Employee Data - HRS7400

Table of Contents

Employee Data - HRS7400

Human Resources > Utilities > Mass Delete > Employee Data

This utility is used to delete employee records for a number of employees at a single time. Users may select employees to delete by pay type, pay campus, and primary campus. All records are deleted for the employees as long as the following conditions exist:

- There are no amounts in the calendar year-to-date and school year-to-date maintenance pages.
- The employee does not exist in any other payroll frequency other than the next year payroll frequency.

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

Mass delete employee records:

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

Field	Description
Pay Type	Click ⌄ to select the pay types from which employee records will be deleted.
Pay Campus	Click ⌄ to select the pay campuses from which employee records will be deleted.
Primary Campus	Click ⌄ to select the primary campuses from which employee records will be deleted.

Click **Retrieve**. Employees are displayed who meet the selected criteria. The employee number, pay type, pay campus, primary campus, and job code are 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 employee records should not be deleted, or leave the **Delete** check box selected for each employee for whom employee records 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 employee data and confirming that you want to continue. Click **Yes** to continue. Otherwise, click **No** to return to the Employee Data page.

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 [icon] to save and print the report in PDF format.

Click [icon] 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.

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.

A message displays asking if you would like to create a system backup. A backup is

Create a 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.

|

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

Back Cover