

HUMAN RESOURCES

EMPLOYEES - DELETE EMPLOYEE

Ribbon Access: Finance / HR Employees



The **Employees** listing screen will display.

SELECT EMPLOYEE

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

DELETE EMPLOYEE

- Reports Export Refresh Print 0 1 Links
- Click on Delete.



- Or right-click on the row of the employee whom you wish to remove from the data grid.
- A Process menu will pop up.
- Click on **Delete Employee**.

| B Home I | Equipment / Location | ns Contract Finance / H | R Inventory Maintenance / Projects | Manufacturing Procurement | Sales Service Repor | ting Utilities – 🖉 🗙 | | | | | | | | |
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| Add Edit Delete | View Save Layout W | t View Curre | Print Print | | | ^ | | | | | | | | |
| Links # | Drag a column header he | re to group by that column | | | | م | | | | | | | | |
| | fidEm EmployeeN | FullName | EmailAddress | Manager | DepartmentName | | | | | | | | | |
| Enter text to search P | T = s∐c | €∐¢ | ×⊡c | a 🗋 c | n∐c | × | | | | | | | | |
| Addresses | 67 LON914 | Abby Long | abby.long@attexampledomain.coza | Alanna Sheppard | Development | | | | | | | | | |
| | 68 SPE636 | Jace Spencer | jace.spencer@attexampledomain.coza | Dulce Nixon | Development | | | | | | | | | |
| | 69 MYE058 | Alyssa Myers | alyssa.myers@attexampledomain.coza | | Executive Committee | | | | | | | | | |
| Overtime and | 70 MEA512 | Adam Meadows | adam.meadows@attexampledomain.coza | Byron Huerta | Engineering | | | | | | | | | |
| Holidays | 71 GRA119 | Pearl Graham | pearl.graham@attexampledomain.coza | Dulce Nixon | Engineering | | | | | | | | | |
| | 72 BRO339 | Giovanni Brooks | giovanni.brooks@attexampledomain.coza | Eden Rowan | Executive Committee | | | | | | | | | |
| | 73 QUI552 | Autumn Quinn | autumn.quinn@attexampledomain.coza | Duice Nixon | Human Resources | | | | | | | | | |
| Management | 74 CON197 | Rhys Conner | rhys.conner@attexampledomain.coza | Muhammad Trujilo | Implementations | | | | | | | | | |
| | 75 DYE318 | Alondra Dyer | alondra.dyer@attexampledomain.coza | Dulce Nixon | Implementations | | | | | | | | | |
| | 76 WADS7S | Atreus Wade | atreus.wade@attexampledomain.coza | Dulce Nixon | 0 | | | | | | | | | |
| Payrol Data | ▶ 77 NEA014 | Evie Neal | evie.neal@attexampledomain.coza | Dulce Nixon | 0 | | | | | | | | | |
| | Process | Kane Henry | kane.henry@attexampledomain.coza | Dulce Nixon | 0 | | | | | | | | | |
| | Add Add New Freedow | Summer Wang | summer.wang@attexampledomain.coza | Ellis Wallace | Maintenance | | | | | | | | | |
| Banking Details | Add New Employ | Cohen Burns | cohen.burns@attexampledomain.coza | Dulce Nixon | Maintenance | | | | | | | | | |
| | Edit Employee | Emerson Bravo | emerson.bravo@attexampledomain.coza | Camila Ross | Manufacturing | | | | | | | | | |
| | 🕎 Delete | Genesis Soto | genesis.soto@attexampledomain.coza | Dulce Nixon | Manufacturing | | | | | | | | | |
| Custom Details | Delete Employee | Brynlee Daniel | brynlee.daniel@attexampledomain.coza | Lorelai Brady | Marketing | | | | | | | | | |
| | Clear Ellerr | Grady Sloan | grady.sloan@attexampledomain.coza | Duice Nixon | Marketing | | | | | | | | | |
| | C.Cal Hites | Selene Nielsen | selene.nielsen Øattexampledomain.coza | Morgan Webster | Operations | | | | | | | | | |

CONFIRM DELETION

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

| • • | | | | | | | | | | | | | | | | | |
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| ۲ | Home | Equi | omen | t / Locations | Co | ontract Fin | ance / HR | Inventory | Maintenance / Projects | Manufa | cturing | Procurement | Sales | Service | Reporting | Utilities | - Ø × |
| Add | Edit Delete | O View | Se | ve Layout Work | spaces | Reports Export | ∂ Refresh | Print | | | | | | | | | |
| | Maintenance | | | Format | | View | Curre | Print | | | | | | | | | |
| Links * Drag a column header here to group by that column | | | | | | | | | | | | | | | | | |
| | | fidEm EmployeeN FullName | | | | | EmailAddress | | Manager | | Department | Name | | | | | |
| | to search P | tarch P = +0: +0: | | | | *[]c | | N C N C | | | | | | | | | |
| Addre | 25505 | | 7 | GRA119 | Pearl Graham | | pearl.graham@ | pearl.graham@attexampledomain.coza | | | | Engineering | | | | | |
| | | | 7 | 2 BRO339 | Giovanni Brooks | | | giovanni.brook | giovanni.brooks@attexampledomain.coza | | | wan Executive Committee | | | | | |
| | | | 7. | QUI552 | Autumn | Quinn | | autumn.quinni | autumn.quinn@attexampledomain.coza | | | | Human Resources | | | | |
| 0 | tions and | | 7 | CON 197 | ICON197 Rhys Conner YYE318 Alondra Dyer VAD575 Atreus Wade EA014 Evie Neal | | Dalas Franks | | | | Trujilo | Implementat | ions | | | | |
| Holida | ane ana sys | | 7 | 5 DYE318 | | | Delete Employ | ee | Dulce Nixon | | Implementations | | | | | | |
| | | | 7 | 6 WAD575 | | | | | Dulce Nixon 0 | | | | | | | | |
| | | Þ | 7 | 7 NEA014 | | | Are you sure y | Are you sure you want to delete this employee? | | | 0 | | | | | | |
| Comp | Competence | | 7 | B HEN233 | Kane Henry | | | _ | | Duice Nixon | Nixon 0 | | | | | | |
| - NG IG | | | 7 | WAN001 | Summer | Wang | | | Yes No | | Ellis Wallace | | Maintenance | | | | |
| | | | 8 | BUR413 | Cohen B | lurns | | | | | Dulce Nixon | | Maintenance | | | | |

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



| ۰ - | Employees - Nucleus Service: Version 2023.11.0.10 - All Things Example Company | | | | | | | | | | | | | | | | | × | | | |
|--------------------------|--|------------------------|----------------|--|----------------|------------|---------------------------------------|------------------------------------|--------------|--------------|------------|---------------|----------------------------------|----------------------------|---------|-----------|-----------|---|--|---|----------|
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| Add Edit Delete | ○ Viet | > // Sa | ve Layout Work | spaces R | Reports Export | Refresh | Print Y | | | | | | | | | | | | | | |
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| Enter tout to conrol 0 | | fidEm EmployeeN Fi | | FullName | | | Ema | EmailAddress | | | Manager | | DepartmentName | | | | | | | | |
| Enter text to search P | Ŧ | - | #[]c | *[]c | | | #[]c | *Dc | | | | n∐c | | e[]c | | | | | | | A |
| Addresses | | 7: | GRA119 | Pearl Graham | | | pear | pearl.graham@attexampledomain.coza | | | | Duice Nixon | | Engineering | | | | | | | |
| | | 77 | BRO339 | Giovanni Brooks | | giov | giovanni.brooks@attexampledomain.coza | | | | Eden Rowar | ı | Executive Committee | | | | | | | | |
| | | 73 | 8 QUI552 | Autumn Qu | utumn Quinn | | Er | Employees X | | | | Dulce Nixon | | Human Resources | | | | | | | |
| Ourseline and | | 74 | 74 CON 197 Rh | Rhys Conner Alondra Dyer Atreus Wade | | | | Chiployees X | | | | Muhammad | Muhammad Trujilo Implementations | | | | | | | | |
| Holidays | | 7 | 5 DYE318 | | | | | Employee Deleted | | | | Dulce Nixon | | Implementations | | | | | | | |
| | | 76 | 6 WAD575 | | | | | | | | | Duice Nixon | Dulce Nixon 0 | | | | | | | | |
| | • | 78 | B HEN233 | Kane Henr | у | | | - | | | | Duice Nixon | | 0 | | | | | | | |
| Competence Management | | 75 | WAN001 | Summer W | ang | | | | | | | Ellis Wallace | | Maintenance Maintenance | | | | | | | |
| - is any cincinc | | 80 | BUR413 | Cohen Bun | ns | | | | OK | ок | | Duice Nixon | | | | | | | | | |
| | | 8: | BRA251 | Emerson B | ravo | | ene | erson.bravo@at | texampledoma | n.coza | | Camila Rost | | Manufacturi | 0 | | | | | | |

VIEW DELETION RESULTS

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

| ۰ م | Employeer - Nucleus Service: Version 2022. 11.0.: All Thraps Example Company 🖸 — 🗗 | | | | | | | | | | | | | | | × | | |
|--------------------------|--|------------|------------------------------|---------------------|-------|---------------------|--------------|------------------------------------|-----------------|----------|---------------|------------------|-------------|---------|-----------|-----------|-------|-----|
| Home | Б | quipmer | nt / Locations | Contract | Finar | nce / HR | Inventor | ry Ma | aintenance / Pr | rojects | Manufacturing | Procurement | Sales | Service | Reporting | Utilities | - [] | ø × |
| Add Edit De | lete V | iew Si | ave Layout Work | kspaces Reports | EXEPT | 2 Refresh | Print | | | | | | | | | | | |
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| | | fidEm. | fidEm EmployeeN FullName | | | EmailAddre | EmailAddress | | | Manager | | Department | lame | | | | | |
| Enter text to search. | | r = | ∎⊑c | s∐c | | | *[]c | x⊡¢ | | | | | a∏c | | | | | - |
| Addresses | | 7 | 0 MEA512 | Adam Meadows | | | adam.mea | adam.meadows@attexampledomain.coza | | | Byron Hue | sta | Engineering | | | | | |
| | | 7 | 1 GRA119 | Pearl Graham | | | pearl.grah | pearl.graham@attexampledomain.coza | | | Dulce Nixo | Engineering | | | | | | |
| | | 7 | 72 BRO339 Giovanni Brooks | | | giovanni.b | rooks@atter | xampledomain.coza | a | Eden Row | Executive Co | ommittee | | | | | | |
| Overtime and | | 7 | 3 QUI552 | Autumn Quinn | | | autumn.qu | inn@attexa | mpledomain.coza | | Duice Nixo | n | Human Reso | urces | | | | |
| Holidays | | 7 | 4 CON197 | Rhys Conner | | | rhys.conne | rhys.conner@attexampledomain.coza | | | | Muhammad Trujilo | | | | | | |
| | | 75 DYE318 | | Alondra Dyer | | | alondra.dy | alondra.dyer@attexampledomain.coza | | | Duice Nixo | n | Implementat | ions | | | | |
| | | 7 | 6 WAD575 | Atreus Wade | | | atreus.war | de@attexan | pledomain.coza | | Duice Nixo | n | 0 | | | | | |
| Competence Management | | 7 | 8 HEN233 | Kane Henry | | | kane.henr | y@attexamp | oledomain.coza | | Duice Nixo | n | 0 | | | | | |
| | | 7 | 9 WAN001 | Summer Wang | | | summer.wa | ang@attexa | mpledomain.coza | | Ellis Wallac | ie | Maintenance | | | | | |
| | - | 8 | 0 BUR413 | Cohen Burns | | | cohen.bun | ns@attexam | pledomain.coza | | Duice Nixo | n | Maintenance | | | | | |

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Help v2024.5.0.7/1.0 - Pg 3 - Printed: 21/08/2024