

Employee Data - HRS7400

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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**. A list of employees who meet the selected criteria is displayed. 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.
- Click **No** to return to the Employee Data page.

Review the report.

❑ 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.

<div indent> You are prompted to create a backup

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