Mass Delete - HRS5500

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This tab is used to select and delete multiple rows of EOY payroll accrual records that were created on the Run Calculations tab (of the EOY Payroll Accruals page). Only records that have not been interfaced to Finance may be deleted.

Mass delete employee EOY accrual records:

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

Field	Description
Calculation Date	Select to delete EOY Accrual Records by calculation date.
Emp Nbr	Select to delete EOY Accrual Records by employee number.

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

If **Calculation Date** is selected under **Delete By**:

Calculation Date - From	Click ⌄ to select a from calculation date. This field only displays all calculation dates where EOY accrual records that have not been interfaced to Finance exist. This field is optional. In the **To** field, click ⌄ to select a to calculation date. This field only displays all calculation dates where EOY accrual records that have not been interfaced to Finance exist. This field is optional.

If **Emp Nbr** is selected under **Delete By**:

Emp Nbr	Type an employee number, if known. The employee's name is displayed at the top of the page, and EOY accrual records that have not been interfaced to Finance are displayed in the grid below. If the employee number is not known, click **Directory** to select an employee from the Employee ID Prompt. 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 EOY accrual records for the mass delete process.

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

❑ Select **Delete** on each employee EOY accrual 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 **Execute** to mass delete all selected EOY accrual records. The Mass Delete EOY Accrual Data preview report is displayed. Review the report.

❑ Click **Process** to continue and to delete the selected EOY accrual records.

❑ Click **Cancel** to return to the Mass Delete tab without deleting the selected EOY accrual records.

Other functions and features:

Retrieve	The **Retrieve** button is also used to retrieve information from the last save. If you click **Retrieve**, any unsaved changes are lost.

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