



## Self-Service Data - HRS7400



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## ***Payroll > Utilities > Mass Delete > Self-Service Data***

This utility is used to delete self-service data for a number of employees at a single time. Pending requests will not be deleted.

### **Mass delete self-service data:**

Under **Processed Date Range**:

| <b>Field</b>     | <b>Description</b>                                                                                                   |
|------------------|----------------------------------------------------------------------------------------------------------------------|
| <b>From Date</b> | Type in the MMDDYYYY format the beginning date of the range of dates for which you wish to delete self-service data. |
| <b>To Date</b>   | Type in the MMDDYYYY format the ending date of the range of dates for which you wish to delete self-service data.    |

Click **Execute**. A message is displayed indicating that the self-service data deleted successfully.



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