

Responsibility Data - HRS7400

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This utility is used to delete responsibility data for a number of employees at a single time. A responsibility record contains information about a specific job responsibility of an employee. Employees who have responsibilities at more than one campus, assume more than one role, and/or perform more than one type of service will have multiple records. Once responsibility data is altered using this page, changes are reflected in the individual responsibility records.

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

Mass delete responsibility data:

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

Field	Description
Primary Campus	Click to select the primary campuses from which responsibility records are deleted.

Under **Select Group**, the **All Employees** field is selected by default. If the user selects the **Teachers only** field, only role ID 029 is retrieved.

Click **Retrieve**. The names of the employees that have responsibility data in their records for the campuses selected are displayed. Additional responsibility data about the employee is 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 responsibility data should not be deleted, or leave the **Delete** check box selected for each employee for whom responsibility data 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 responsibility data and confirming that you want to continue. Click **Yes** to continue. Otherwise, click **No** to return to the Responsibility 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  to save and print the report in PDF format.

Click  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.

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


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