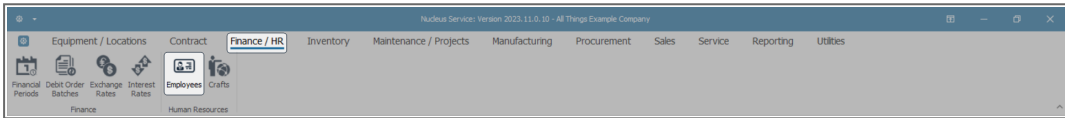


## HUMAN RESOURCES

### EMPLOYEES - DELETE EMPLOYEE

Ribbon Access: Finance / HR Employees



The **Employees** listing screen will display.

### SELECT EMPLOYEE

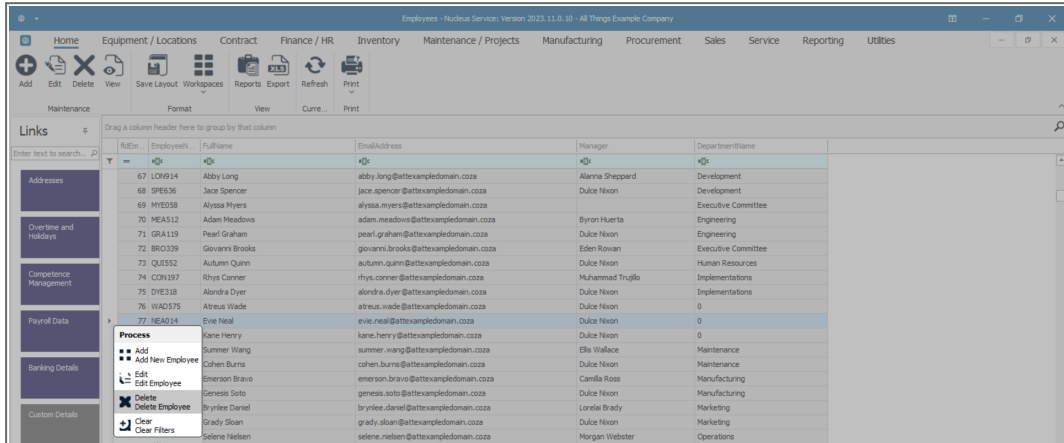
- Select the **row** of the employee whom you wish to **remove** from the data grid.

### DELETE EMPLOYEE

- Click on **Delete**.

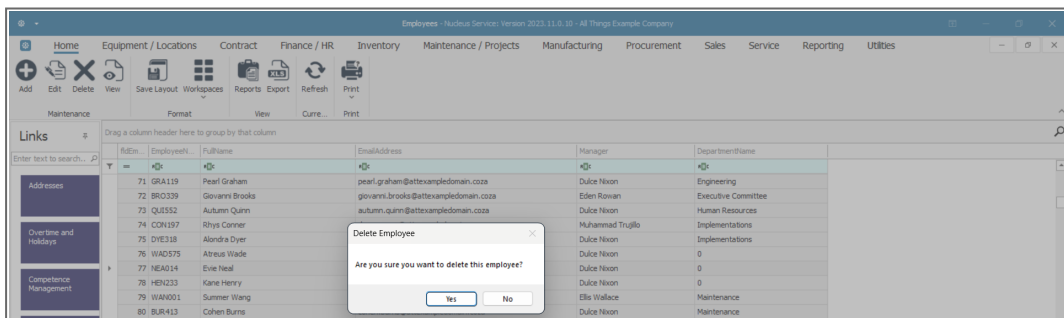
ID	Full Name	Email Address	Manager	Department Name
70	MEAS12 Adam Meadows	adam.meadows@attexampdomain.co.za	Byron Huerta	Engineering
71	GRA119 Pearl Graham	pearl.graham@attexampdomain.co.za	Dulce Nixon	Engineering
72	BRO339 Giovanni Brooks	giovanni.brooks@attexampdomain.co.za	Eden Rowan	Executive Committee
73	QUI552 Autumn Quinn	autumn.quinn@attexampdomain.co.za	Dulce Nixon	Human Resources
74	CON197 Rhys Conner	rhys.conner@attexampdomain.co.za	Muhammad Trujillo	Implementations
75	DYE318 Alondra Dyer	alondra.dyer@attexampdomain.co.za	Dulce Nixon	Implementations
76	WAD575 Atrous Wade	atrous.wade@attexampdomain.co.za	Dulce Nixon	0
77	NEA314 Evie Neel	evie.neel@attexampdomain.co.za	Dulce Nixon	0
78	HEN223 Kane Henry	kane.henry@attexampdomain.co.za	Dulce Nixon	0
79	WAN001 Sumner Wang	sumner.wang@attexampdomain.co.za	Ella Wallace	Maintenance
80	BUR413 Cohen Burns	cohen.burns@attexampdomain.co.za	Dulce Nixon	Maintenance
81	BRA251 Emerson Bravo	emerson.bravo@attexampdomain.co.za	Camilla Ross	Manufacturing
82	SOT464 Genesis Soto	genesis.soto@attexampdomain.co.za	Dulce Nixon	Manufacturing
83	DAN242 Brynlee Daniel	brynlee.daniel@attexampdomain.co.za	Lorelei Brady	Marketing
84	SLO262 Grady Sloan	grady.sloan@attexampdomain.co.za	Dulce Nixon	Marketing
85	NIE544 Selene Nielsen	selene.nielsen@attexampdomain.co.za	Morgan Webster	Operations
86	GRE793 Tru Greer	tru.greer@attexampdomain.co.za	Dulce Nixon	Operations
87	DUR244 Renia Durlop	renia.durlop@attexampdomain.co.za	Dulce Nixon	Administration
88	SLO206 Aris Sloan	aris.sloan@attexampdomain.co.za	Larlyn Shelton	Projects
89	CLE307 Selene Clements	selene.clements@attexampdomain.co.za	Dulce Nixon	Projects
90	PIE308 Fisher Pierce	fisher.pierce@attexampdomain.co.za	Mohamed Ramirez	Purchasing
91	SWE526 Arabella Sweeney	arabella.sweeney@attexampdomain.co.za	Dulce Nixon	Purchasing
92	GEO678 Nixon George	nixon.george@attexampdomain.co.za	Kohen Hickman	Quality Assurance
93	RED612 Adelyn Reid	adelyn.reid@attexampdomain.co.za	Dulce Nixon	Quality Assurance
94	CHA653 Josue Chandler	josue.chandler@attexampdomain.co.za	Dulce Nixon	Administration
95	SWA966 Viviana Swanson	viviana.swanson@attexampdomain.co.za	Dulce Nixon	Safety

- 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**.

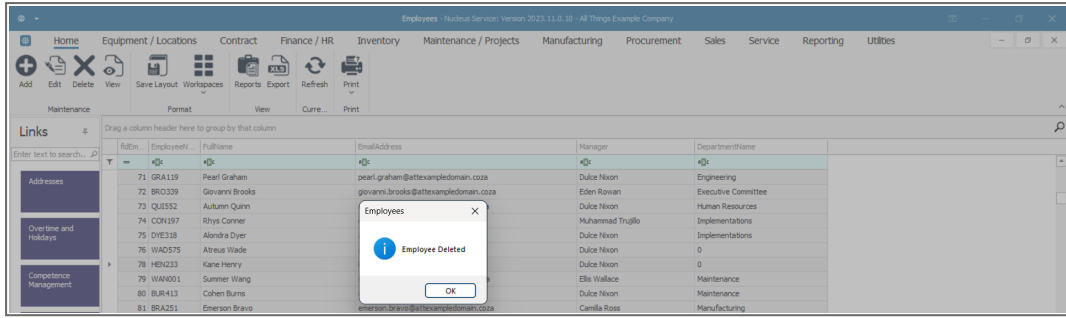


## CONFIRM DELETION

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

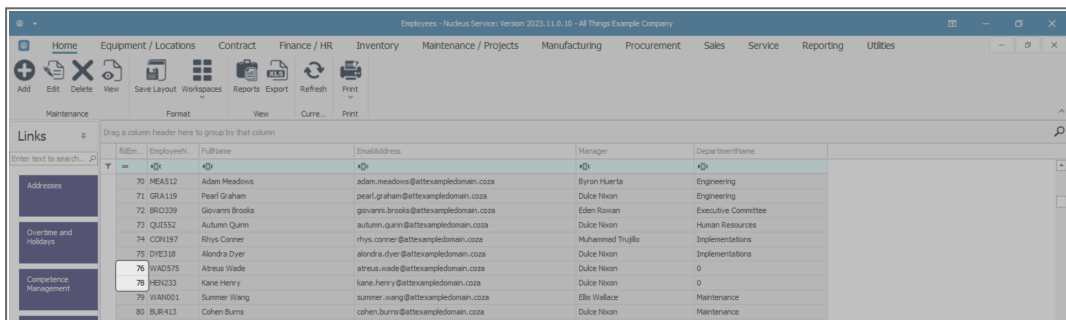


- A second message box will pop up, informing you -
  - **Employee Deleted**
- Click on **OK**.



## VIEW DELETION RESULTS

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



MNU.021.023

