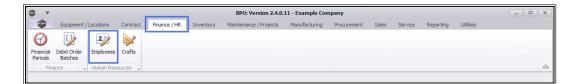


# **HUMAN RESOURCES**

# **EMPLOYEES - DELETE EMPLOYEE**

**Ribbon Access:** Finance and HR > Employees



1. The *Employees* listing screen will display.

### **SELECT EMPLOYEE**

2. Select the *row* of the employee whom you wish to *remove* from the data grid.

#### **DELETE EMPLOYEE**

3. Click on *Delete*.



#### Delete Employee

Add E	Home Equi		/Locations Contract	Finance / HR Inv	entory Maintenance / Projects Manuf	Company v2.5.0.0	ent Sales	Service Re	porting Utilit	PS .	- 8
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ner text u	to search	~	EmployeeNumber	FullName	EmailAddress	Manager	Department	PhoneNumber	MobileNumber	Extension	Status
Address	2992	9	a B C	8 8 C	* C C	R B C	8 <b>8</b> 0	RBC	8 <b>8</b> 0	88 C	RBC
			BAL001	Steven Cooper	Steven@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman					A
			BEN	Ben Johnson	Ben@TEST ALPHA v2.4.0.0 DB.co.za	Steven Cooper		031 123 4567			A
Overtim			BLY001	Arial Blythe	Arial@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales				A
Holiday			CO3	CO3 Administrator	CO3@TEST ALPHA v2.4.0.0 DB.co.za						Α
		DAN001	Sabelo Danisa	Sabelo@TEST ALPHA v2.4.0.0 DB.co.za						A	
		DAV909	David Rowe	davidr@test.coza	Belinda Sharman	Sales	01010101	03030303	01	A	
Competence Management			DG001	John Twain	John@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman					Α
			DUT001	Bianca Du Toit	kameshni.pillay@co3.co.za	Belinda Sharman	Sales	031 123 4564	083 123 4567	1234	Α
		_	DUT002	Tammy Du Toit	Tammy@TEST ALPHA v2.4.0.0 DB.co.za						A
Payroll	Data		DUT004	Test Employee	Test@TEST ALPHA v2.4.0.0 DB.co.za						A
			DUT005	Mary Saunders	Mary@TEST ALPHA v2.4.0.0 DB.co.za						Α
		2	DUT010	Bianca Surendorff	Bianca@TEST ALPHA v2.4.0.0 DB.co.za			031 123 4564	083 123 4567	1234	Α
			E147282	Jade Rivers	Jade@TEST ALPHA v2.4.0.0 DB.co.za						A
			E987654	Jeff Rivers	Jeff@TEST ALPHA v2.4.0.0 DB.co.za						Α
			EMP 123	Carolina Suzzetta L	Carolina Suzzetta@TEST ALPHA v2.4.0.0	Bianca Du Toit					Α
Custom	n Details		HAR001	Wesley Haynes	Wesley@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit					A
			JO001	01 Sasha Jones		Bianca Du Toit	Sales				A
			JOH001	Michael-Stark Johns	Michael-Stark@TEST ALPHA v2.4.0.0 DB	Markus Arilius Ste					Α
			JU01	Judah Milne	judahm@test.co.za.za	Belinda Sharman	Sales	9876543210	1122334455	7	Α
Loans			KES001	Julanda Kessler			Sales				A
			KHU001	Andile Khumalo	Andile@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales				Α
			MIL001	Abigail Milne	Abigail@TEST ALPHA v2.4.0.0 DB.co.za		Sales				Α

#### **CONFIRM DELETION**

- 1. A *Delete Employee* message box will pop up asking;
  - Are you sure you want to delete this employee?
- 2. Click on Yes.



## Delete Employee

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	Home	Equip	ment /	/Locations Contract	Finance / HR Inv	entory Maintenance / Projects Manuf	acturing Procuren	nent Sales	Service Re	porting Utiliti	ies -	- 8		
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nter text	to search.		2	EmployeeNumber	FullName	EmailAddress	Manager	Department	PhoneNumber	MobileNumber	Extension	Status		
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Mudre				BAL001	Steven Cooper	Steven@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman					A		
		BEN	Ben Johnson	Ben@TEST ALPHA v2.4.0.0 DB.co.za	Steven Cooper		031 123 4567			A				
Overtime and Holidays Competence Management			BLY001	Arial Blythe	Arial@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales				A			
			CO3	CO3 Administrator	Delete Employee	×		1			Α			
			DAN001	Sabelo Danisa	1.7						A			
		Þ	DAV909	David Rowe	Annual and a state of the state		Sales	01010101	03030303	01	Α			
			DG001	John Twain	Are you sure you want to delete this er	mpioyee:					Α			
					DUT001	Bianca Du Toit			Sales	031 123 4564	083 123 4567	1234	Α	
				DUT002	Tammy Du Toit	Yes	No					Α		
Payrol	ll Data			DUT004	Test Employee							Α		
				DUT005	Mary Saunders	Mary@TEST ALPHA v2.4.0.0 DB.co.za						Α		
				DUT010	Bianca Surendorff	Bianca@TEST ALPHA v2.4.0.0 DB.co.za			031 123 4564	083 123 4567	1234	Α		
Bankin				E147282	Jade Rivers	Jade@TEST ALPHA v2.4.0.0 DB.co.za						Α		
					E987654	Jeff Rivers	Jeff@TEST ALPHA v2.4.0.0 DB.co.za						Α	
				EMP 123	Carolina Suzzetta L	Carolina Suzzetta@TEST ALPHA v2.4.0.0	Bianca Du Toit					Α		
Custor	m Details			HAR001	Wesley Haynes	Wesley@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit					Α		
				JO001	Sasha Jones		Bianca Du Toit	Sales				Α		
				JOH001	Michael-Stark Johns	Michael-Stark@TEST ALPHA v2.4.0.0 DB	Markus Arilius Ste					Α		
				JU01	Judah Milne	judahm@test.co.za.za	Belinda Sharman	Sales	9876543210	1122334455	7	Α		
Loans				KES001	Julanda Kessler			Sales				Α		
				KHU001	Andile Khumalo	Andile@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales				Α		
				MIL001	Abigail Milne	Abigail@TEST ALPHA v2.4.0.0 DB.co.za		Sales				Α		
-				MUD001	Judith Mudaonai	Ludith OTECT ALDHA UD 4 0 0 DP co. 20	Pianca Du Toit	Color	172 /06 7000			Δ	ļ	

- 1. A second message box will pop up, informing you;
  - Employee Deleted
- 2. Click on OK.

<b>v</b>			Emplo	yees - BPO: Version 2.5.0.0 - Example C	ompany v2.5.0.0				_	
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		BAL001	Steven Cooper	Steven@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman					A
		BEN	Ben Johnson	Ben@TEST ALPHA v2.4.0.0 DB.co.za	Steven Cooper		031 123 4567			A
Overtime and		BLY001	Arial Blythe	Arial@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales				A
Holidays		CO3	CO3 Administrator	CO3@TEST ALPHA v2.4.0.0 DB.co.za	Employees		×			Α
		DAN001	Sabelo Danisa	Sabelo@TEST ALPHA v2.4.0.0 DB.co.za	employees					A
a		DG001	John Twain	John@TEST ALPHA v2.4.0.0 DB.co.za						A
Competence Management		DUT001	Bianca Du Toit	kameshni.pillay@co3.co.za	Employee Deleted	123 4564	083 123 4567	1234	A	
		DUT002	Tammy Du Toit	Tammy@TEST ALPHA v2.4.0.0 DB.co.za						Α
		DUT004	Test Employee	Test@TEST ALPHA v2.4.0.0 DB.co.za						A
Payroll Data		DUT005	Mary Saunders	Mary@TEST ALPHA v2.4.0.0 DB.co.za	1	OK				Α
		DUT010	Bianca Surendorff	Bianca@TEST ALPHA v2.4.0.0 DB.co.za		OK	123 4564	083 123 4567	1234	Α
		E147282	Jade Rivers	Jade@TEST ALPHA v2.4.0.0 DB.co.za						Α
		E987654	Jeff Rivers	Jeff@TEST ALPHA v2.4.0.0 DB.co.za	2					A
		EMP123	Carolina Suzzetta L	Carolina Suzzetta@TEST ALPHA v2.4.0.0	Bianca Du Toit					Α
		HAR001	Wesley Haynes	Wesley@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit					A
Custom Details		JO001	Sasha Jones		Bianca Du Toit	Sales				A
		JOH001	Michael-Stark Johns	Michael-Stark@TEST ALPHA v2.4.0.0 DB	Markus Arilius Ste					A
		JU01	Judah Milne	judahm@test.co.za.za	Belinda Sharman	Sales	9876543210	1122334455	7	Α
		KES001	Julanda Kessler			Sales				Α
Loans		KHU001	Andile Khumalo	Andile@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales				A
		MIL001	Abigail Milne	Abigail@TEST ALPHA v2.4.0.0 DB.co.za		Sales				Α
		MUD001	Judith Mudzengi	Judith@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales	123 456 7890			A
		NDW001	See Nidualana	monthlantia ndwalano@co2 co za		Salas				



#### **VIEW DELETION RESULTS**

The selected employee will be *removed* from the data grid.

<b>þ</b> . •		Emplo	oyees - BPO: Version 2.5.0.0 - Example O	Company v2.5.0.0				-		×
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inter text to search	Q	<ul> <li>FullName</li> </ul>	EmailAddress	Manager	Department	PhoneNumber	MobileNumber	Extension	Status	
Addresses	P ===:	a 🛛 c	-0-	ABC .	88C	REC	RBC	a 🛛 c	RBC	
Addresses	▶ BAL001	Steven Cooper	Steven@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman					A	
	BEN	Ben Johnson	Ben@TEST ALPHA v2.4.0.0 DB.co.za	Steven Cooper		031 123 4567			A	
	BLY001	Arial Blythe	Arial@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales				A	
Overtime and Holidays	CO3	CO3 Administrator	CO3@TEST ALPHA v2.4.0.0 DB.co.za						A	
	DAN001	Sabelo Danisa	Sabelo@TEST ALPHA v2.4.0.0 DB.co.za						A	
	> <-	John Twain	John@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman					A	
Competence Management	DUT001	Bianca Du Toit	kameshni.pillay@co3.co.za	Belinda Sharman	Sales	031 123 4564	083 123 4567	1234	A	
nanagement	DUT002	Tammy Du Toit	Tammy@TEST ALPHA v2.4.0.0 DB.co.za						Α	
	DUT004	Test Employee	Test@TEST ALPHA v2.4.0.0 DB.co.za						A	
Payroll Data	DUT005	Mary Saunders	Mary@TEST ALPHA v2.4.0.0 DB.co.za						Α	
	DUT010	Bianca Surendorff	Bianca@TEST ALPHA v2.4.0.0 DB.co.za			031 123 4564	083 123 4567	1234	Α	
	E147282	Jade Rivers	Jade@TEST ALPHA v2.4.0.0 DB.co.za						Α	
	E987654	Jeff Rivers	Jeff@TEST ALPHA v2.4.0.0 DB.co.za						A	
	EMP123	Carolina Suzzetta L	Carolina Suzzetta@TEST ALPHA v2.4.0.0	Bianca Du Toit					Α	
	HAR001	Wesley Haynes	Wesley@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit					Α	
Custom Details	JO001	Sasha Jones		Bianca Du Toit	Sales				A	
Castom Details	JOH001	Michael-Stark Johns	Michael-Stark@TEST ALPHA v2.4.0.0 DB	Markus Arilius Ste					A	
	JU01	Judah Milne	judahm@test.co.za.za	Belinda Sharman	Sales	9876543210	1122334455	7	Α	
	KES001	Julanda Kessler			Sales				A	
Loans	KHU001	Andile Khumalo	Andile@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales				Α	
	MIL001	Abigail Milne	Abigail@TEST ALPHA v2.4.0.0 DB.co.za		Sales				Α	
	MUD001	Judith Mudzengi	Judith@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales	123 456 7890			Α	
	NDW001	Coo Mdualano	enonblanbla.ndwalano.@co.2.co.za		Color					4

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