



## Employee Data - HRS7400



# Table of Contents

**Employee Data - HRS7400** ..... 1



# Employee Data - HRS7400

## Personnel > 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, Teacher Incentive Allotment Designation, and YTD transaction data.

### Mass delete employee data:

Under **CYR Frequency** and **NYR Frequency**, select the applicable pay frequency(ies).

Use the following fields to narrow the list of employees.

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

Click **Retrieve**. A list of employees who meet the selected criteria is displayed. 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** to execute the process. A message is displayed indicating that you are about to delete employee data and confirming that you want to continue.

- Click **Yes** to continue.
- Click **No** to return to the Employee Data page.

[Review the report.](#)

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.

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



## Back Cover