Export and Clear Statements

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Is there a way to back-up my data file or delete employee records?

The article below will walk through how to generate a back up file and clear all employee records if needed. Clearing all employee records is recommended each time you refresh your data for a new period.

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Export Data Template

Go to **Administration**

Select **Employees** in the drop-down

Click **Export Employees Records** to download existing employee data, and it will prepare the excel file for download.

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Click **Download** link   to save file.

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Delete All Statements

Go to **Administration**

Select **Employees** in the drop-down

Click **Delete All Employees Records**

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Note: Make sure you back up employee data first before deleting the records.

At the pop-up window, click **Delete Employee Records button**

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Once done, click **Dismiss**

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