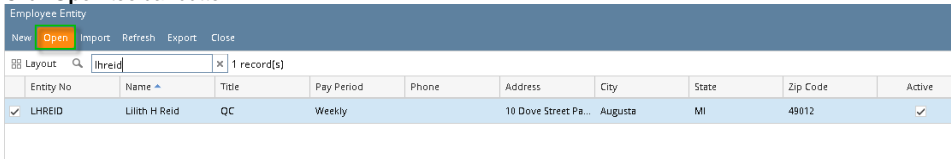


# How to Delete Employee

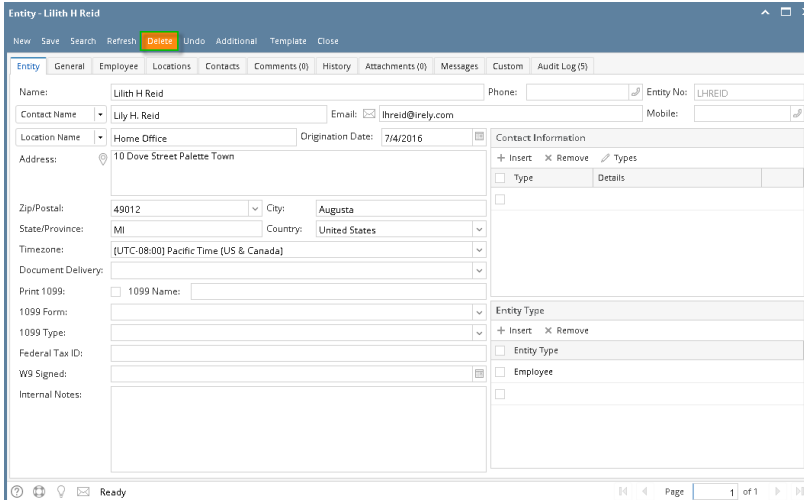
1. Click **Employees** from **Payroll** module.
2. Select employee record from the grid.
3. Click **Open** toolbar button.



The screenshot shows the 'Employee Entity' window with a toolbar at the top containing 'New', 'Open', 'Import', 'Refresh', 'Export', and 'Close'. Below the toolbar is a search bar with 'lhreid' entered and a result count of '1 record(s)'. A table below displays the employee record:

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	<input checked="" type="checkbox"/>

4. Click **Delete** toolbar button.



The screenshot shows the 'Entity - Lilith H Reid' form. The 'Delete' button is highlighted in the toolbar. The form contains various fields for employee information, including Name, Contact Name, Location Name, Address, Zip/Postal, State/Province, City, Country, Timezone, Document Delivery, Print 1099, 1099 Form, 1099 Type, Federal Tax ID, W9 Signed, and Internal Notes. There are also sections for 'Contact Information' and 'Entity Type'.

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



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Are you sure you want to delete this record?

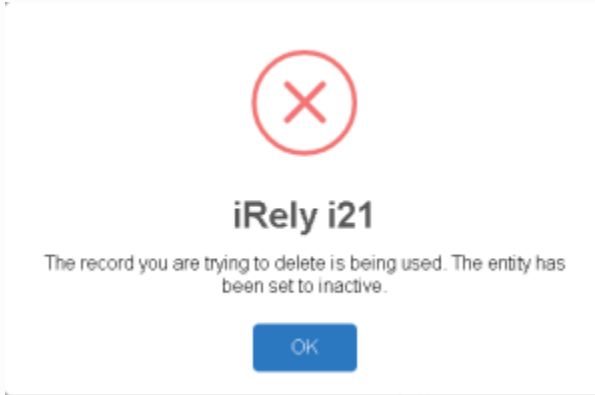


The screenshot shows two buttons: 'Yes' (highlighted with a green border) and 'No'.

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



If the employee record is associated to any paychecks or related screens, this message will be shown:



1. Click **Employees** from **Payroll** module.
2. Select employee record from the grid.
3. Click **Open** toolbar button.

Employee Entity									
New Open Import Refresh Export Close									
Layout [l] Search [l] [l] 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 - Lilith H Reid

New Save Search Refresh Delete Undo Additional Template Close

Entity

General Employee Locations Contacts Comments (0) History Attachments (0) Messages Custom Audit Log (5)

Name: Lilith H Reid

Contact Name: Lily H. Reid

Location Name: Home Office

Address: 10 Dove Street Palette Town

Zip/Postal: 49012

State/Province: MI

Timezone: [UTC-08:00] Pacific Time (US & Canada)

Document Delivery:

Print 1099: ☐ 1099 Name:

1099 Form:

1099 Type:

Federal Tax ID:

W9 Signed:

Internal Notes:

Phone:

Email: lhreid@irely.com

Mobile:

Entity No: LHREID

Origin Date: 7/4/2016

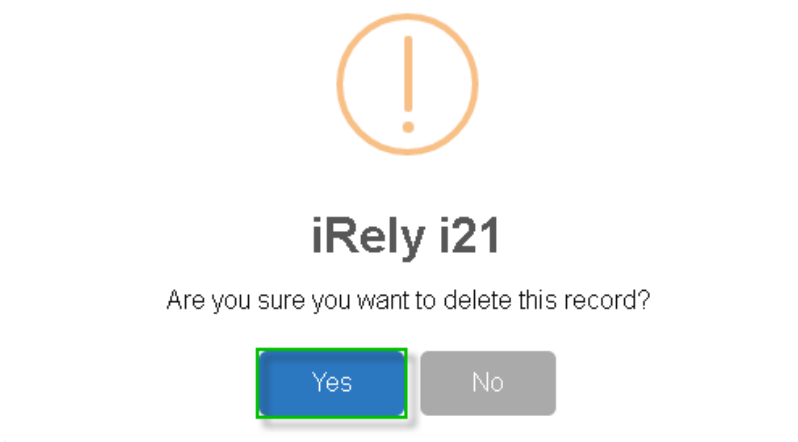
Contact Information

Entity Type

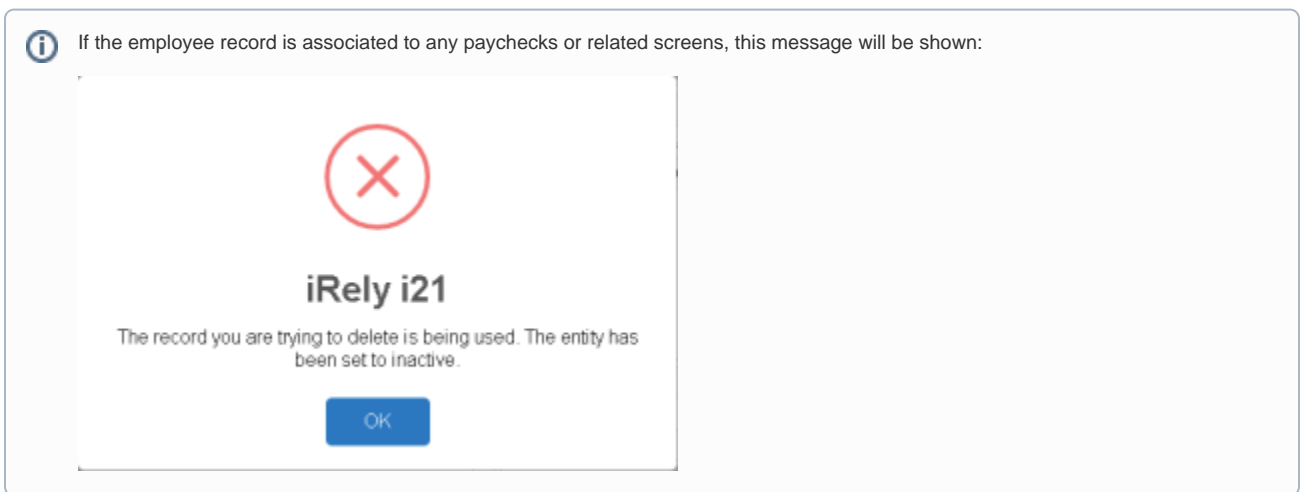
Page 1 of 1

5. A confirmation message will be displayed.

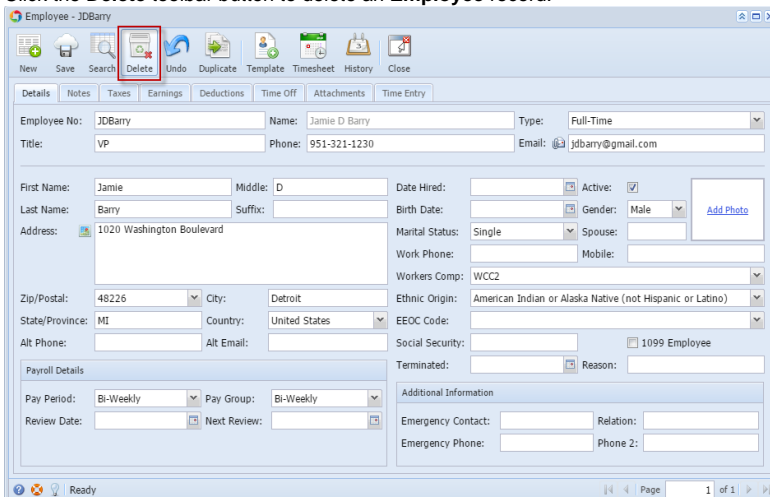
- Click **Yes** button.



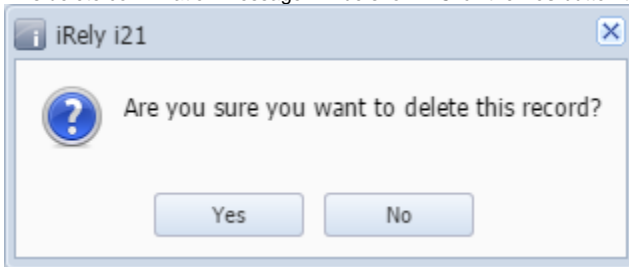
- Deleted employee record will be removed from the grid.




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



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.

