

## How to do 'Delete and Sync' employees in PMS??

You can follow the below steps for 'Delete and Sync' employees on Zing HR :

1. Log in to your Zing HR account.
2. On the home screen left-hand top side click on select menu, then 'PMS ' as shown below.

**ZING**

Click On select menu (dots)

My Time And Attendance

● Absent ● Leave Applied ● Half Day ● Leave Approved ● Present ● Outdoor Approved ...

October 2018

Holiday List

Sun	Mon	Tue	Wed	Thu	Fri	Sat
30	1	2	3	4	5	6
	●		●	●	●	●
7	8	9	10	11	12	13
	●	●				
14	15	16	17	18	19	20
				●		
21	22	23	24	25	26	27
28	29	30	31	1	2	3

Absence in current month

0.0

Paternity Leaves (NA)

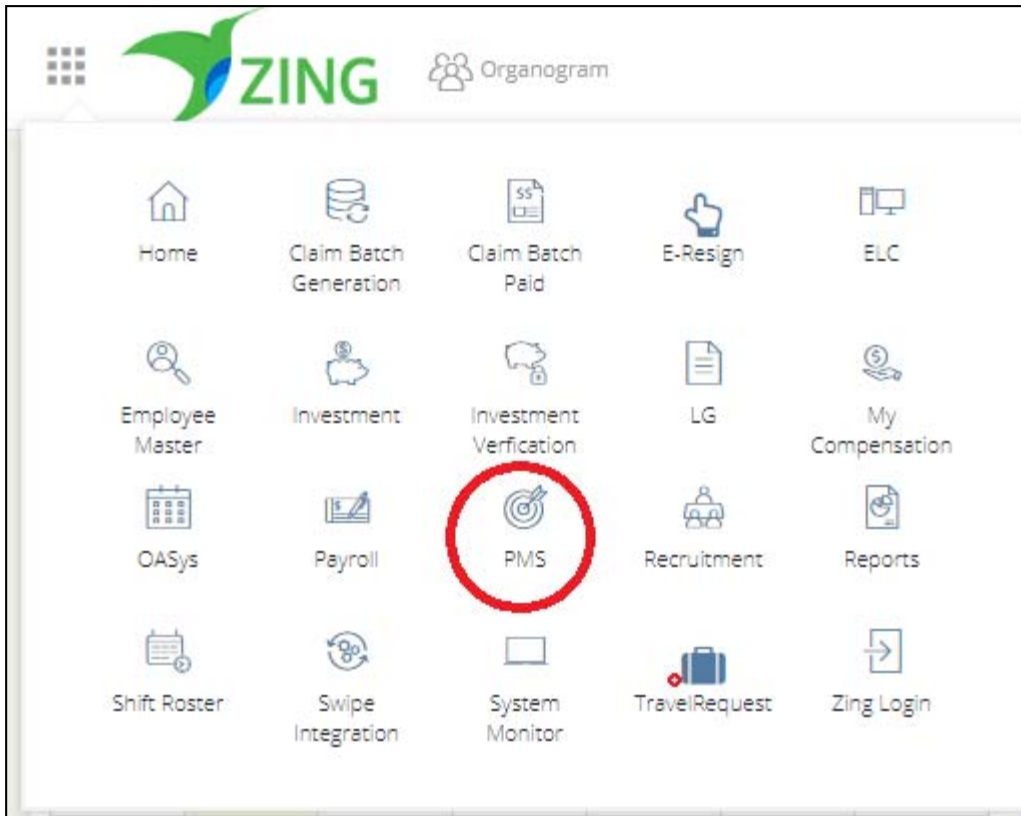
Paid Leave (47.00)

CompOff Leaves (0.00)

BirthDay Leaves (0.00)

Other Leaves ▼

Regularize Outdoor



On the new window please click on the 'Admin Menu' and select the 'Process Re-Initiation'

Dashboard

Admin Menu

34

INCOMING

Anil Vishwakarma

Competency Evaluation

Ansari Arshad

Competency Evaluation

Bhushan Narkar

Competency Evaluation

Kanika Chawda

Competency Evaluation

Mamalaivasan S

Competency Evaluation

Minoti Bajaj

Competency Evaluation

3

PENDING

Ravi Bajaj

001 | Demo policy | Annual

Evaluate Competency

Ravi Bajaj

001 | MAIL check test | M1

Evaluate Goals

Ravi Bajaj

001 | PMS test | Annual

Evaluate Goals

10

COMPLETED

Ravi Bajaj

001 | Goal Creation Completed | Demo policy | Annual

View

Ravi Bajaj

001 | Goal Evaluation Completed | Demo policy | Annual

View

Ravi Bajaj

001 | Goal Creation Completed | MAIL check test | Annual

View

Ravi Bajaj

001 | Competency Evaluation Completed | Zing test | Annual

View

Ravi Bajaj

001 | Goal Creation Completed | Zing test | Annual

View

Ravi Bajaj

001 | Goal Evaluation Completed | Zing test | Annual

View

The screenshot shows a web application interface. At the top right, there is an 'Admin Menu' dropdown. The menu is open, showing three options: 'Admin Dashboard', 'Goal Upload', and 'Process Re-Initiation'. The 'Process Re-Initiation' option is highlighted with a red rectangular box. A red arrow points from the word 'COMPLETED' in a green banner to the 'Process Re-Initiation' option. The green banner also contains the number '10'. Below the banner, there is a list of items, each with a name, a status, and a 'View' button. The items are:

- Ravi Bajaj | 001 | Goal Creation Completed | Demo policy | Annual | View
- Ravi Bajaj | 001 | Goal Evaluation Completed | Demo policy | Annual | View
- Ravi Bajaj | 001 | Goal Creation Completed | MAIL check test | Annual | View
- Ravi Bajaj | 001 | Competency Evaluation Completed | Zing test | Annual | View
- Ravi Bajaj | 001 | Goal Creation Completed | Zing test | Annual | View
- Ravi Bajaj | 001 | Goal Evaluation Completed | Zing test | Annual | View
- Nitin Makharia | 2006 | Goal Evaluation Completed | PMS test | Annual | View

Next on the Process Re-Initiation page select the 'Delete and Sync' tab.

New-Initiation	Change / Hold Process	Reset	Delete and Sync	Push Process
For Assessment Year: 2018 - Demo policy ▼				
Policy : Common ▼				
			Emp Code / Name	
<input type="checkbox"/>			001 Ravi S Bajaj	
<input type="checkbox"/>			0014 Aashila Ahmed shaikh	

Select 'For Assessment Year'(Policy) from 'for assessment year' dropdown.

New-Initiation	Change / Hold Process	Reset	Delete and Sync	Push Process
For Assessment Year: 2018 - Demo policy ▼				
Policy : <div>             2020 - QA training              2020 - MAIL check test              2018 - Demo policy              2018 - Zing test              2018 - PMS test           </div>				
			Emp Code / Name	
<input type="checkbox"/>			001 Ravi S Bajaj	
<input type="checkbox"/>			0014 Aashila Ahmed shaikh	

Select 'Policy Applied' from policy applied dropdown.

New-Initiation	Change / Hold Process	Reset	Delete and Sync	Push Process
For Assessment Year: 2018 - Demo policy ▼				
Policy : Common ▼				
		Emp Code / Name		
<input type="checkbox"/>		001 Ravi S Bajaj		
<input type="checkbox"/>		0014 Aashila Ahmed shaikh		

Next select the employee and click on the 'Delete and Sync' button.

**IMP :** If manager wants to delete the employee from PMS framework then manager can use this 'Delete and Sync' option.

	Emp Code / Name	Date of Joining
<input type="checkbox"/>	001 Ravi S Bajaj	01/07/2000
<input type="checkbox"/>	0014 Aashila Ahmed shaikh	03/03/2018
<input type="checkbox"/>	011 sanal skaria	10/01/2018
<input type="checkbox"/>	013 Rajendra Singh	11/03/2018
<input type="checkbox"/>	0201 Nitin Shrivastava	13/03/2017
<input type="checkbox"/>	0212 Kiran S Khape	02/02/2018

Click 'OK' for the confirmation and done it!

**Confirmation** ✕

Do you want to proceed?

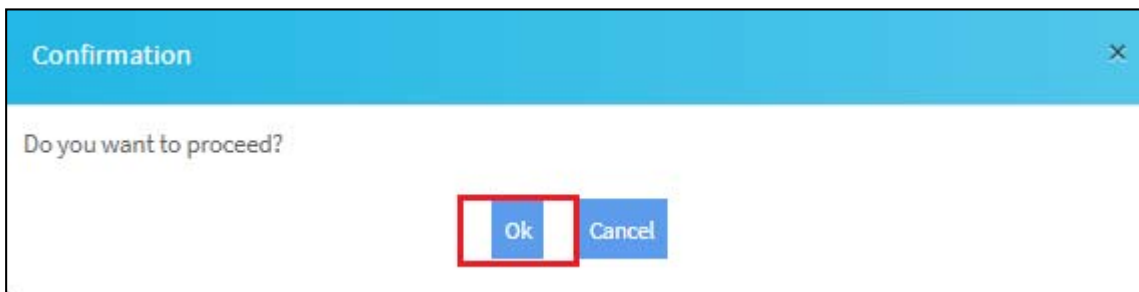
If you want to 'Delete and Sync' for all employees then please select the 'Delete and Sync for all'.

**Note - If any employee policy will be updated or new employees name will not reflecting in PMS then you can use the 'Delete and Sync for All' process.**



	Emp Code / Name	Date of Joining
<input type="checkbox"/>	001 Ravi S Bajaj	01/07/2000
<input type="checkbox"/>	0014 Aashila Ahmed shaikh	03/03/2018

Click 'OK' for the confirmation and done it!



Confirmation

Do you want to proceed?

Ok Cancel