



# How to delete/archive employees

*Last updated - Mar 24, 2022 at 3:55PM*

Web:	<a href="https://timedock.com">https://timedock.com</a>
Email:	<a href="mailto:info@timedock.com">info@timedock.com</a>
International:	(+64) 9 444 1384
Local phone:	(09) 444 1384

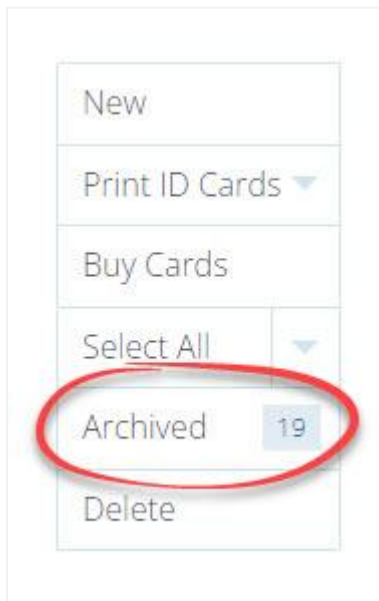
**Note:** Deleting employees is the same as archiving them. You will always be able to [restore deleted employees](#) from you archive to re-instate the employee or access historic timesheet data.

### Steps to delete one or more employees:

1. Navigate to *Setup > Employees*.
2. Select individual employees to be deleted by clicking on each employee name to highlight the row.
3. Click **Delete** within the left-hand side menu, to delete/archive the selected employees.

### View deleted/archived employees:

You can view and restore employees from your archive list by navigating to *Setup > Employees* and clicking on **Archived** on the left-hand menu.



### See also

- [How to restore deleted employees.](#)