

## SUPER MANAGER – ARCHIVE EMPLOYEES

Let's assume you have an employee who resigned, or more significantly, was fired. You would want easy access to all of their information, documentation of all that occurred. Included with that might be an Exit Interview (covered in detail in the chapter entitled INTERVIEWING MENU). This feature is a simple way to archive those employees, yet maintain access.

Go to your main Super Manager's menu and click on **ARCHIVE EMPLOYEES**.

A list of all the current employees comes up. In this case we are going to archive Richard Simmons.

Select the employees to archive, then click the Next button. Note that all archived employee documents will be removed from views and will only be accessible from the employee archive link below.

**Open Employee Archive**

<input type="checkbox"/> Billy Johnson	<input type="checkbox"/> Dolly Madison	<input type="checkbox"/> Doug Doug
<input type="checkbox"/> Gary Weerns	<input type="checkbox"/> Glenn Close	<input type="checkbox"/> Han Dee Mann
<input type="checkbox"/> James Doe	<input type="checkbox"/> Jane RT	<input type="checkbox"/> Jason Wainright
<input type="checkbox"/> JAYCEE MOORE	<input type="checkbox"/> Jim Smith	<input type="checkbox"/> Jimmy Johnson
<input type="checkbox"/> John James	<input type="checkbox"/> John James	<input type="checkbox"/> John Smith
<input type="checkbox"/> John Smith	<input type="checkbox"/> John Thomas	<input type="checkbox"/> MARISOL ALVAREZ
<input type="checkbox"/> Martha Stewart	<input type="checkbox"/> Mary Jones	<input type="checkbox"/> Mary Tyler Moore
<input type="checkbox"/> Pam Jones	<input type="checkbox"/> Pam Tom	<input type="checkbox"/> Paul Thomas
<input type="checkbox"/> Rhonda Help Me Rhonda	<input checked="" type="checkbox"/> Richard Simmons	<input type="checkbox"/> Ron T Ess
<input type="checkbox"/> Stan Musial	<input type="checkbox"/> Steve Olsen	<input type="checkbox"/> Tommy Tune
<input type="checkbox"/> Tony Soprano	<input type="checkbox"/> Tyra Banks	<input type="checkbox"/> Uma Thurman
<input type="checkbox"/> Velma Go	<input type="checkbox"/> William Gates	<input type="checkbox"/> William Shatner

**CREATE...**

[Job Description](#)

[Employee](#)

[Manager](#)

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**OTHER...**

[Edit Configuration](#)

[Change Manager Assignments](#)

[Archive Employees](#)

[Open File Library](#)

[Open Interviewing Menu](#)

[Exit EmTrak & Close](#)

Place a checkmark by Richard's name, hit the NEXT button, and he is archived. To see his records, simply click on the button at the top entitled OPEN EMPLOYEE ARCHIVE.

◀ Previous Next ▶

You will notice that Richard is now on the list of Archived Employees.

**Click on an archived document to open for viewing and editing.**

Del?	Employee Name	Employee ID	Manager	Document Type
	<a href="#">Ann Wilson</a>	4554	Jim Smith	Employee
	<a href="#">Conn Centrator</a>	8989	Paul Thomas	Employee
	<a href="#">Dee Emme</a>	9865	Steve Olsen	Employee
	<a href="#">Gail Regina Roath</a>	83764	Pam Jones	Employee
	<a href="#">Jennifer Montero</a>	5478	Pam Jones	Employee
	<a href="#">Jermaine Dye</a>	7898	Pam Jones	Employee
	<a href="#">P reni</a>	123	Jim Smith	Employee
	<a href="#">Richard Simmons</a>	3333	Jim Adams	Employee

**Return to Menu**

Click on his name and you can see all of his records by clicking on VIEW and clicking on the appropriate topic.

<b>Employee Name</b> Richard Simmons	<b>Job Title</b>
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**View Employee Log**

<b>Date</b>	<b>Last 5 Log Entries (first 85 characters)</b>	
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CREATE...	VIEW...
<b>Training Document</b>	<b>Training Documents</b>
<b>Coaching Document</b>	<b>Coaching Documents</b>
<b>Applause Document</b>	<b>Applause Documents</b>
<b>Disciplinary Action</b>	<b>Disciplinary Actions</b>
<b>Periodic Evaluation</b>	<b>Periodic Evaluations</b>
<b>Annual Review Self-Evaluation</b>	<b>Annual Reviews</b>
<b>Annual Review</b>	<b>Introductory Evaluation</b>
<b>Introductory Evaluation</b>	<b>Job Description</b>

**Is there a time when I would DELETE an employee?**

The most direct answer is NO. You have the option of deleting employees by selecting the trash can besides their name when you click on VIEW > EMPLOYEES. Let's get rid of Gary Weems (nothing personal Gary).

Del?	Employee Name	Employee ID	Job Description	Hire/Eval Date	Status
	<a href="#">Billy Johnson</a>	8998	<a href="#">Billing - Collections and Denials</a>	11/9/2005	Active
	<a href="#">Dolly Madison</a>	4321	<a href="#">Respiratory Therapist - Vent</a>	10/7/2005	Active
	<a href="#">Doug Doug</a>	6489	<a href="#">rehab tech 1</a>	11/17/2006	Active
	<a href="#">Gary Weems</a>	1212	<a href="#">AA HR</a>	10/02/2006	Active

This basically removes Gary from the employee list, but his records still remain available (such as through VIEW > ANNUAL EVALUATIONS). If you choose to archive Gary, then it is easy to access his records, but they don't clutter up existing employees.

Final answer – I can't see any value in deleting employees – I would simply archive (kind of like saving old check registers!)