

Deleting a Personnel Action

1. Open the **NEW ENCORE**
2. Click on **HUMAN RESOURCES**
3. Select **HUMAN RESOURCES/PERSONNEL**
4. Under **APPLICATIONS**, select **PERSONNEL ACTION HISTORY**
5. Enter the **employee's last name**, a **comma**, and then their **first name**. Or enter their **employee ID number**.
6. Click on the PA you wish to delete
7. Once that PA is highlighted, click on **DETAIL**
8. Click on **DELETE PA**
9. A box will pop up asking you to confirm you want to delete the PA. Click **YES**.