



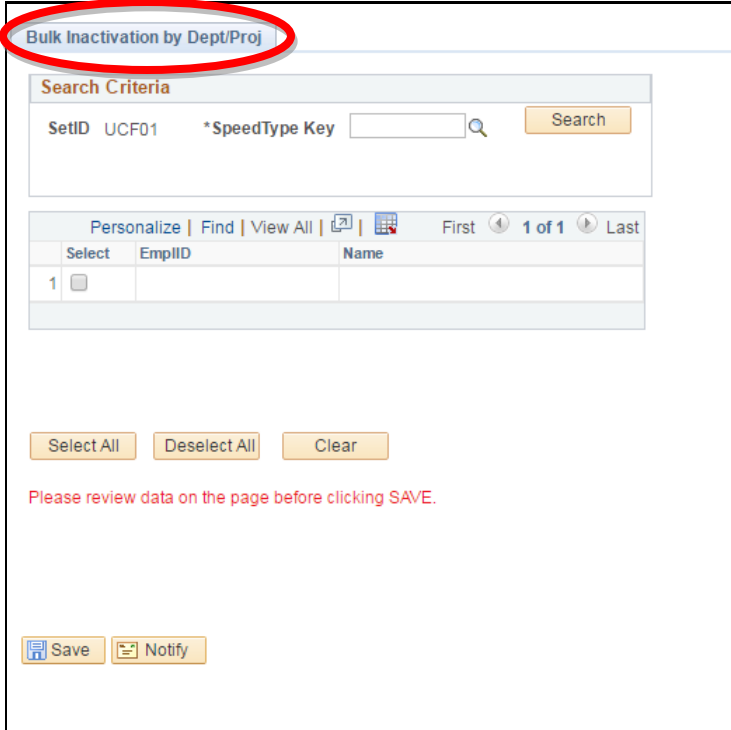
# ADDY NOTES



## Using Bulk Inactivate by Department or Project (SpeedType)

This Addy Note explains how to inactivate all employees from a given department or project (also known as a SpeedType). This action can only be performed by the Dean, Director, or Chair (DDC) or Responsible Fiscal Officer (RFO) for the SpeedType affected.

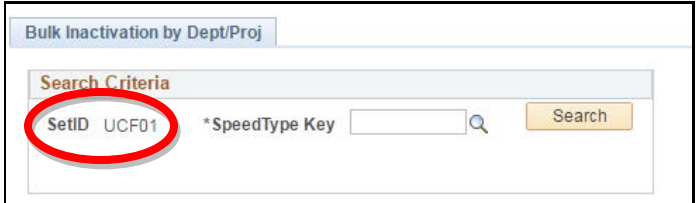
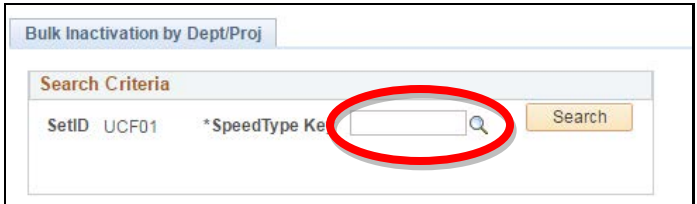
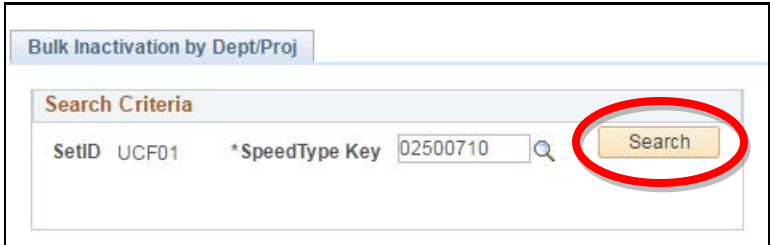
Note that the DDC or RFO cannot inactivate himself or herself from the SpeedType.

Step	Action
1.	<p>Navigate to: <b>Main Menu &gt; Departmental Authorization &gt; Bulk Inactivate by Dept/Proj.</b></p> 



# ADDY NOTES



Step	Action
2.	Ensure the <b>SetID</b> is set to <b>UCF01</b> .  
3.	In the <b>SpeedType Key</b> field, enter the SpeedType for which you want to inactivate employees.  
4.	Click <b>Search</b> .  



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Step	Action																								
5.	<p>A list of employees assigned to the SpeedType displays. Click the <b>View All</b> link (if available) to display all of the employees. (Note: In this example, the <b>View All</b> link is deactivated/unavailable, meaning all employees are already shown.)</p> <div><div>Bulk Inactivation by Dept/Proj</div><div><div>Search Criteria</div><div>SetID UCF01    *SpeedType Key 02500710    Search</div><div>FN ACT-CARRY FWD</div></div><div><div>Personalize   Find   View All   1-5 of 5   First   Last</div><table><thead><tr><th></th><th>Select</th><th>EmpID</th><th>Name</th></tr></thead><tbody><tr><td>1</td><td><input checked="" type="checkbox"/></td><td>0000011</td><td>Tanner, Danny</td></tr><tr><td>2</td><td><input checked="" type="checkbox"/></td><td>0000012</td><td>Winchester, Dean</td></tr><tr><td>3</td><td><input checked="" type="checkbox"/></td><td>0000013</td><td>Green, Rachel</td></tr><tr><td>4</td><td><input checked="" type="checkbox"/></td><td>0000014</td><td>Geller, Monica</td></tr><tr><td>5</td><td><input type="checkbox"/></td><td>0000015</td><td>Tanner, Stephanie</td></tr></tbody></table><div>Select All    Deselect All    Clear</div><p>Please review data on the page before clicking SAVE.</p></div></div>		Select	EmpID	Name	1	<input checked="" type="checkbox"/>	0000011	Tanner, Danny	2	<input checked="" type="checkbox"/>	0000012	Winchester, Dean	3	<input checked="" type="checkbox"/>	0000013	Green, Rachel	4	<input checked="" type="checkbox"/>	0000014	Geller, Monica	5	<input type="checkbox"/>	0000015	Tanner, Stephanie
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Step	Action																		
6.	<p>By default, all employees are selected for inactivation except you (The person requesting the inactivation). Modify the check boxes in the Select column to select only the employees you want to inactivate. You will not be able to select yourself.</p> <p>Note: The Select All and Deselect All buttons below the list can help you hasten your select process by bulk selecting or bulk de-selecting all of the employees in the list.</p> <div><div>Bulk Inactivation by Dept/Proj</div><div><div>Search Criteria</div><div>SetID UCF01 *SpeedType Key 02500710 Search</div><div>FN ACT-CARRY FWD</div></div><div><div>Personalize   Find   View All   First 1-5 of 5 Last</div><table><tr><th>Select</th><th>EmplID</th><th>Name</th></tr><tr><td><input checked="" type="checkbox"/></td><td>0000011</td><td>Tanner, Danny</td></tr><tr><td><input checked="" type="checkbox"/></td><td>0000012</td><td>Winchester, Dean</td></tr><tr><td><input checked="" type="checkbox"/></td><td>0000013</td><td>Green, Rachel</td></tr><tr><td><input checked="" type="checkbox"/></td><td>0000014</td><td>Geller, Monica</td></tr><tr><td><input type="checkbox"/></td><td>0000015</td><td>Tanner, Stephanie</td></tr></table><div>Select All Deselect All Clear</div></div><div>Please review data on the page before clicking SAVE.</div></div>	Select	EmplID	Name	<input checked="" type="checkbox"/>	0000011	Tanner, Danny	<input checked="" type="checkbox"/>	0000012	Winchester, Dean	<input checked="" type="checkbox"/>	0000013	Green, Rachel	<input checked="" type="checkbox"/>	0000014	Geller, Monica	<input type="checkbox"/>	0000015	Tanner, Stephanie
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# ADDY NOTES



Step

Action

7.

Click **Save**.

Search Criteria

SetID UCF01

\*SpeedType Key 02500710

Search

FN ACT-CARRY FWD

Personalize

Find

View All

First

1-5 of 5

Last

Select	EmpID	Name
1 <input checked="" type="checkbox"/>	0000011	Tanner, Danny
2 <input checked="" type="checkbox"/>	0000012	Winchester, Dean
3 <input checked="" type="checkbox"/>	0000013	Green, Rachel
4 <input checked="" type="checkbox"/>	0000014	Geller, Monica
5 <input type="checkbox"/>	0000015	Tanner, Stephanie

Select All

Deselect All

Clear

Please review data on the page before clicking SAVE.

Save

Notify