HUMAN RESOURCES

EMPLOYEES - DELETE EMPLOYEE

Ribbon Access: Finance / HR Employees

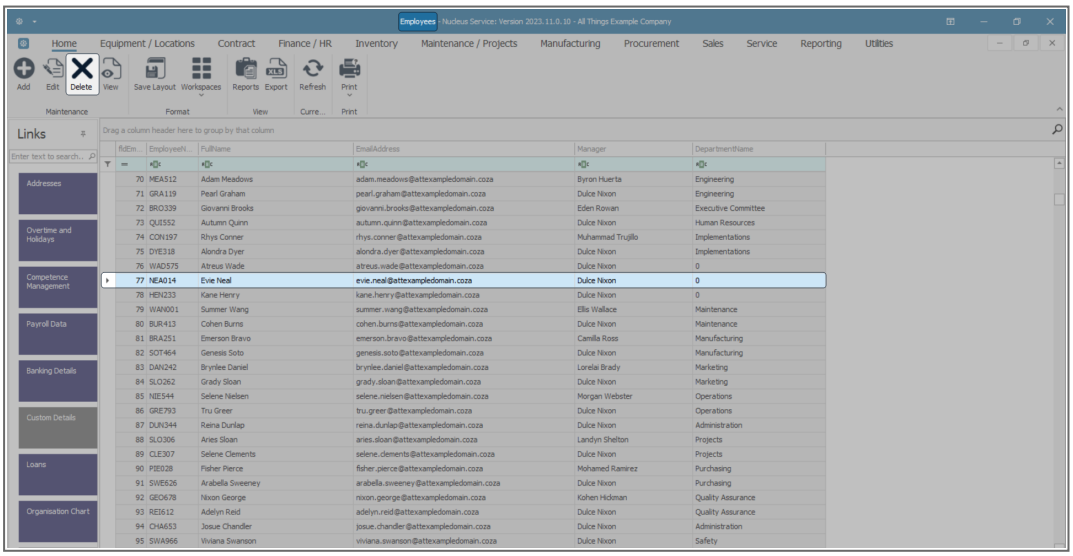
The **Employees** listing screen will display.

SELECT EMPLOYEE

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

DELETE EMPLOYEE

- Click on **Delete**.



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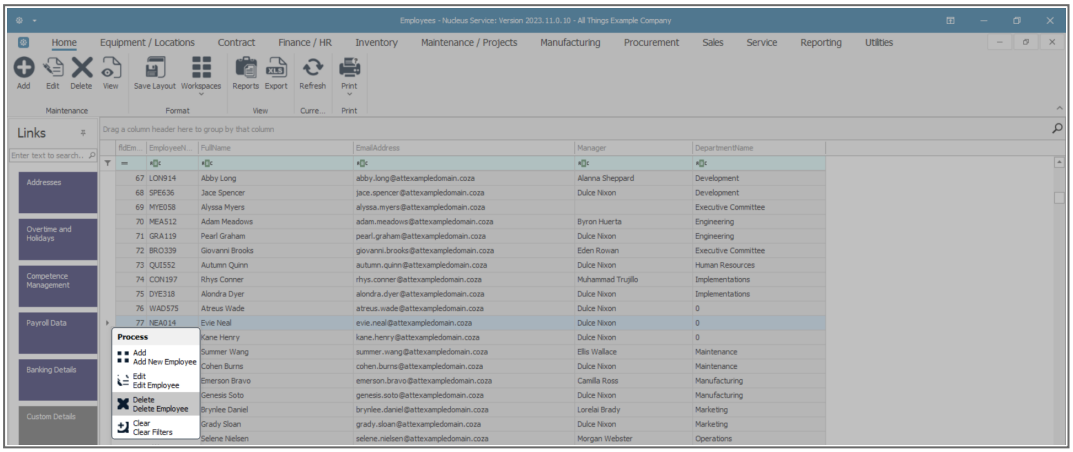
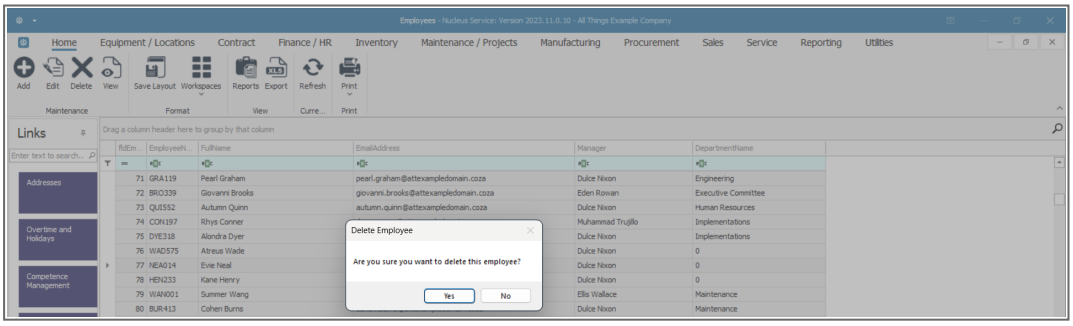
- **Or right-click** on the **row** of the employee whom you wish to **remove** from the data grid.
- A **Process** menu will pop up.
- Click on **Delete Employee**.



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**.

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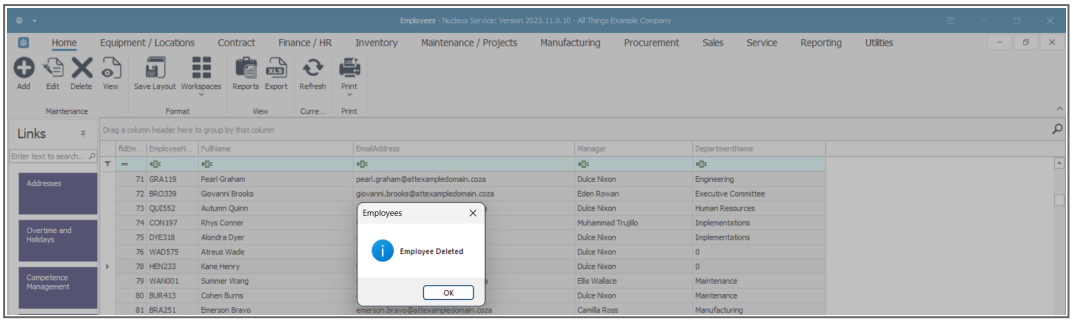
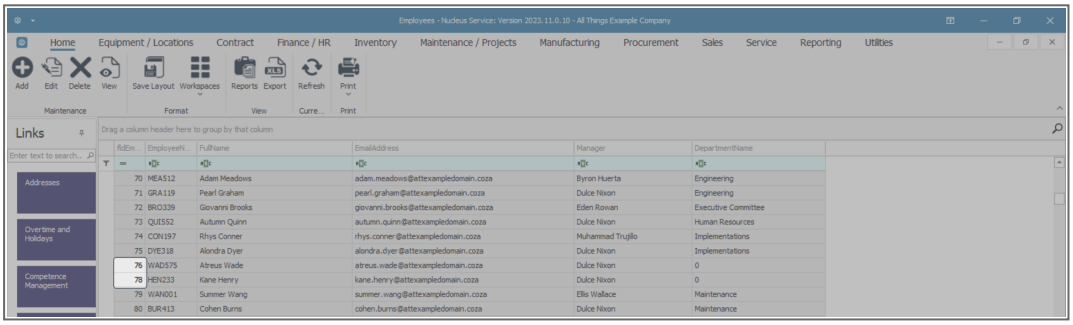


VIEW DELETION RESULTS

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



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