



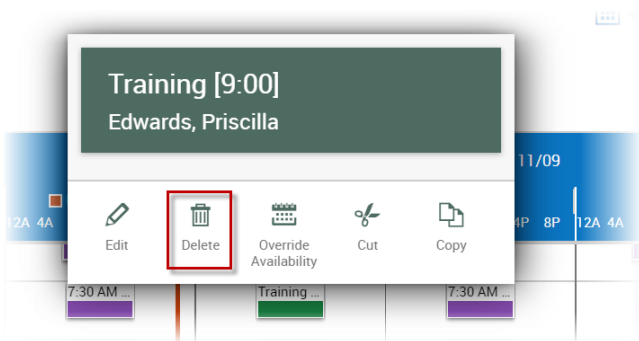
Job Aid

Delete a paycode

You can delete paycodes that no longer apply or were entered in error.

Delete a paycode

1. Right-click any paycode in the schedule. The **Shift** glance appears.



2. Click **Delete**.
3. **Save** your changes.
4. **Note:** You cannot delete signed-off or locked items, or items on signed-off or locked days.
5. **Note:** If you have many paycodes to delete, save time by using the Quick Actions Delete instead.

Retrieve paycode deleted by mistake

Scheduler does not have an "un-do" command, but there are ways to retrieve an item deleted by mistake:

- Do not save the schedule but click **Refresh** instead. The software re-loads the last saved version
- **Warning:** Refresh removes all changes since the last save.
- If you did save changes and the deleted item was part of a schedule pattern, you can **Restore** shifts or paycodes.
- If you did save changes and the deleted item was inherited from a schedule group or employment terms group, you can **Reinherit** shifts or paycodes the item.