



## QUICK REFERENCE GUIDE:

# Obsolete a Reference Employee

### Background:

You have determined that there is a reference employee that should no longer be used in the system because they are duplicate of an actual employee. AWP does not permit the deletion of reference employees, but it does allow obsolescence. Obsoleting a reference employee retains the employee information but removes them from active use. By completing the following process, you will be removing the ability for the system to flag a mismatch by comparing new payroll against this employee in the future. If there is only ONE employee that can be updated by future payrolls obsoleting is the wrong course of action.

### Roles:

DOL Analyst User

### Navigation:

Reference Data > Employees

1. Enter the First Name OR Last Name of the employee into the **Search** field (the system does not allow you to search first AND last name at the same time).
2. Click the employee's **First Name** to open each employee record and determine which record you want to obsolete. Review name, SSN, address, ethnicity, etc. Most of this information is on the Reference Employee tab.
3. Once you have determined which reference employee needs to be obsoleted open their employee record.

4. From the **Reference Employee Summary** click on the **Reference Employee** tab.
5. Click the calendar icon by the **Obsolete Date** to select today's date (or you can enter it manually). The date you enter is the date that the system will stop using this reference employee.
6. Click **Save**. When you see the green Save Complete appear on the top of the screen you have successfully obsoleted the reference employee.
7. If you have obsoleted the employee in error, remove a date from the **Obsolete** field and click **Save**.
8. Return to the Employee Overview by clicking the **Overview** hyperlink in the top left corner.
9. On the Employee Overview, you can see which of the reference employees have been obsoleted.

### Next Steps:

N/A