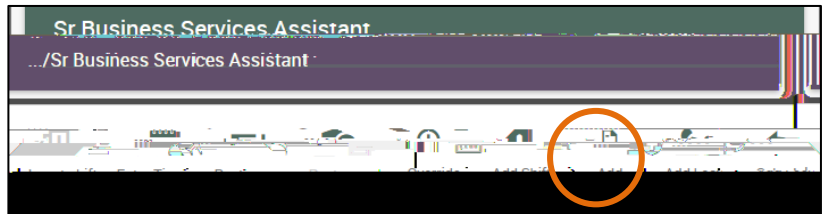# Add, Edit, Delete Time Off Requests

These specific types of edits should only be processed in **Schedule** view and **not** on the Timecard. You cannot add items on signed-off or locked days.

To Add

Open up the shift edit menu:

- Right click in the employee's schedule for the specific date(s) for the time off that you want to Add.

- Select **Add**, follow instructions below.

Use the **Add** option to insert a new time off request or an employee.

Right-click on the employee name, a shift, or an empty date cell. The corresponding menu will appear with your options.

Click **Add**. The Time Off panel appears.

- *However, are all possible options that could be applied will appear – not just those that would apply to you as an end user, so be careful to select the correct **type**.

- Select **Review** and choose a Comment from the list of configured comments to add to the Time Off Request.
  Type in the **Note** text box to add a personalized note to the comment if necessary.

Click **Save**.
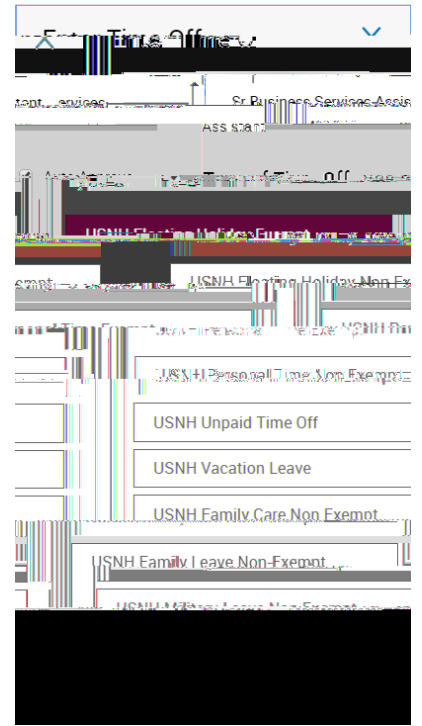
- Save your changes on the main schedule page.

To Edit or Delete

- Right click the **request** that you want to change.

- From here, you can **edit** or **delete** the request.

Note: When eliminating or reducing a prior request, you may need to reinstert a normal shift for hourly paid employees to keep their schedule whole.