

Employee Data - HRS7400

Table of Contents

Employee Data - HRS7400 i
Employee Data - HRS7400 1

Employee Data - HRS7400

Human Resources > Utilities > Mass Delete > Employee Data

This utility is used to delete employee records for a number of employees at a single time. Users may select employees to delete by pay type, pay campus, and primary campus. All records are deleted for the employees as long as the following conditions exist:

- There are no amounts in the calendar year-to-date and school year-to-date maintenance pages.
- The employee does not exist in any other payroll frequency other than the next year payroll frequency.

Note: This page also allows you to delete permit, responsibility, and YTD transaction data.

Mass delete employee records:

Under **Mass Delete Mode Selection**, the **Employees** field is selected by default.

Field	Description
Pay Type	Click to select the pay types from which employee records will be deleted.
Pay Campus	Click to select the pay campuses from which employee records will be deleted.
Primary Campus	Click to select the primary campuses from which employee records will be deleted.

Click **Retrieve**. Employees are displayed who meet the selected criteria. The employee number, pay type, pay campus, primary campus, and job code are displayed as well.

The **Delete** check box is selected for each employee in the list. Clear the **Delete** check box for each employee for whom employee records should not be deleted, or leave the **Delete** check box selected for each employee for whom employee records should be deleted.

- Click **Select All** to select the Delete check box for each employee.
- Click **Unselect All** to clear the Delete check box for each employee.

Click **Execute**. A message is displayed indicating that you are about to delete employee data and confirming that you want to continue. Click **Yes** to continue. Otherwise, click **No** to return to the Employee Data page.

Review the report.

Review the report using the following buttons:

Click First to go to the first page of the report.
Click to go back one page.

Click ▶ to go forward one page.
Click Last to go to the last page of the report.

The report can be viewed and saved in various file formats.

Click  to save and print the report in PDF format.

Click  to save and print the report in CSV format. (This option is not available for all reports.) When a report is exported to the CSV format, the report headers may not be included.
Click **X** to close the report window. Some reports may have a **Close Report**, **Exit**, or **Cancel** button instead.

Click **Process** to accept the changes and continue. If you click **Process**, you have the option to print parameter criteria.

- Click **Yes** to print the parameters selected for this update.
- Click **No** to continue.

A message displays asking if you would like to create a system backup. A backup is

Create a backup.

If you click **Yes**, a pop-up window is displayed with the **Frequency** and **Export File Name**. Click **Execute** to continue. Or, click **Cancel** to not create the backup and continue.

If you click **Execute** to create the system backup, a pop-up window is displayed prompting you to enter a password for the archive. Type the password and click **OK** or click **Cancel** to cancel the process. After the process is completed, the Save As window is displayed. Select the drive location to save a copy of the export.
Click **Save**. A message is displayed indicating whether or not the process was completed. Click **Yes** or **No** to either continue or end the process.

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Click **Cancel** to return to the Employee Data page without making the changes.