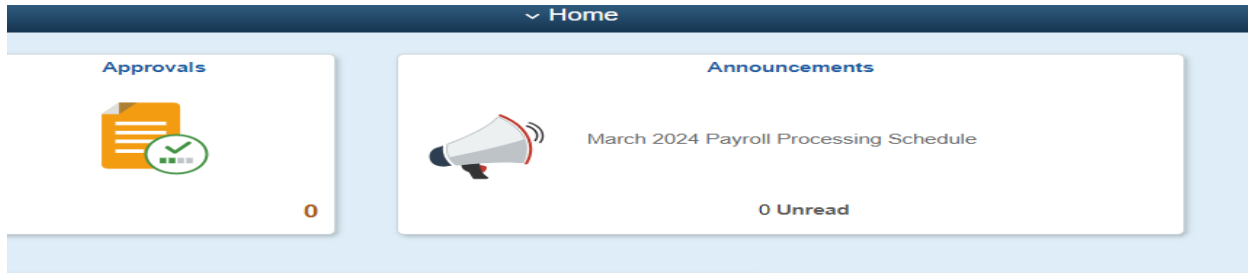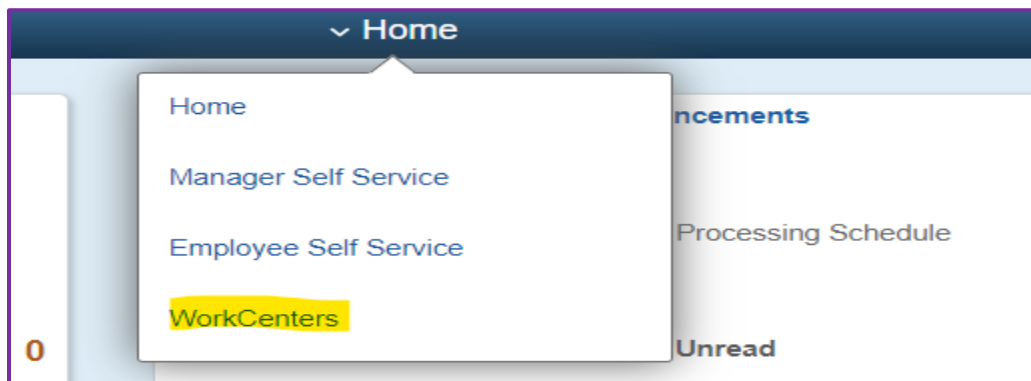# Deleting ePerformance documents by HR Administrator in *TeamWorks*
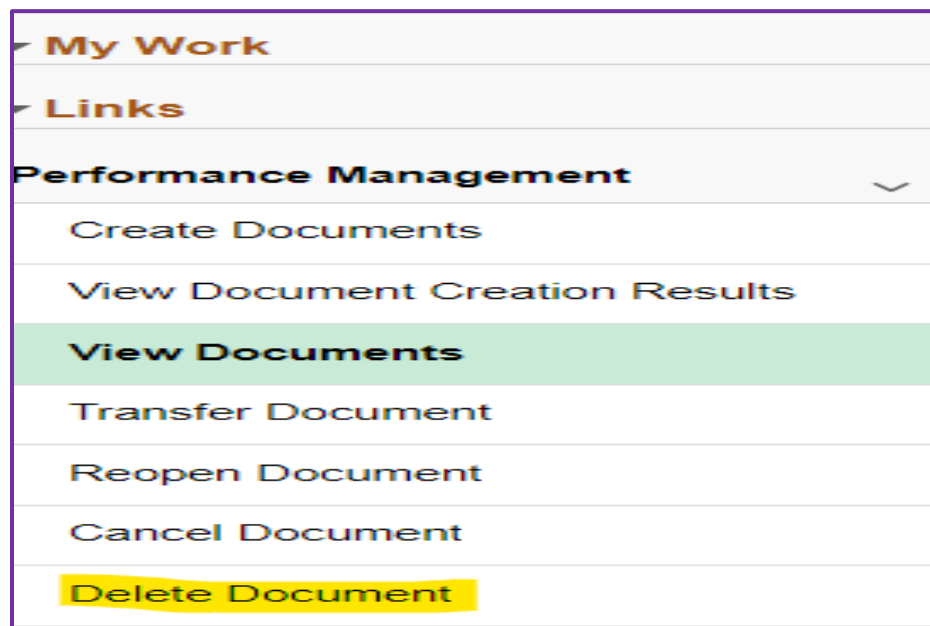

NOTE: Documents should only be deleted after consultation with the HRA Performance development team. In most cases to delete a document would be if it was created in error.

This job aid will demonstrate how HR Administrators can delete ePerformance documents in TeamWorks.

1. Log into TeamWorks using your assigned credentials.
2. Navigate to Main Menu > WorkCenters > WorkForce Dev WorkCenter Fluid > Performance Management > Delete Document
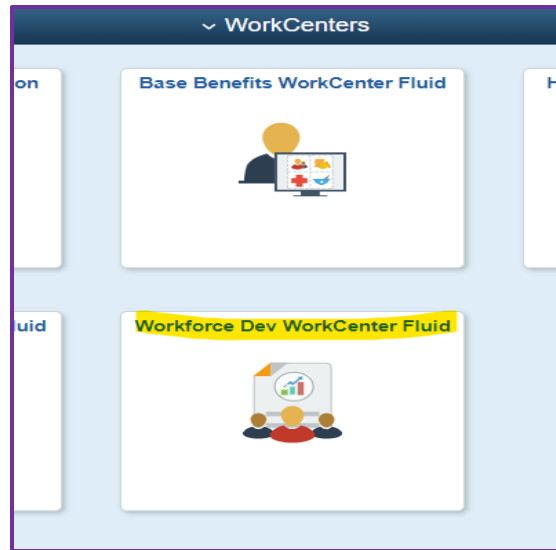
Deleting ePerformance documents by HR Administrator in TeamWorks|Revised by DOAS/HRA

WorkCenters

Base Benefits WorkCenter Fluid

Workforce Dev WorkCenter Fluid

My Work

Links

Performance Management

Create Documents

View Document Creation Results

View Documents

Transfer Document

Reopen Document

Cancel Document

Delete Document

3. Use the Delete Document page to search for and select performance documents to delete.

Delete Documents

To delete a performance document, select the checkbox next to the Employee's Name and then select the Continue push button. Only Canceled" performance documents can be deleted.

▼ Search for Documents

Empl ID

First Name   Last Name

Manager First Name   Last Name

Document Type   Document Status

Period Between   -   Group ID   Department

Search   Clear

Note: The HR Admin's view contains search fields to narrow the list by manager first or last name, employee first or last name, Document Type, Status, Period Between, Group ID or Department.

Under most circumstances users will want to search for individual documents to delete. To search for individual documents, use the following search criteria:

- Employee first and last name
- Employee ID
- Manager first and last name

4. Select the desired employee and click the **Search** button.

Delete Documents

To delete a performance document, select the checkbox next to the Employee's Name and then select the Continue push button. Only "Canceled" performance documents can be deleted.

▼ Search for Documents

Empl ID

First Name   Last Name

Manager First Name   Last Name

Document Type   Document Status

Period Between   -   Group ID   Department

Search   Clear

Performance Documents   Personalize | Find | ☑ | 🖼   First ◀ 1 of 1 ▶ Last

Employee ID	Name	Mid Initial	Document Type	Document Status	Period Begin	Period End	Job Title	Manager	Middle Initial	Department
☐	Antonio Cummings	R	Annual Performance Review	Canceled	07/01/2021	06/30/2022	HR Spec 2	Dawn Jenkins	M	4030603000

Select All   Deselect All

Continue

Note: Users cannot delete a document until it has been canceled.

If multiple performance documents are available for deletion, individually select the documents to delete or click the **Select All** link.

Deleting ePerformance documents by HR Administrator in TeamWorks|Revised by DOAS/HRA

5. Use the Confirm Delete page to delete the document. Click **Save** button to ensure the document has been deleted.

Delete Documents
Confirm Delete

Performance Documents

Employee ID	Name	Mid Initial	Document Type	Document Status	Period Begin	Period End	Job Title	Manager
	Abiola Osinubi	O	Annual Performance Review	Canceled	07/01/2023	06/30/2024	Registered Nurse 2	Benjamin Oppong

You have chosen to delete the performance documents listed.
To confirm this delete, select the **Save** button.

Save   Return to Previous Page

6. Use the **Save Confirmation** page to acknowledge that the changes are successfully saved. Click **Ok**.

Delete Documents
Save Confirmation

✔ The Save was successful.

OK

Deleting ePerformance documents by HR Administrator in TeamWorks|Revised by DOAS/HRA