

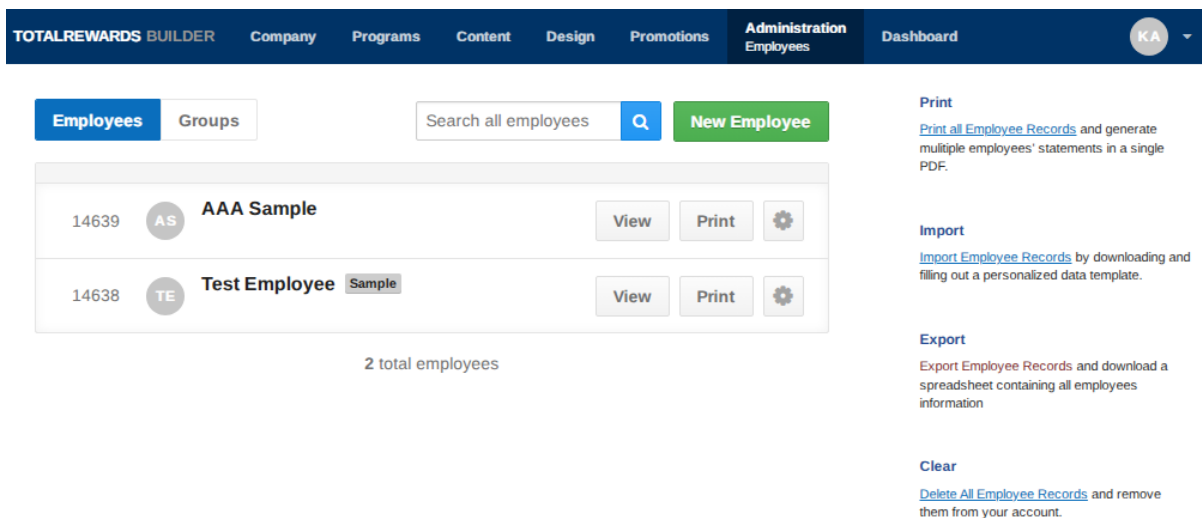
Data Export and Data Deletion

Last Modified on 10/24/2025 1:37 pm PDT

You can back up your employee data file and delete all employee records when needed. Data deletion is recommended each time you refresh your data for a new period.

Export Employee Data

1. Go to **Administration**.
2. Select **Employees** from the drop-down menu.
3. Click **Export Employee Records** to generate an Excel file with existing employee data.



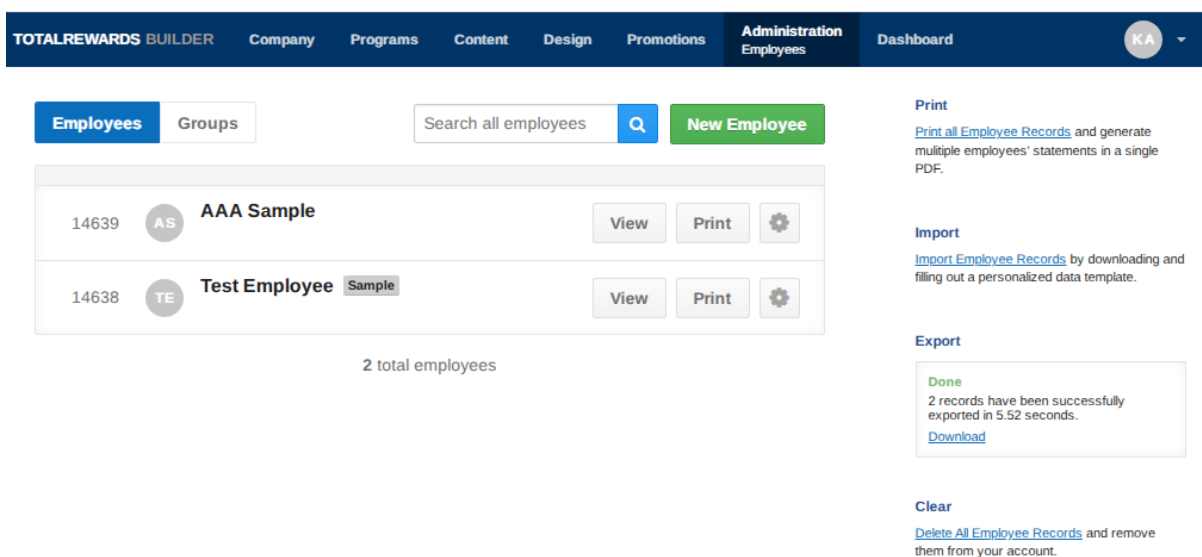
Print
[Print all Employee Records](#) and generate multiple employees' statements in a single PDF.

Import
[Import Employee Records](#) by downloading and filling out a personalized data template.

Export
 Export **Employee Records** and download a spreadsheet containing all employees information

Clear
[Delete All Employee Records](#) and remove them from your account.

4. A counter will display, showing that records are being prepared.
5. When the file is ready, click the **Download** link to save it to your device.



Print
[Print all Employee Records](#) and generate multiple employees' statements in a single PDF.

Import
[Import Employee Records](#) by downloading and filling out a personalized data template.

Export
 Done
 2 records have been successfully exported in 5.52 seconds.
[Download](#)

Clear
[Delete All Employee Records](#) and remove them from your account.

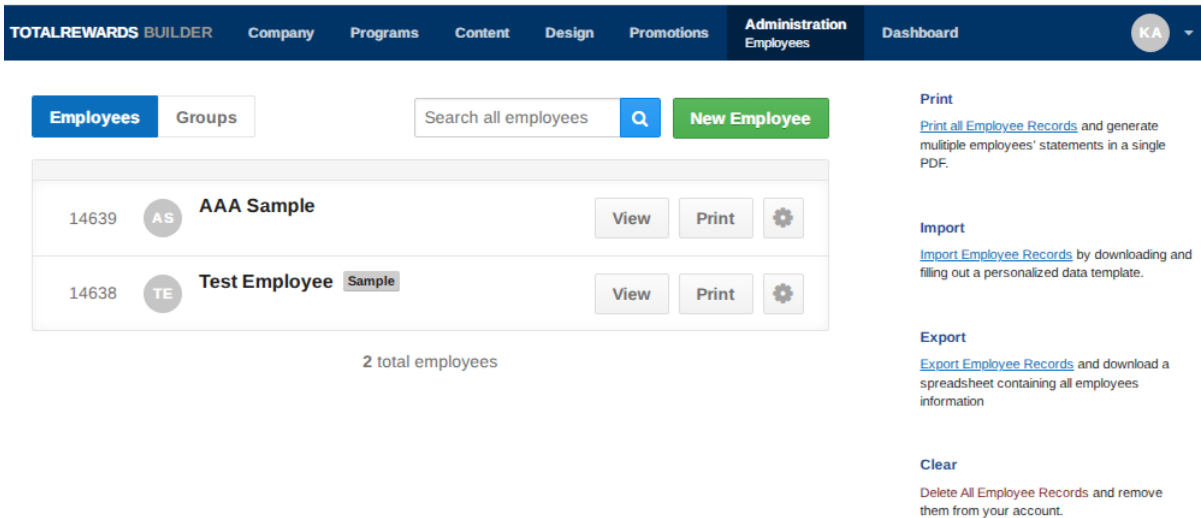
Note: Verify the exported data to ensure it reflects the most up-to-date employee

information.

□ **Quick Steps:** Administration → Employees → Export Employee Records → Wait → Download

□ Delete All Employee Records

1. Go to **Administration**.
2. Select **Employees** from the drop-down menu.
3. Click **Delete All Employee Records**.



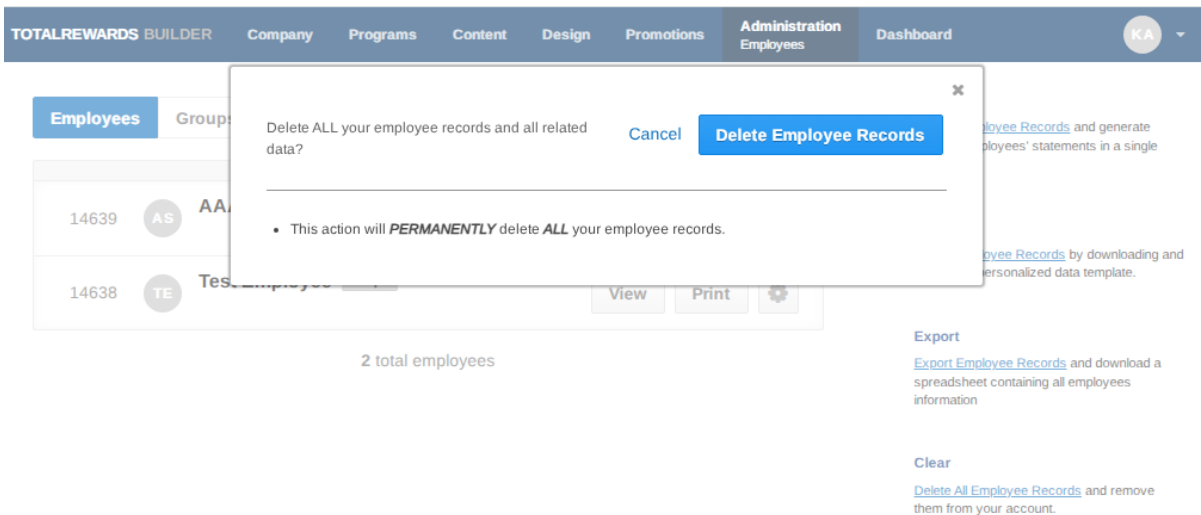
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4. In the confirmation pop-up, click **Delete Employee Records**.



Delete ALL your employee records and all related data?

Cancel **Delete Employee Records**


- This action will **PERMANENTLY** delete **ALL** your employee records.

Export
[Export Employee Records](#) and download a spreadsheet containing all employees information

Clear
[Delete All Employee Records](#) and remove them from your account.

5. A counter will display, showing that records are being prepared.
6. Once the deletion is complete, click **Dismiss**.

Employees Groups

Search all employees 

New Employee

0 total employees

Print

[Print all Employee Records](#) and generate multiple employees' statements in a single PDF.

Import

[Import Employee Records](#) by downloading and filling out a personalized data template.

Export

[Export Employee Records](#) and download a spreadsheet containing all employees information

Clear

Done

2 records have been successfully deleted in 5.50 seconds.

[Dismiss](#)

□ **Note:** Always keep a backup file before deleting existing records in the portal to prevent permanent loss of employee information.

□ **Quick Steps:** Administration → Employees → Delete All Employee Records → Confirm → Wait → Dismiss
