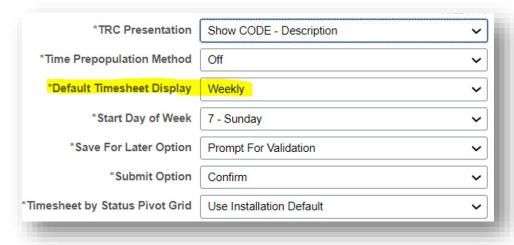# Deleting a Timesheet Row for EEs Hired in Mid Pay Period

Summary:

Within Manager Self Service/Employee Self Service (MSS/ESS) timesheet, if an employee was hired during mid-pay period, he/she will not be able to delete the TRC row after entering multiple TRC rows during the week that he/she was hired. There is a workaround to delete the TRC row. The instructions below explain the workaround.
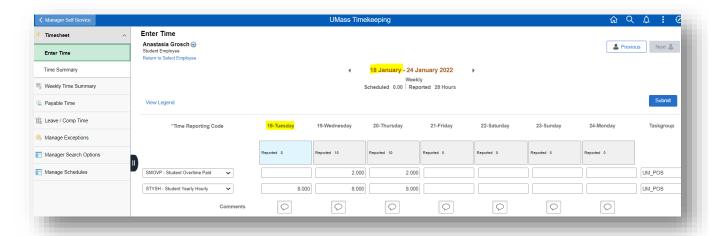
User Preferences:

1. Navigate to Self Service > Time Reporting > User Preferences.
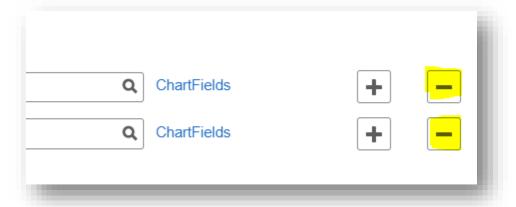2. Verify/Change the Default Timesheet Display = Weekly. (Must be 'Weekly' in order for the workaround to work.)

Delete TRC Row:

1. Go to MSS or ESS.
2. Go to the timesheet and select the hire date as the start of the week (for example, if employee was hired on 1/18/2022, then select 1/18/2022 as the start date.)

3. Scroll to the far right to delete (-) the row.

	ChartFields	+	−
	ChartFields	+	−

4. Save by clicking the Submit button.
5. If you had changed your User Preferences, please remember to change it back.