



Deleting Approved Time Off in Paylocity (App and Desktop)

APP

Login to your Paylocity App

Select "Time Off"

Select "Status" along the top menu

You will see circles next to your future approved time request

Time Off			
Balance	Request	Status	Approvals 0
<input type="radio"/>	PTO Nov 25		Approved 8.00 h
<input type="radio"/>	PTO Oct 20-21		Approved 16.00 h
	PTO Jul 25		Canceled 8.00 h

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

Cancel



Delete

Select "Delete"


DESKTOP

Login to Paylocity on your

On your Self-Service Portal select "more" on the "Time Off Tile"



 Time Off 

Type	Balance	Used
PER40 - PERSONAL FT 40 Hrs	8.00 Hours	0.00 Hrs
SIC40 - SICK FT 40Hrs	22.00 Hours	0.00 Hrs
VBANK - VACATION BANK	0.00 Hours	0.00 Hrs
VFT40 - VACATION FT 40Hrs	120.00 Hours	0.00 Hrs




[More...](#)

Next Select "Time Off Request History"

 Time Off 

Type	Available	Last Balance
PTO40 - Paid Time Off	48.00 Hours	48.00 Hours
SIC40 - SICK FT 40Hrs	32.00 Hours	32.00 Hours





[Less](#)

[Submit Time Off Request](#)
[Time Off Request History](#)

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

Time Off Request Time Off

Balances				
Requests				
<input checked="" type="radio"/> Approved <input checked="" type="radio"/> Pending <input type="radio"/> Partial <input type="radio"/> Denied <input type="radio"/> Canceled				
Dates	Request Type	Status	Hours	Delete
11/25/2022 - 11/25/2022	PTO	Approved	8 hrs	
10/20/2022 - 10/21/2022	PTO	Approved	16 hrs	

Delete Request