Deleting a Shift

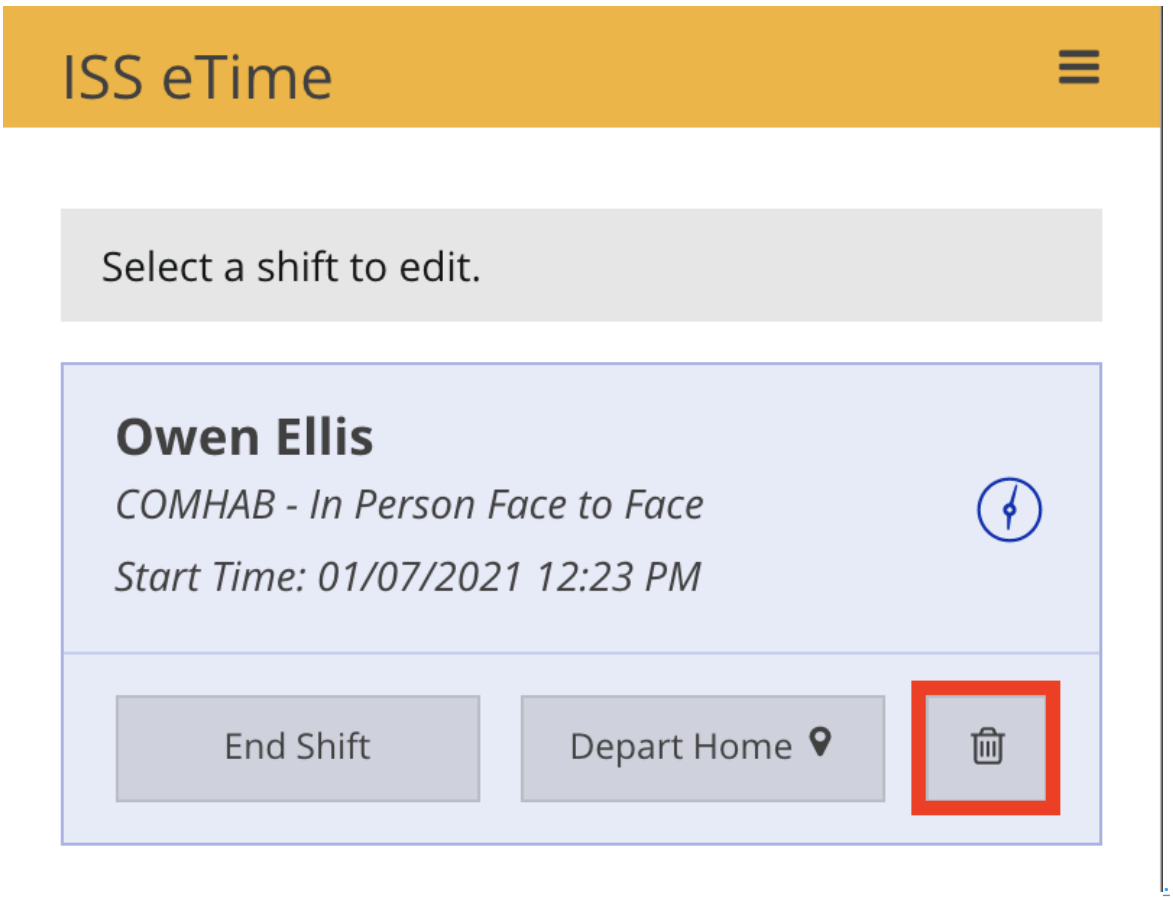
https://player.vimeo.com/video/820974263?title=0&byline=0

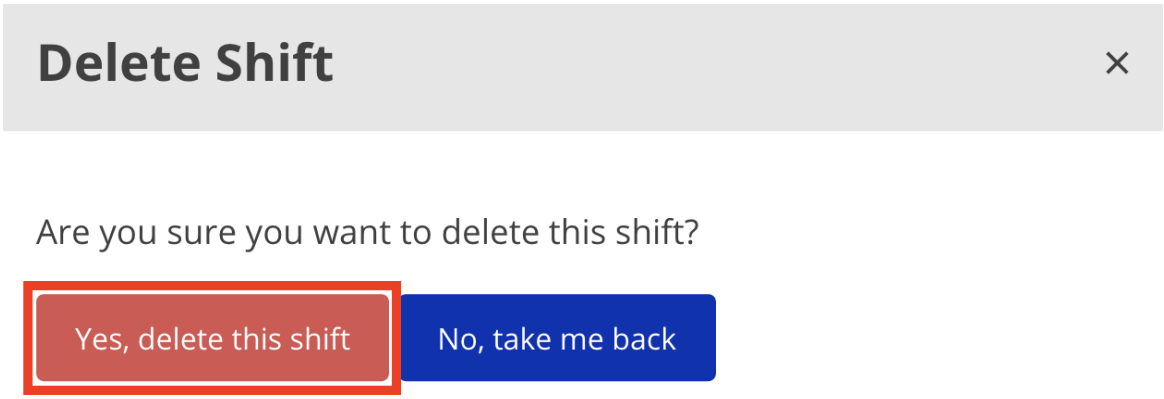
Only support staff can delete their own shifts. Only shifts marked as **Draft** and **Returned to Staff** can be deleted.

A support staff may need to delete a shift if they created the shift by accident. If you accidentally started an eTime Live shift, simply end the shift and then delete it.

To delete a shift:

1. Navigate to eTime Live and click the trash can icon on the shift to be deleted.
2. Click **Yes, delete this shift** on the shift deletion confirmation window that appears.





If you need to delete (or edit) a shift that is not marked as **Draft** or **Returned to Staff**, how you handle it depends on its status.

- **Being Processed at ISS** - contact Payroll immediately. Depending on the status of payroll processing, they will either be able to return the shift to you or they will need to process a payroll adjustment.
- **Pending Circle Review** - contact your circle approver immediately. They will need to return the shift to you.

Disclaimer: All names displayed in the above screen shots are fictional characters. No identification with actual persons (living or dead) is intended or should be inferred.

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