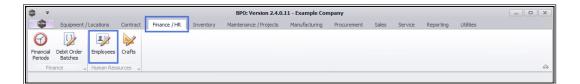


# **HUMAN RESOURCES**

# **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

			1-	Empl	oyees - BPO: Version 2.5.0.0 - Example (	Company v2.5.0.0				_	
Home	Equij	omen	t / Locations Contra	act Finance / HR In	ventory Maintenance / Projects Manuf	acturing Procuren	nent Sales	Service Re	porting Utilit	ies .	- 8
Add Edit Maintena	Delete	Viet	w Save Layout		Export Refresh Print						
inks		ų.	Drag a column header								
nter text to searc	h	2	EmployeeNumber	▲ FullName	EmailAddress	Manager	Department	PhoneNumber	MobileNumber	Extension	Status
Addresses			P ====	8 B C	a B c	RBC	8 <b>8</b> 0	REC	88C	* <b>0</b> 0	88C
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
Overtime and Holidays			BLY001	Arial Blythe	Arial@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales				A
			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
		51	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						Α
			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						Α
			E987654	Jeff Rivers	Jeff@TEST ALPHA v2.4.0.0 DB.co.za						Α
			EMP123	Carolina Suzzetta L	Carolina Suzzetta@TEST ALPHA v2.4.0.0	Bianca Du Toit					Α
Custom Details			HAR001	Wesley Haynes	Wesley@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit					A
			JO001	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	A
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	LINE OTECT ALDER UD 4.0.0 DR co. 20	Pinnen Du Toit	Calor	172 456 7900			

#### **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

÷ •					Emplo	yees - BPO: Version 2.5.0.0 - Example (	Company v2.5.0.0				_		
	Home	Equip	ment /	/Locations Contract	Finance / HR Inv	entory Maintenance / Projects Manuf	acturing Procuren	nent Sales	Service Re	porting Utiliti	ies -	- 8	
Add	Edit De	elete	View	Save Layout Wor		xport Refresh Print							
N	Maintenand	ce		4 Format	4 View	a Curr a Print a							
inks.				rag a column header her									
Enter text to search			2	EmployeeNumber	FullName	EmailAddress	Manager	Department	PhoneNumber	MobileNumber	Extension	Status	
Addre			٩	88 C	8 8 C	a B c	RBC	88 C	RBC	8 B C	88 C	8 8 C	
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 employee?						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				_	
Home Equipr	ment /	Locations Contract	Finance / HR Inv	entory Maintenance / Projects Manufa	acturing Procuren	nent Sales	Service Reg	oorting Utiliti	es -	- 8
dd Edit Delete	View	Save Layout Work		xport Refresh Print						
Maintenance		Format	View	Curr. Print						
			-						11	
	ρ	rag a column header her								1
			FullName	EmailAddress	Manager	Department		MobileNumber		Status
Addresses	٩	# <b>8</b> 0	8 B C		RBC	8 <b>0</b> 0	REC	880	#OC	R B C
		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
		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 Dele	oyee 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	. I I I	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					A
		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>\$</b> =					Emplo	yees - BPO: Version 2.5.0.0 - Example (	Company v2.5.0.0				-		×				
	Home	Equip	pment ,	Locations Contract	Finance / HR Inv	entory Maintenance / Projects Manufi	acturing Procuren	nent Sales	Service Re	porting Utilit	ies .	_ 8	×				
Add	Edit Maintena	Delete	View	Save Layout Work		xport Curr Print							\$				
Links				rag a column header her													
Enter tex	ct to searc	ch	2	EmployeeNumber 🔺	FullName	EmailAddress	Manager	Department	PhoneNumber	MobileNumber	Extension	Status					
Addr	resses		٩	88C	88C	*Bc	RBC	88 C	RBC	880	a B C	8 B C					
Audi	Cooco		Þ	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			BLY001	Arial Blythe	Arial@TEST ALPHA v2.4.0.0 DB.co.za	Bianca Du Toit	Sales				A						
		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							
				DG001 <	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	Α						
				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					
Payr	oll 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					
Bank				E987654	Jeff Rivers	Jeff@TEST ALPHA v2.4.0.0 DB.co.za						A					
								EMP 123	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						
Ouet	om Detaik	le .		JO001	Sasha Jones		Bianca Du Toit	Sales				Α					
cuse				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					
				KES001	Julanda Kessler			Sales				Α					
Loan	IS			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 Mdwalana	monhlanhla ndualano@co2.co.aa		Salas					1				

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