

# Delete an Employee

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Delete an Employee

Troubleshooting

## Permissions

You will require an Access Role with the following permissions:

- (User Management) Employees


1. Navigate from the homepage to **Administrative Settings | User Management | Employees**.





### Employees


#### Search Options


Enter surname of employee (or lead characters)	<input type="text"/>	Username	<input type="text"/>
E-mail Address	<input type="text"/>		
Role	<input type="text" value="[None]"/>		
Signoff Group	<input type="text" value="[None]"/>		
Default Department	<input type="text"/>		
Default Costcode	<input type="text" value="[None]"/>		

2. Search for the employee.

3. Click  next to the employee to set their status to 'archived'. For more information on archiving, view [Archive Employees](#).

   	Peter	Mr	Peter	Cowen	Line Manager	peter.cowen@allocatesoftware.com
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**Note:** Once archived, an employee can be un-archived by clicking .

4. Click  to delete the employee. A prompt will be displayed. Click **OK** to complete the deletion.

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Are you sure you wish to delete the selected employee?

OK

Cancel

**Note:** All associations with the deleted employee will be lost, such as their line management status. A new line manager will need to be assigned to employees who had the deleted employee as their previous line manager.

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