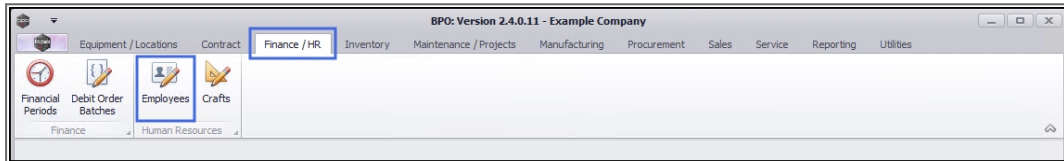


HUMAN RESOURCES

EMPLOYEES – DELETE EMPLOYEE

Ribbon Access: Finance and HR > Employees



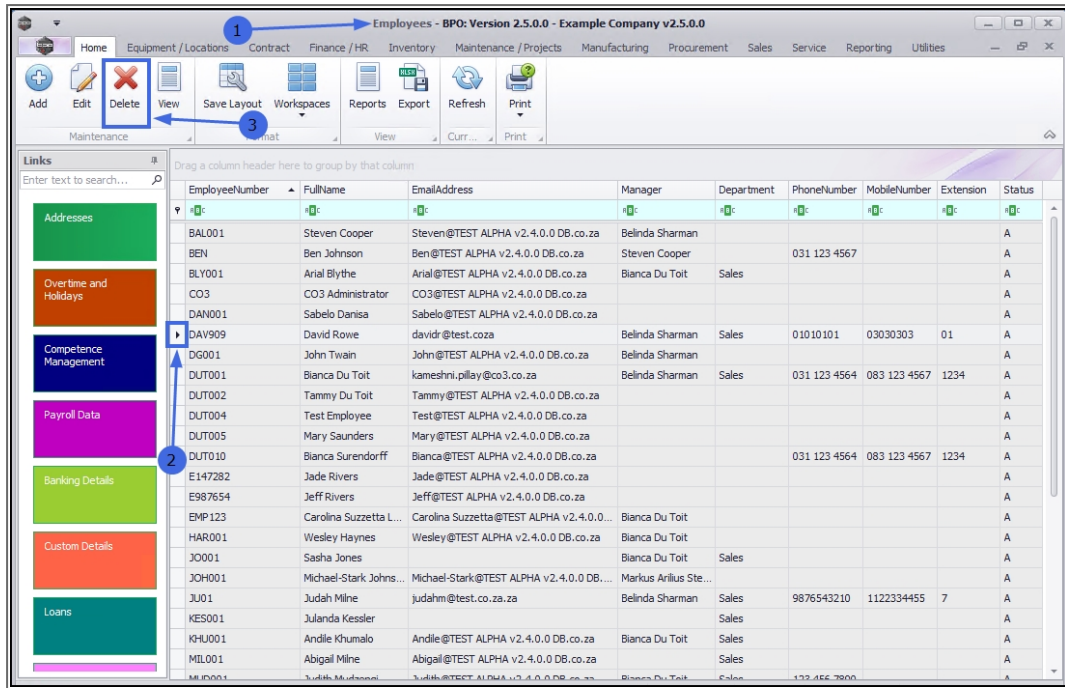
1. The *Employees* listing screen will display.

SELECT EMPLOYEE

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

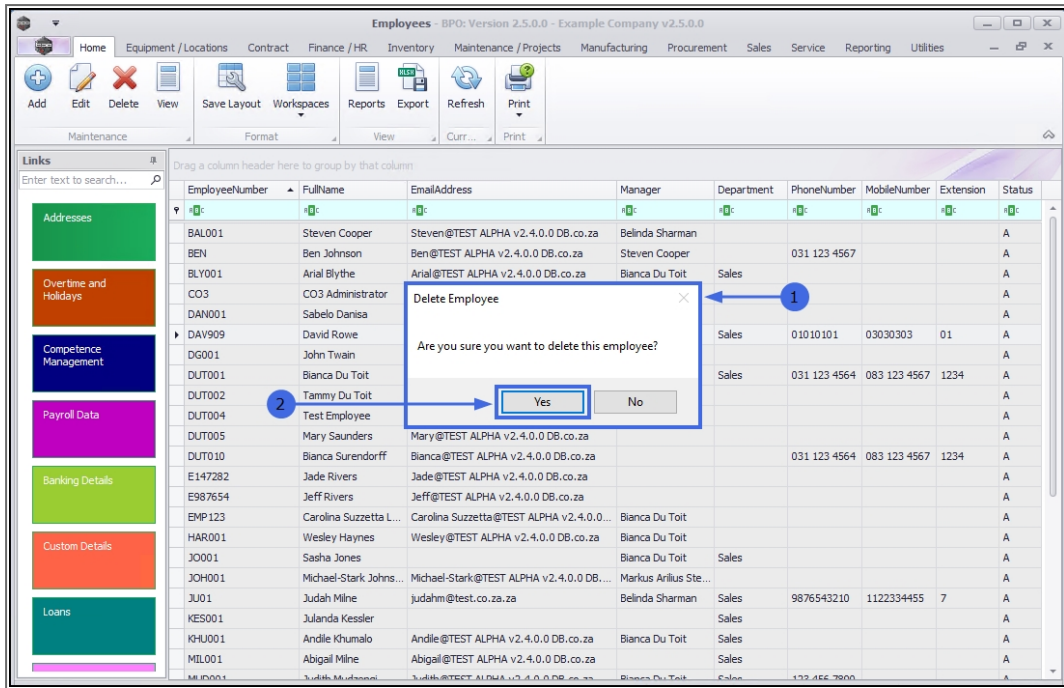
DELETE EMPLOYEE

3. Click on *Delete*.



CONFIRM DELETION

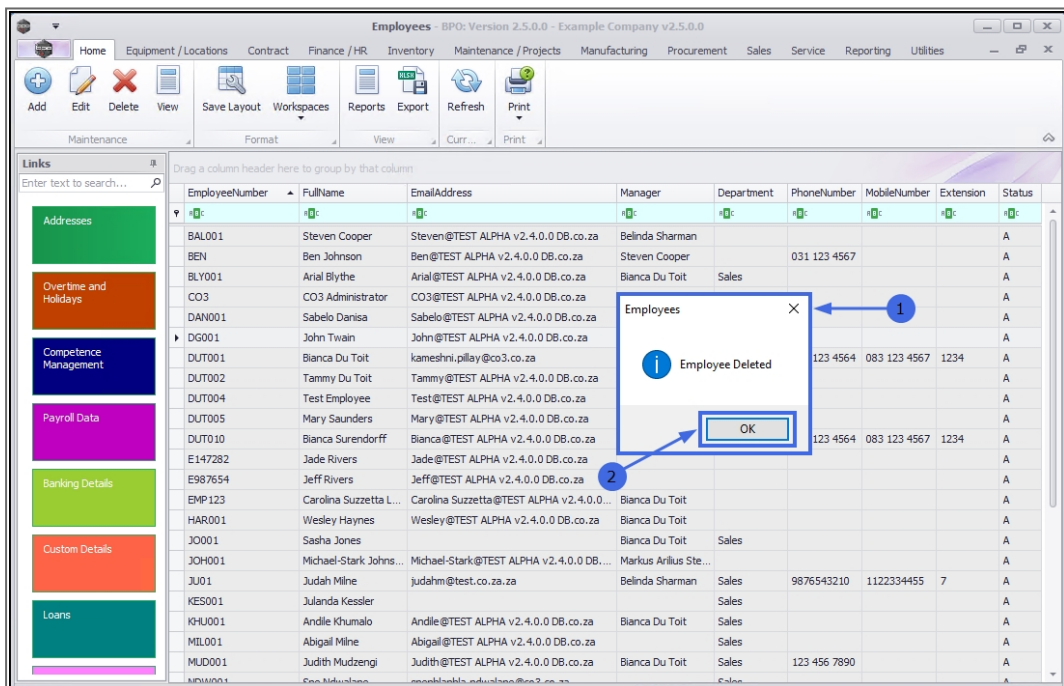
1. A **Delete Employee** message box will pop up asking;
 - **Are you sure you want to delete this employee?**
2. Click on **Yes**.



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.

EmployeeNumber	FullName	EmailAddress	Manager	Department	PhoneNumber	MobileNumber	Extension	Status
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	Blanca Du Toit	Sales				A
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
DG001	John Twain	John@TEST ALPHA v2.4.0.0 DB.co.za	Belinda Sharman					A
DUT001	Bianca Du Toit	kameshni.pillay@co3.co.za	Belinda Sharman	Sales	031 123 4564	083 123 4567	1234	A
DUT002	Tammy Du Toit	Tammy@TEST ALPHA v2.4.0.0 DB.co.za						A
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						A
DUT010	Bianca Surendorff	Bianca@TEST ALPHA v2.4.0.0 DB.co.za			031 123 4564	083 123 4567	1234	A
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						A
EMP123	Carolina Suzzetta L...	Carolina Suzzetta@TEST ALPHA v2.4.0.0...	Blanca Du Toit					A
HAR001	Wesley Haynes	Wesley@TEST ALPHA v2.4.0.0 DB.co.za	Blanca Du Toit					A
JO001	Sasha Jones		Blanca Du Toit	Sales				A
JOH001	Michael-Stark Johns...	Michael-Stark@TEST ALPHA v2.4.0.0 DB...	Markus Arlius Ste...					A
JU01	Judah Milne	judahm@test.co.za.za	Belinda Sharman	Sales	9676543210	1122334455	7	A
KES001	Julanda Kessler			Sales				A
KHU001	Andlie Khumalo	Andlie@TEST ALPHA v2.4.0.0 DB.co.za	Blanca Du Toit	Sales				A
ML001	Abigail Milne	Abigail@TEST ALPHA v2.4.0.0 DB.co.za		Sales				A
MUD001	Judith Mudzengi	Judith@TEST ALPHA v2.4.0.0 DB.co.za	Blanca Du Toit	Sales	123 456 7890			A
MUM001	Con Ndushane	conndushane@co3.co.za		Sales				A

MNU.021.023