



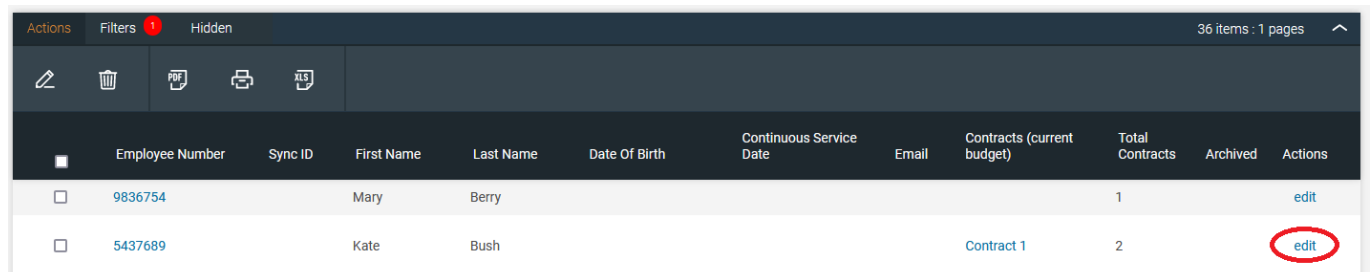
Why can't I delete a staff member in SBS Budgets?

Why can't I delete a staff member in SBS Budgets?

There are a few reasons why the system may not allow you to delete a staff member entry.

The first, and probably most common, is **due to that staff member being in a fixed budget**. If this is the case, you won't be able to delete the staff member.

What we would recommend in this case, if you want that staff member entry to be out of view, would be to archive the staff member by going **Staffing > Staff Members**, clicking edit to the right of the staff member entry, then toggling the switch next to 'Archived' so that it is black (indicating it is on), then click the green tick in the top right corner to save.



Employee Number	Sync ID	First Name	Last Name	Date Of Birth	Continuous Service Date	Email	Contracts (current budget)	Total Contracts	Archived	Actions
9836754		Mary	Berry					1		edit
5437689		Kate	Bush				Contract 1	2		edit

First name:

Last name:

Date of birth:

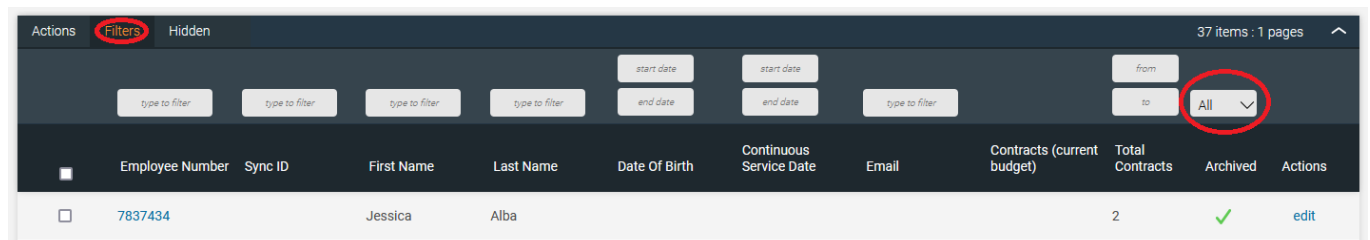
Continuous service date:

Email:

Archived: ☒

Once you have archived the staff member, click **Filters** at the top of the Staff Members screen (as circled below), then change the drop-down menu above **Archived** to **No**.

This will filter only non-archived staff members.



Employee Number	Sync ID	First Name	Last Name	Date Of Birth	Continuous Service Date	Email	Contracts (current budget)	Total Contracts	Archived	Actions
7837434		Jessica	Alba					2	✓	edit

Another reason why this may be happening is that that particular staff member may have been included in a previous payroll reconciliation. If so, you will see an error message similar to the below.

There was a problem deleting all selected staff members.

- Hamilton, Lewis - 1537912: This staff member cannot be deleted because they have associated entries in the salary monitor.

No staff members were deleted.

Your choice now is to either archive, as above, or to clear out the payroll reconciliations that contain that member of staff, however we would strongly advise going with the option to archive.