Obsolete a Reference Employee

Background:

You have determined that there is a reference employee that should no longer be used in the system. AWP does not permit the deletion of reference employees but it does allow you to obsolete them. Obsoleting a reference employee retains the employee information but removes it 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.

Roles:

DOL Analyst User

Navigation:

Reference Data > Employees

1. Enter the First Name OR Last Name of the employee into the quick search (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 (compare name, SSN, address, ethnicity, etc.)
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 like 02/10/2022). The date you enter is the date that 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. Return to the Employee Overview by click the **Overview** hyperlink in the top left corner
8. On the Employee Overview, you can see which of the reference employees have been obsoleted