

Responsibility Data - HRS7400

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This utility is used to delete responsibility data for a number of employees at a single time. A responsibility record contains information about a specific job responsibility of an employee. Employees who have responsibilities at more than one campus, assume more than one role, and/or perform more than one type of service will have multiple records. Once responsibility data is altered using this page, changes are reflected in the individual responsibility records.

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

Mass delete responsibility data:

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

Field	Description
Primary Campus	Click ⌄ to select the primary campuses from which responsibility records are deleted.

❑ Under **Select Group**, the **All Employees** field is selected by default. If you select the **Teachers only** field, only role ID 029 is retrieved.

❑ Click **Retrieve**. The names of the employees that have responsibility data in their records for the campuses selected are displayed. Additional responsibility data about the employee is 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 responsibility data should not be deleted, or leave the **Delete** check box selected for each employee for whom responsibility 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 responsibility data and confirming that you want to continue.

- Click **Yes** to continue. Review the report.
- Click **No** to return to the Responsibility 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.

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