Delete Contract Extensions

**Step 1:** Click on Approve/Load Contract Extensions.

**Step 2:** Select the checkbox at the beginning of the line (leftmost column) for the employee/s that you wish to delete.

**Step 3:** Once you have selected all of the contract extensions you would like to delete, click on **Delete**. You will get the following message:

1 row(s) deleted.

[Diagram showing the selection criteria and contract extensions table]