Simply Personnel – Deleting an employee record

This document is guide for administrators of Simply Personnel, deleting an existing employee from your system.

- 1. Ensure you have PERSONNEL menu selected
- 2. Use the 'Employee Search' button and locate the employee you are to be deleting.



- 1. With the employee record open you will now see the 'Delete Employee' button is now activated.
- 2. When prompted, confirm the deletion.

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Personnel Dashboard Dashboard	Delete mployee ID	Holiday Year Holiday Planner Card	Attendance Open Absen Conflicts Attendance	ce Maternity / Paternity / SPL	Task List Tasks	Toggle Screen Designer Screen Designer	Previous Next
•	Emp Personal Emergency Co	loyee Maintenance	e - 208 - Brown,Tom Banking Details Leaver				
	Personal Details: Employee ID: Sumame:	208 Brown	Personal Details: NI Number: Marital Status:			Absences	
Tom Brown	Forename: Other Names:	Tom	Dependants: Nationality:	0	•		