Mass Delete - HRS3200

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Payroll > Maintenance > Leave Account Transaction > Mass Delete

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

Mass delete employee leave transmittals:

Under **Delete By**:

Field	Description
Pay Date	Select to delete unprocessed leave transmittals by pay date.
Emp Nbr	Select to delete unprocessed leave transmittals by employee number.

If **Pay Date** is selected under **Delete By**, the following fields are displayed.

Pay Date - From/To	Click ⌄ to select a from and to pay date. The pay date fields are optional and only display pay dates where unprocessed leave transmittals exist (regardless if the pay date has been processed or not).
Abs/Earned Date	Click ⌄ to select an absence date range. These do not have to be pay dates. If no dates are selected, absence dates for all specified pay dates are extracted.
Leave Type	Click ⌄ to select a leave type to limit the transmittals retrieved to a specific leave type. This is an optional field.
Reason	Click ⌄ to select a reason to limit the transmittals retrieved to a specific absence reason code. This is an optional field.

If **Emp Nbr** is selected under **Update By**, the following fields are displayed.

Emp Nbr	Type an employee number, if known. The employee's name is displayed at the top of the page, and unprocessed leave transmittals are displayed in the grid below. If the employee number is not known, click **Directory**. The Employees dialog box is displayed. To search for a specific employee, type data in one or more of the search fields. Click **Search**. A list of data that matches the search criteria is displayed. Select an employee number item from the list. Otherwise, click **Cancel**. The employee's name is displayed in the **Name** field, and employee data is displayed in the grid below. The **Emp Nbr** field must be populated to retrieve any transmittals for the mass update process.
Abs/Earned Date	Click ⌄ to select an absence date range. These do not have to be pay dates. If no dates are selected, absence dates for all specified pay dates are extracted.
Leave Type	Click ⌄ to select a leave type to limit the transmittals retrieved to a specific leave type. This is an optional field.

Reason	Click ⌄ to select a reason to limit the transmittals retrieved to a specific absence reason code. This is an optional field.

Note: If the leave transmittal was created as a result of employee substitute leave, the substitute leave record will also be deleted with the leave transmittal. If the substitute's extra duty transmittal has not been processed, the extra duty transmittal is deleted too.

Delete	Select the **Delete** check box on each employee leave 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 row 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 Update Leave Transmittals preview report. 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.

Process	Click to update the selected transmittals, or click **Cancel** to return to the Mass Update Pay Date 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 update was successful. Click **OK** to close the pop-up window.

Other functions and features:

Documents	View or attach supporting documentation.

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