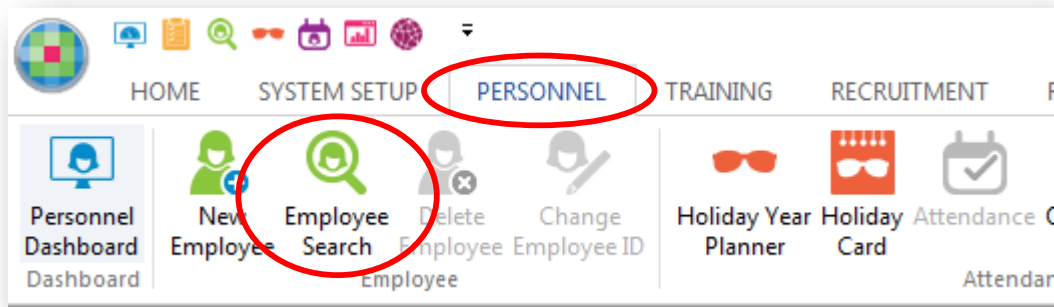


Simply Personnel – Deleting an employee record

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.

