<u>Deleting Approved Time Off in Paylocity (App and Desktop)</u>

<mark>**APP**</mark>

Login to your Paylocity App

Select "<u>Time Off"</u>

Select "<u>Status"</u> along the top menu

You will see circles next to your future approved time request

Select the circle next to the date you would like to delete and you will see an orange delete button appear at the bottom of the screen


Select <u>"Delete"</u>

<mark>**DESKTOP**</mark>

Login to Paylocity on your

On your Self-Service Portal select <u>"more"</u> on the <u>"Time Off Tile"</u>

Next Select **"Time Off Request History"**

Select the **"X"** next to the date you would like to delete

Delete Request