

13. How to remove an employee record?

Before removing an employee record, its related details should have been deleted to maintain the integrity of the system.

Moreover, make sure that all required reports related to the employee have been generated and filed for future reference and retrieval.

a. Delete all Leave records of the employee.

1. Open the Absence Detail menu. Navigation: FastPath > Absence

The screenshot shows the 'Absence Detail' form for employee Chan, Siu Man. The form is divided into several sections. At the top, there are fields for 'Type' (highlighted in yellow), 'Category', 'Reason', and 'Occurrence'. Below these are fields for 'Date', 'Notified' (17-MAY-2006), 'Time', 'Projected Start', 'Actual Start', 'End', 'Duration', 'Days', and 'Hours'. There are also fields for 'Authorized by', 'Replaced by', and 'Number'. A 'Balance Information' section contains 'Associated Element', 'Running Total', 'In Current Year', and radio buttons for 'Hours', 'Days', and 'No Balance'. At the bottom, there are buttons for 'Accruals' and 'Confirm Projected Dates'.

2. Find the Employee at the Find Person menu.
3. Click the Delete button to delete the Absence information one by one.
4. When the record is to be deleted, the "Decision" dialog box prompt. Click "Yes" button to confirm.

b. Remove SSHR user account linked with the employee.

1. Logon the system using "System Administrator"
2. Call the User screen. Navigation: Security > User > Define.

The screenshot shows the 'Users' form with the following details:

- User Name: C000 SMCHAN
- Description: (empty)
- Password: (empty)
- Password Expiration: Days (selected)
- Person: Chan, Siu Man (highlighted with a red box)
- Customer: (empty)
- Supplier: (empty)
- E-Mail: (empty)
- Fax: (empty)
- Effective Dates: From 29-OCT-2003, To (empty)

Below the form is a table of responsibilities:

Responsibility	Application	Description	Security Group	From	To
Workflow User Web C000	Application Object L	Workflow user ac	Standard	03-NOV-2003	
HR Web Administrator	Oracle Self-Service	HR Web Administ	Standard	04-NOV-2003	
C000 CE	Oracle Human Resou		BG_C000	01-JAN-1951	
Employee Self-Service C000	Oracle Human Resou	Employee Self-Se	BG_C000	03-NOV-2003	
Manager Self-Service C000	Oracle Human Resou	Manager Self-Ser	BG_C000	03-NOV-2003	

3. Enter the Employee Name and click Find.
 4. Find "CAP Employee Self-Service" in the "Responsibility" Tab.
 5. Clear the field of "Person".
 6. Enter the end date in the "To" column of "Effective Date" both in "Responsibility" tab and "Effective Dates" box, if you want to disable the User Account as well.
 7. Save the records.
- c. Delete all Payroll records of the employee.**
1. Navigation: View > Assignment Process Results

Employee Assignment Processes

Full Name: **Chan, Siu Man** Assignment Number: **001**

Current Employee: ☐ Yes ☐ No ☐ All

Payroll: **Monthly Payroll** Period: **1 2003 Calendar M...** To: **4 2006 Calendar Mon** Find

Retry	Date	Period	Type	Number	Applied To	Status
<input type="checkbox"/>	01-APR-2006	1 2006 Calend	QuickPay Ru	10212751		Complete
<input type="checkbox"/>	31-MAR-2006	12 2006 Calen	Run	10212519		Complete
<input type="checkbox"/>	31-DEC-2005		Magnetic rep	8272216	8271923-8272024	Complete
<input type="checkbox"/>	31-DEC-2005	01-DEC-2005 - 3	Costing	8272120	8271923	Complete
<input type="checkbox"/>	31-DEC-2005	01-DEC-2005 - 3	Pre-payment	8272024	8271923	Complete
<input type="checkbox"/>	31-DEC-2005	9 2005 Calend	Run	8271923		Complete
<input type="checkbox"/>						
<input type="checkbox"/>						

Message View Results Balances Payment Methods

Costing Balance Adj Payment

2. Enter “Employee Full Name” or “Assignment” to search the employee’s records.
 3. Click the “Delete” button (on the menu bar) to delete the Payroll records one-by-one
 4. Save the records.
- d. Delete all Element records of the employee**
1. Navigation: People > Enter and Maintain and find the employee.
 2. Click “Assignment” button.
 3. Click “Entries” button. The entries screen prompt.

Element Entries(Chan, Siu Man)

Period: 2 2006 Calendar Month (01-MAY-2006)

Classification:

Processing Types:

- ☐ Recurring
- ☐ Nonrecurring
- ☐ Both

Override:

Additional:

Processed:

Retroactive:

Element Name	Processing Type	Costing	Reason	Effective Dates
				From To
Sick Leave Accrual Plan A	Recurring			01-JAN-1971
Annual Leave Accrual Plan A	Recurring			01-APR-2003
Annual Leave Plan B	Recurring			01-APR-2003
ORSO Information	Recurring			01-APR-2003
Pay Scale Salary	Recurring			01-NOV-2003

Entry Values Balance Grossup

4. Delete the Element by clicking the delete button which place on the menu bar.
5. When the Decision dialog box prompt, click “Yes”.

Decision

Do you really want to delete this record?

If so, when you have answered any further messages about this 'Delete', you should press 'Save' to commit your 'Delete' and any other pending transactions.

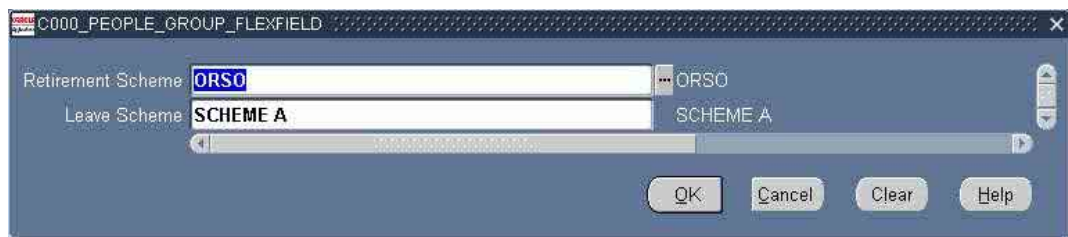
Yes No

6. When the Choose an option dialog box appear, click “Purge”
7. Repeat steps 4 to 6 to delete other Elements.
8. Save and close the form.

e. Clear MPF scheme of the employee

1. Open the People menu. Navigation: People > Enter and Maintain
2. Find the employee.
3. Date track to the Employee join date.

4. When the People menu appear, click “Assignment” button.
5. Click the “Group” field to call the People Group Flexfield submenu.



6. Clear the “Retirement Scheme”.
7. Click “OK” to save the form.

f. Delete the employee record

1. Navigate to People > Enter and Maintain.
2. Open the employee’s People Form.
3. Click Delete > Select Yes > Click Purge



4. Click Save and close the form.