## How to Delete Employee

- Click Employees from Payroll module.
   Select employee record from the grid.
- 3. Click Open toolbar button.

	Emj	ployee Entity									
		w Open Import									
	88 1	Layout 🔍 İhrei	d	× 1 record(s)							
		Entity No	Name 📥	Title	Pay Period	Phone	Address	City	State	Zip Code	Active
	~	LHREID	Lilith H Reid	QC	Weekly		10 Dove Street Pa	Augusta	MI	49012	~
4.	Cli	ck Delete	toolbar but	ton.							
	Enti	ty - Lilith H Reid								□ × □	
	Nev	w Save Search Re	fresh Delete Undo	Additional Template	Close						
	En	tity General Emp	loyee Locations Co	ontacts Comments (0)	History Attachme	nts (0) Messages	Custom Audit Log (5)				
	N	ame:	ilith H Reid				Phone:	I Entity No:	LHREID		

Contact Name 🛛 👻	Lily H. Reid		Email: 🖂	lhreid@irely.cor	n		Mobile:	d
Location Name 🛛 👻	Home Office	Ori	gination Date:	7/4/2016		Contact Information		
Address: 📀	10 Dove Street Palette Town					+ Insert X Remove	// Types	
						Туре С	Details	
Zip/Postal:	49012 ~	City:	Augusta					
State/Province:	MI	Country:	United States		~			
Timezone:	(UTC-08:00) Pacific Time (US & Ca	nada)			~			
Document Delivery:					~			
Print 1099:	1099 Name:							
1099 Form:					~	Entity Type		
1099 Type:					~	+ Insert × Remove		
Federal Tax ID:						Entity Type		
W9 Signed:						Employee		
Internal Notes:								
2 🗘 🖓 🖂 Ri	eady						Id d Page	1 of 1 🕨 🖡

- 5. A confirmation message will be displayed.
- 6. Click Yes button.



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Are you sure you want to delete this record?



7. Deleted employee record will be removed from the grid.



- Click Employees from Payroll module.
   Select employee record from the grid.
   Click Open toolbar button.

Employee Entity									
New Open Import									
응 Layout 🔍 İhrei	d	× 1 record(s)							
Entity No	Name 📥	Title	Pay Period	Phone	Address	City	State	Zip Code	Active
LHREID	Lilith H Reid	QC	Weekly		10 Dove Street Pa	Augusta	MI	49012	~

## 4. Click Delete toolbar button.

Entity General En	nployee Locatio	ons Contacts	Comments	(0) History	Attachments (0)	Messages	Custom	Audit Log (5)				
Name:	Lilith H Reid						Phone:		Ì	Entity No:	LHREID	
Contact Name 🛛 🔹	Lily H. Reid			Email	: 🖂 lhreid@irel	y.com				Mobile:		
Location Name 🛛 👻	Home Office			Origination D	ate: 7/4/2016		Contac	t Information				
Address: 📎	10 Dove Street Palette Town						+ Insert X Remove 🖉 Types					
							🗆 ту	)e	Details			
Zip/Postal:	49012		<ul> <li>✓ City:</li> </ul>	Augusta								
state/Province:	MI		Country	C United S	tates	~						
limezone:	(UTC-08:00) Pa	cific Time (US &	Canada)			~						
Document Delivery:						~						
Print 1099:	1099 Name											
099 Form:						~	Entity	Гуре				
099 Type:						~	+ Inse	rt × Remove				
ederal Tax ID:							Ent	ity Type				
V9 Signed:							Em	ployee				
nternal Notes:												

5. A confirmation message will be displayed.



## iRely i21

Are you sure you want to delete this record?



7. Deleted employee record will be removed from the grid.

Ō	If the employee record is associated to any paychecks or related sc	reens, this message will be shown:
	$\mathbf{X}$	
	iRely i21	
	The record you are trying to delete is being used. The entity has been set to inactive.	
	ок	

d.

1. Click the **Delete** toolbar button to delete an **Employee** record.

New Save Search Delete Undo Duplicate Template Timesheet History Close									
Details Notes	Details Notes Taxes Earnings Deductions Time Off Attachments Time Entry								
Employee No:	JDBarry		Name: Jamie D Barry		Type: Full-Time	~			
Title:	VP		Phone: 951-321-1230		Email: 🕼 jdbarry@gmail.com				
First Name:	lamie	Middle	r D	Date Hired:	Active: 17				
Lact Name:	Parny	Suffix		Birth Date:	Gondar: Mala				
Addross:	1020 Washington Bou	Jevard		Maxikal Chabum	Sinala y Casurer				
Address.	1020 Hushington Dou	icrara.		Marital Status:	single spouse:	-1			
				work Phone:	Mobile:				
				Workers Comp:	WCC2	*			
Zip/Postal:	48226	City:	Detroit	Ethnic Origin:	American Indian or Alaska Native (not Hispanic or Latino)	×			
State/Province:	MI	Country:	United States	EEOC Code:		~			
Alt Phone:		Alt Email:		Social Security:	1099 Employee				
Payroll Details				Terminated:	Reason:				
Pay Period:	Bi-Weekly	Pay Group:	Bi-Weekly	Additional Inform	mation				
Review Date:		Next Review:		Emergency Cor	ntact: Relation:				
				Emergency Pho	Phone 2:				
🙆 👶 🖗 Ready	/				A Page 1 of 1				

2. This delete confirmation message will be shown. Click the Yes button to proceed deleting an Employee record.



When deleting record that is being used by another record, this message will be shown.

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8	The record you are trying to delete is being used.
	ОК