## Merge Duplicate Employee Records

Last Modified on 05/03/2022 9:45 am MDT

A FULL ADMIN has access to the following MERGE tool.

1. Open / Edit the employee name that you will keep, ie the version that the employee has activated or used.

2. In the Merge Section, type the name of the duplicate name, ie "Dave Davids, as shown below, and select as the name pop up.

## 3. Press MERGE

dit Profile for Dave Davids 🥹		
Edit Availability, Days Off and Activate/Inactivate		
Profile Schedules / Roles Salary / Wages Permissions Alerts	Reminders, Certs & Custor Input	Manager Notes
Contact Information		ON
Merge: Move Shifts, Punches, Wages, Roles, Tips and PTO from Date and PTO from	To this Employee Merge	Active
Preferred Gender Pronouns		Sent Delivered?

## YOU MUST BE SO CAREFUL WITH THIS TOOL. IT MERGES THE ENTIRE HISTORY AND ALL DATA OF THE TWO RECORDS. THERE IS NO UNDO!