

How Do I Remove a Separated Employee from My Saved Employee List?

When creating your employee list, Employment Status needs to be included as part of your selection criteria.

If your employee list is not selecting Active employees only, a separated employee will probably not be removed from your list.

For example: Your list selects employees for a particular cost center. This information is pulled from Infotype 0001 (Organizational Assignment). When an employee from this cost center separates, Infotype 0001 is not delimited; therefore the employee will remain part of that cost center and will continue to be selected as part of your list.

To correct this, select the Maintain your own employee lists icon. The **Maintain your own employee lists** screen appears. Click in the box next to Employment status and enter "3" in the field to select only Active employees. Click on Hit List and Save your list again.