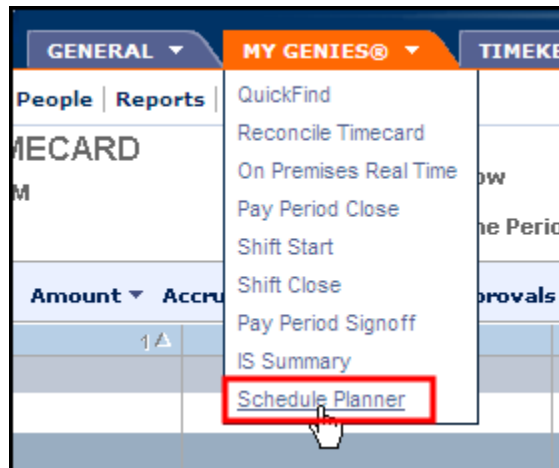


Deleting an Employee's Schedule

To delete an employee's schedule, follow these instructions.

- Select **My Genies** → **Schedule Planner**.



- Go to the **By Employee** tab.
- Highlight the employee.
- Right click.
- Select **Delete Pattern** → **Shift or Pay Code**.



- This opens the **Delete Pattern box**.



- Select the Pattern to delete by clicking it once (this will highlight it blue).
- Click the Delete button in the upper right corner of this box.
- Click OK.
- Within the Schedule Planner screen, when finished select Save.