



How to delete/archive employees

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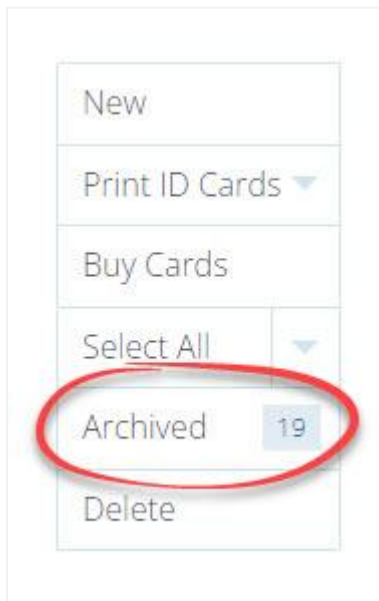
Note: Deleting employees is the same as archiving them. You will always be able to [restore deleted employees](#) from you archive to re-instate the employee or access historic timesheet data.

Steps to delete one or more employees:

1. Navigate to *Setup > Employees*.
2. Select individual employees to be deleted by clicking on each employee name to highlight the row.
3. Click **Delete** within the left-hand side menu, to delete/archive the selected employees.

View deleted/archived employees:

You can view and restore employees from your archive list by navigating to *Setup > Employees* and clicking on **Archived** on the left-hand menu.



See also:

[How to restore deleted employees.](#)