - 5:00PM / Edit / Add Pay Code / Enter Time Off / Delete
This will be the view of the schedule planner after you have finished making	Fri 8/21 / Administrative Leave Paid [8.0]