

Davis,Carolee

From: owner-oracle_hrms_users@colostate.edu on behalf of HRS Data Systems
[hrs_data_systems@Mail.Colostate.edu]
Sent: Wednesday, April 30, 2008 2:30 PM
To: This list will send
Subject: HR QuickHelp 4: Deleting a Concurrent Assignment

All,

When a new concurrent assignment is created with an incorrect start date, it should be deleted from Oracle HR. Often, users may do this themselves:

1. Open CSU Maintain Person > Assignment screen and locate the assignment to be deleted.
2. Press Ctrl + Up-arrow to delete the record.
3. You'll be prompted for three responses:
 1. Do you really want to delete this record? **Yes**
 2. Choose an Option: **Purge**
 3. This operation will remove the assignment completely – Continue? **Yes**
4. Save your work.

You may be unable to delete a new concurrent assignment in a few situations (such as when the assignment has been submitted for approval but rejected). In these cases, please send the assignment number to hrs_data_systems@mail.colostate.edu and request that it be deleted.

Before deleting an assignment, please note that most information on an assignment can be corrected by the user before it is sent for approval or after it has been rejected.

Finally, you'll be prevented from deleting an assignment that has been included in payroll processing – Oracle will not allow an assignment with payments to be deleted.

The QuickHelp email series is available for your reference at <http://www.hrs.colostate.edu/records/QuickHelp.html> .

Thanks,
Carolee

Data Systems
(970) 491-0946

Human Resources
Colorado State University
555 Howes, Suite 213
Fort Collins, CO 80523