



Permit Data - HRS7400

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This utility is used to delete permit data for a number of employees at a single time. Permits are issued to allow staff to perform duties other than those for which they are certified. Once permit data is altered using this page, changes are reflected in the individual permit records.

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

Mass delete permit data:

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

The names of the employees that have permit data in their records are displayed. The employee number and pay type 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 permit data should not be deleted, or leave the **Delete** check box selected for each employee for whom permit data 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 permit data and confirming that you want to continue.

- Click **Yes** to continue. [Review the report.](#)
- Click **No** to return to the Permit Data page.

☐ 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.

You are prompted to create a [backup](#).

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