Mass Delete - HRS3300

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Payroll > Maintenance > Hours/Pay Transmittals > Mass Delete

This tab is used to select and delete multiple rows of employee transmittal records that were created on the other tabs of the Hours/Pay Transmittals page. Only unprocessed transmittal records may be deleted regardless if the pay date has been processed or not.

Mass delete transmittals:

Under **Tab Selection**, select from the following options:

- **Reg Hours** - fields display as entered on the Reg Hours tab.
- **Abs Ded** - fields display as entered on the Abs Ded tab.
- **Ovtm Hours** - fields display as entered on the Ovtm Hours tab.
- **Cd Abs Ded** - fields display as entered on the Cd Abs Ded tab.
- **Extra Duties** - fields display as entered on the Extra Duties tab.

Note: If an extra duty transmittal was created as a result of employee substitute leave, the substitute leave record will also be deleted with the extra duty transmittal. If the employee leave transmittal has not been processed, the leave transmittal will also be deleted. If the substitute leave transmittal involves multiple accounts for one leave transmittal, then all of the extra duty transmittals associated with the leave transmittal must be selected for deletion. If all transmittals are not selected, an error report is generated, and the errant transmittals are not deleted. By deleting these records, the information will no longer be available for the Employee Substitute Report.

- **Non-TRS** - fields display as entered on the Non-TRS tab.
- **Add'l Ded** - fields display as entered on the Add'l Ded tab.
- **Ded Refund** - fields display as entered on the Ded Refund tab.
- **System Adjust** - fields display as entered on the System Adjust tab.

Under **Delete By**, select from the following options:

| Pay Date | Select to delete unprocessed transmittals by pay date. |
| Emp Nbr | Select to delete unprocessed transmittals by employee number. |

Under **Retrieval Options**, the fields display based on the **Delete By** option selected.

If **Pay Date** is selected in the **Delete By** section:

| Pay Date - From | Click ⌄ to select a from pay date. The field only displays all pay dates where unprocessed transmittals exist (regardless if the pay date has been processed or not). The field is optional. |

| To | Click ⌄ field to select a to pay date. The field only displays all pay dates where unprocessed transmittals exist (regardless if the pay date has been processed or not). The field is optional. |

Click **Retrieve**. All employees with the selected transmittal type for the pay date are displayed in the grid under **Mass Delete Data**.

Select the **Delete** check box on each employee transmittal row for the mass delete process. Use one of the following methods to select a group of employees:

To select multiple rows when the employees are consecutive, select an employee to start at, and then press and hold SHIFT while selecting an employee to end the selection process.

To select multiple rows when the employees are not consecutive, select an employee number, and then select other individual employee numbers from different parts of the listing.

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 **Save**.

| Execute | Click to display the Mass Delete Transmittals preview report. Or, if errors are encountered, an error report is displayed. Review the report. |
| Process | Click to delete the selected transmittals or click **Cancel** to return to the Mass Delete tab without updating the selected leave transmittals.

If you click **Process**, a message is displayed asking if you want to create a system 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. |

A message displays indicating that the mass delete was successful. Click **OK** to close the pop-up window.

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