



## Self-Service Data - HRS7400



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## ***Personnel > 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:**

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

☐ Click **Execute** to execute the process.

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



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