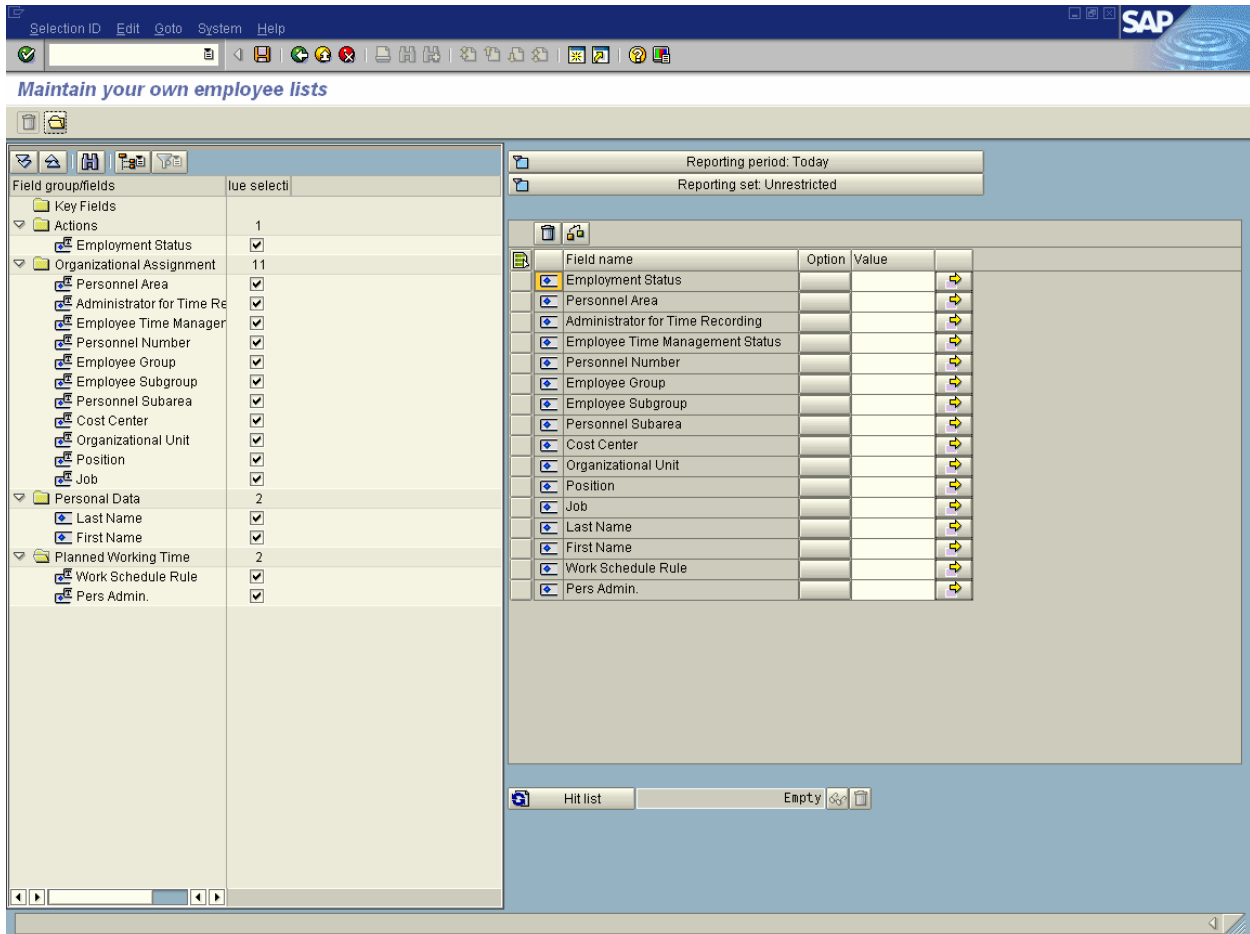


How do I delete an Employee List?

Issued 8/18/06

1. To Delete an Employee List, click  for drop-down choices.

Select **Maintain your own employee lists**. The **Maintain your own employee lists** screen appears.



The screenshot shows the SAP 'Maintain your own employee lists' screen. The left-hand pane displays a tree view of field groups and their counts:

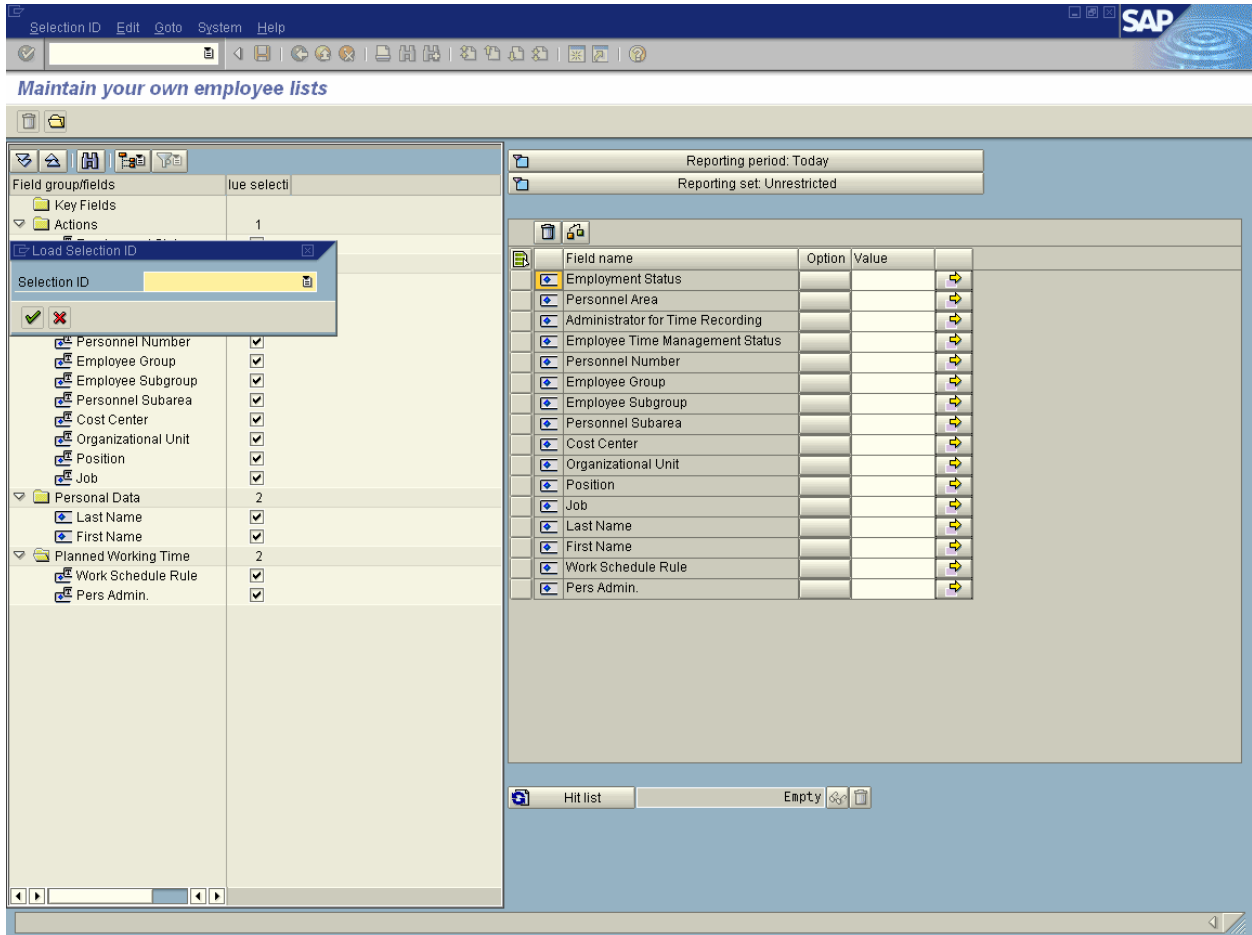
Field group/fields	Value
Key Fields	1
Actions	1
Employment Status	<input checked="" type="checkbox"/>
Organizational Assignment	11
Personnel Area	<input checked="" type="checkbox"/>
Administrator for Time Re	<input checked="" type="checkbox"/>
Employee Time Manager	<input checked="" type="checkbox"/>
Personnel Number	<input checked="" type="checkbox"/>
Employee Group	<input checked="" type="checkbox"/>
Employee Subgroup	<input checked="" type="checkbox"/>
Personnel Subarea	<input checked="" type="checkbox"/>
Cost Center	<input checked="" type="checkbox"/>
Organizational Unit	<input checked="" type="checkbox"/>
Position	<input checked="" type="checkbox"/>
Job	<input checked="" type="checkbox"/>
Personal Data	2
Last Name	<input checked="" type="checkbox"/>
First Name	<input checked="" type="checkbox"/>
Planned Working Time	2
Work Schedule Rule	<input checked="" type="checkbox"/>
Pers Admin.	<input checked="" type="checkbox"/>

The main area displays a table of selected fields:

Field name	Option	Value
Employment Status		
Personnel Area		
Administrator for Time Recording		
Employee Time Management Status		
Personnel Number		
Employee Group		
Employee Subgroup		
Personnel Subarea		
Cost Center		
Organizational Unit		
Position		
Job		
Last Name		
First Name		
Work Schedule Rule		
Pers Admin.		

The 'Hit list' at the bottom is currently empty.

2. Click on the  icon. The **Load Selection ID** pop up box will appear.



3. Use the dropdown menu to find the Employee List you want to delete.

Selection ID Edit Goto System Help

SAP

Maintain your own employee lists

Field group/fields lue selecti

Key Fields

Actions 1

Load Selection ID

Selection ID

process messages

Employee list

Personnel Number

Employee Group

Employee Subgroup

Personnel Subarea

Cost Center

Organizational Unit

Position

Job

Personal Data 2

Last Name

First Name

Planned Working Time 2

Work Schedule Rule

Pers Admin.

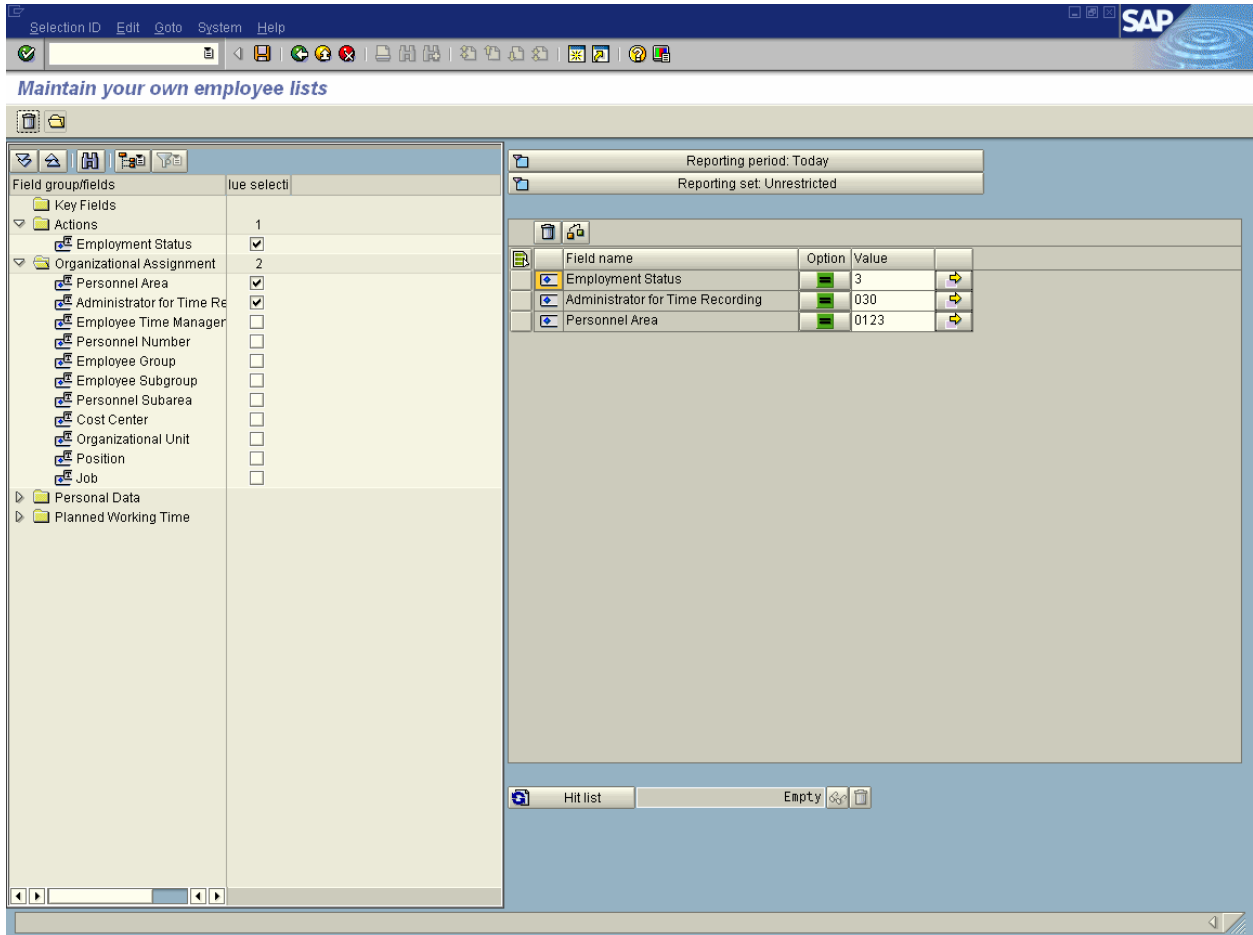
Reporting period: Today


Reporting set: Unrestricted

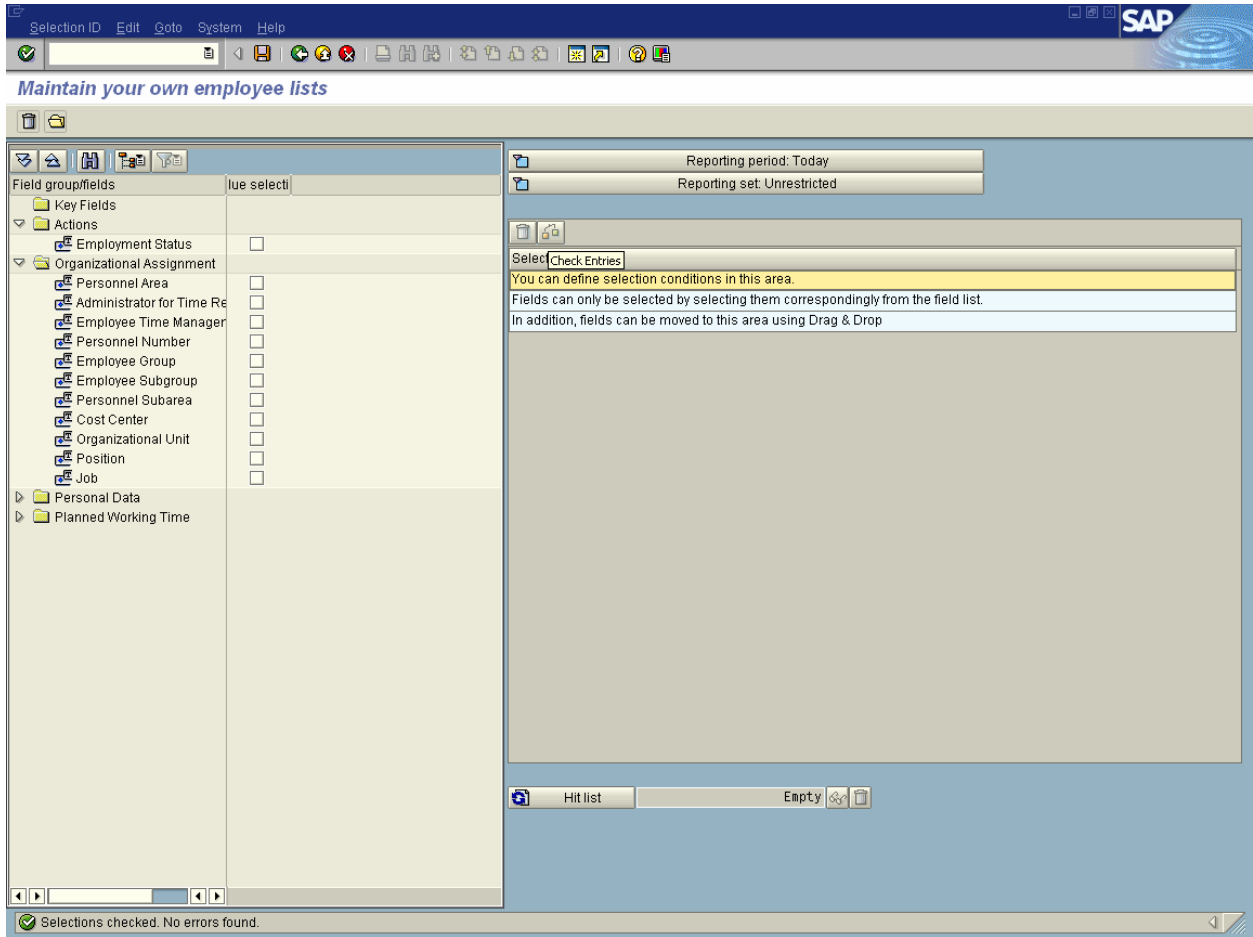
Field name	Option	Value	
Employment Status			↔
Personnel Area			↔
Administrator for Time Recording			↔
Employee Time Management Status			↔
Personnel Number			↔
Employee Group			↔
Employee Subgroup			↔
Personnel Subarea			↔
Cost Center			↔
Organizational Unit			↔
Position			↔
Job			↔
Last Name			↔
First Name			↔
Work Schedule Rule			↔
Pers Admin.			↔


Hit list Empty

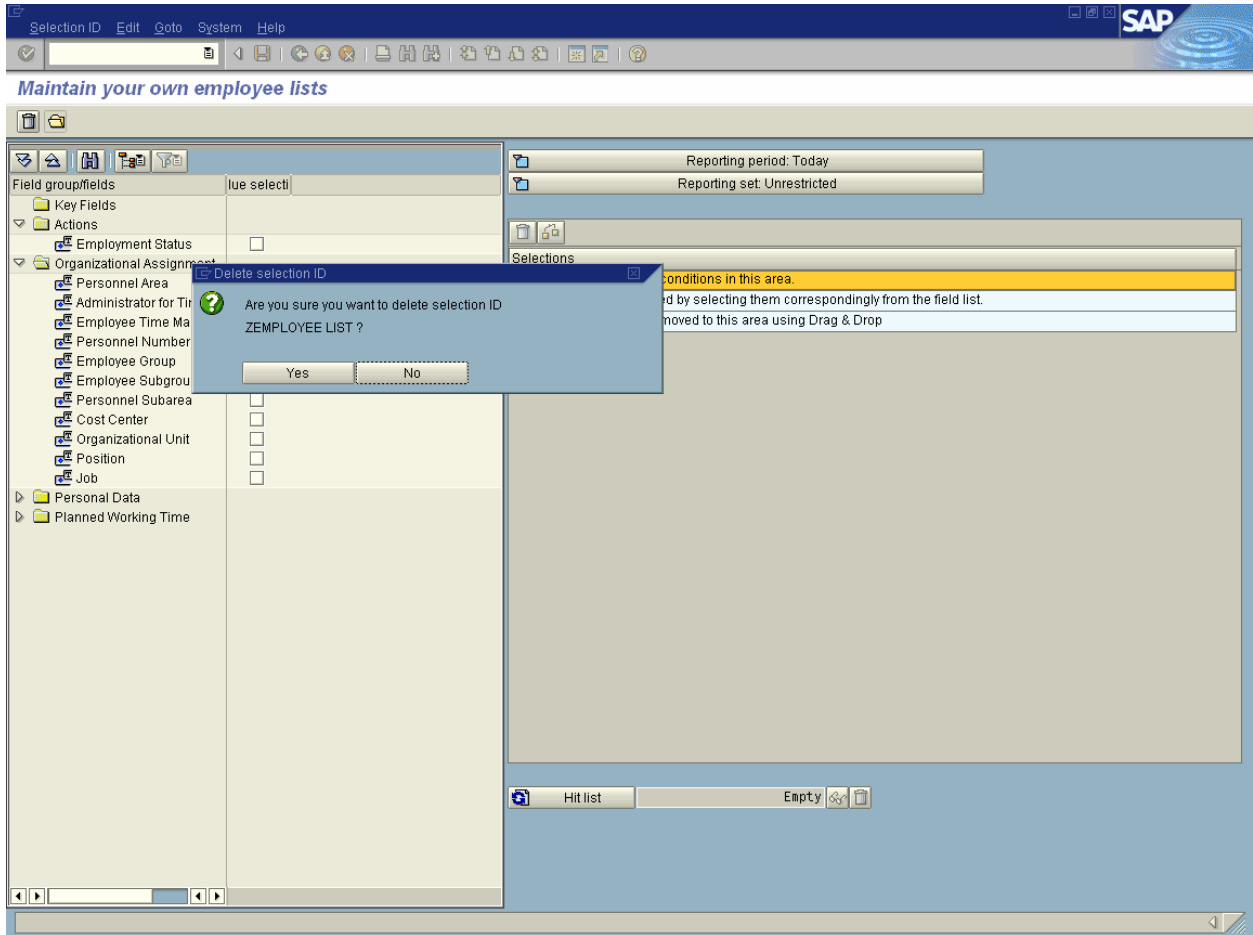
4. Click on that name and then click on .



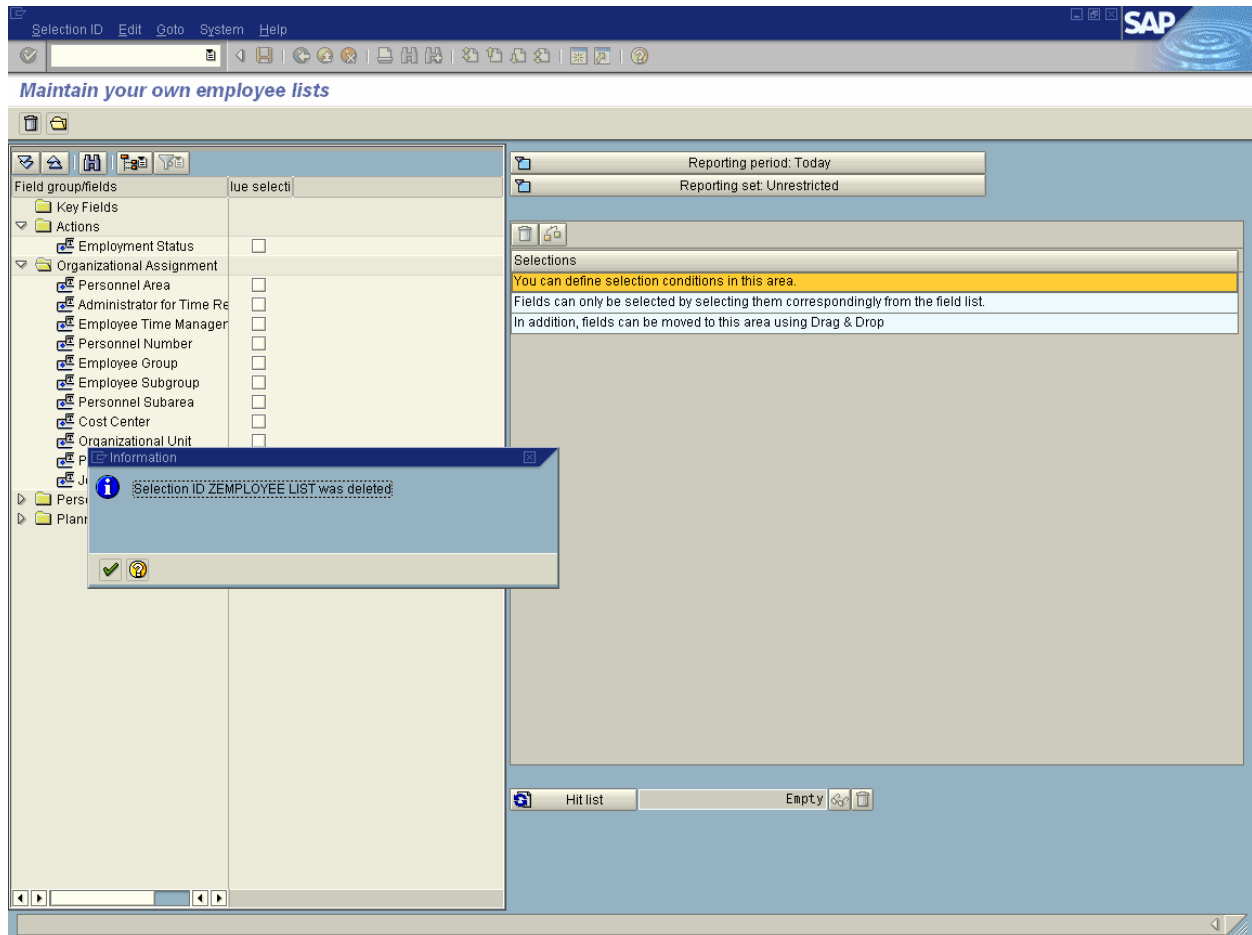
5. The search criteria that correspond to that list will display on the right side of the screen. Click on the  on the right side of the screen to delete the selection criteria.



6. Click on the  on the left side of the screen to delete the Employee List name.



7. The **Delete Selection ID** popup box appears. If you are certain you want to delete this list, click on **Yes**.



8. The **Information** popup box will appear with the message “**Selection ID XXXX list was deleted**”.
9. If you have finished with the **Maintain your own employee lists** screen, click on the green arrow to return to the Time Data Maintenance screen.
10. If you need to create a new list, use the [Time Manager's Workplace](#) help script document **Create an employee list**.