

Employee Data - HRS7400

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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
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**. 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.


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