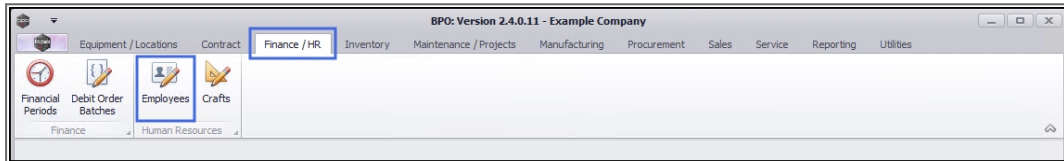# HUMAN RESOURCES

EMPLOYEES – DELETE EMPLOYEE

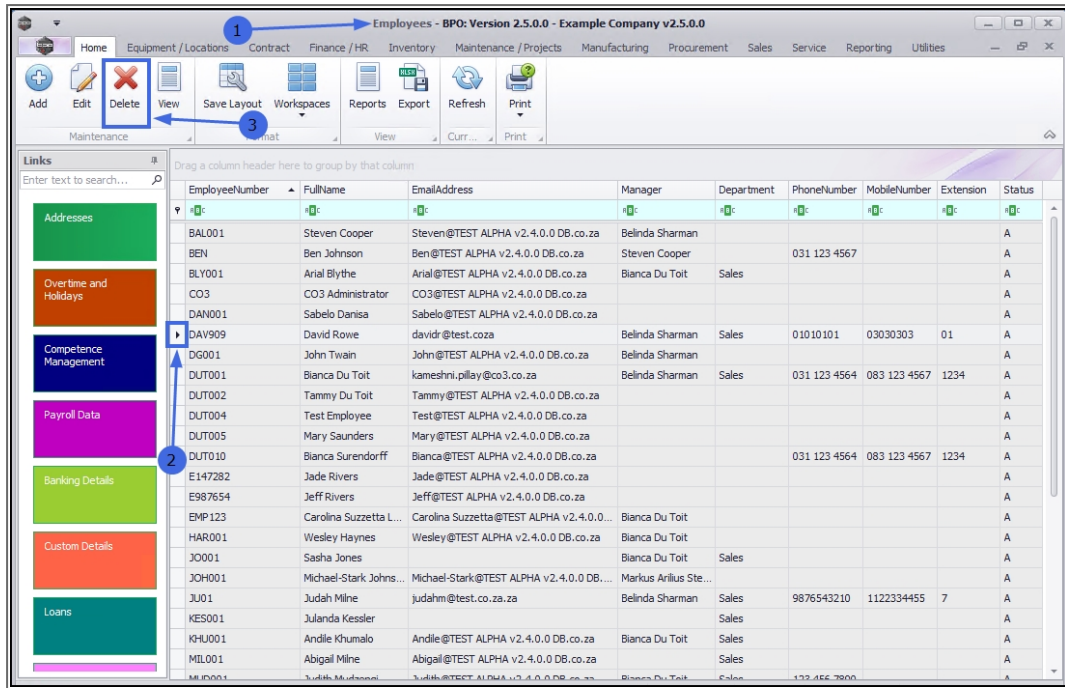***Ribbon Access:*** *Finance and HR > Employees*

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.

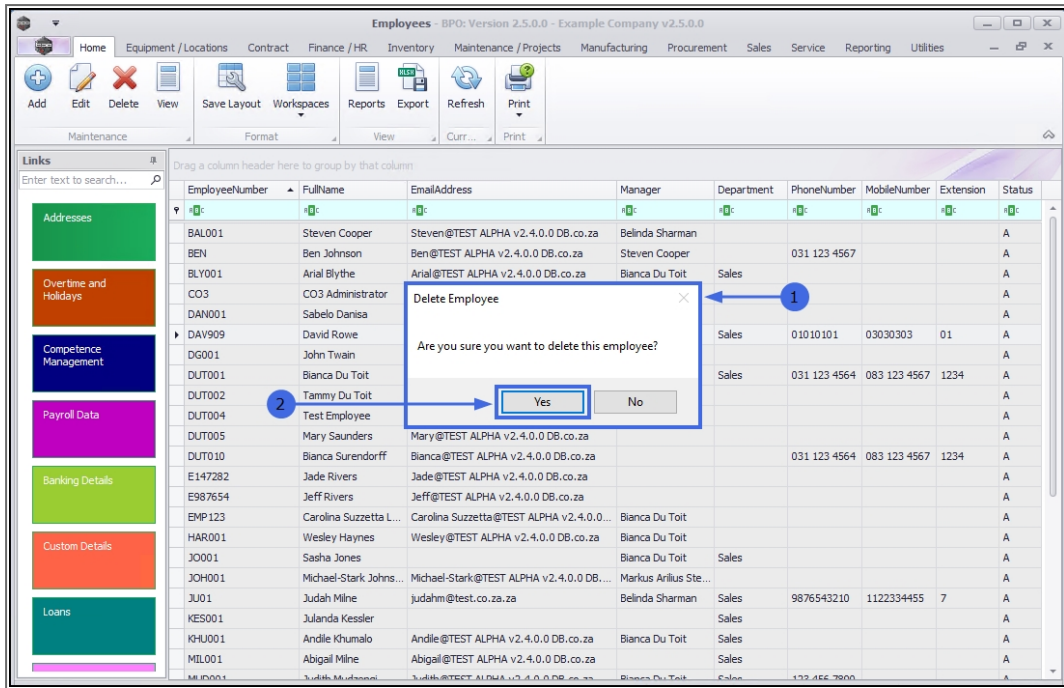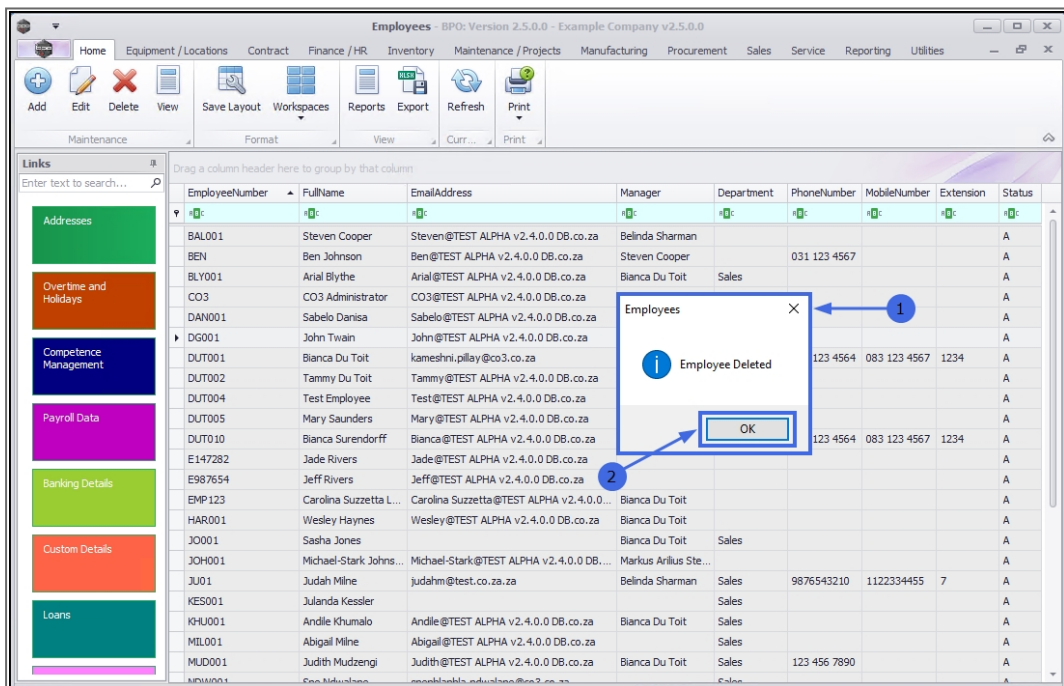## DELETE EMPLOYEE

3. Click on *Delete*.

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*.

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

VIEW DELETION RESULTS

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

MNU.021.023