

#47 Deleting Rows in EHRP

- **As a result of the recent SAS-70 review, we are having to revise our policy regarding deleting rows in EHRP.**
- **Effective immediately, we will not delete any rows entered into EHRP. This is to maintain an audit trail of all EHRP transactions.**
- **The one exception will be when an EEO Settlement or Court Order requires expunging of PAR actions to make the employee whole. In those instances the Agency should log a Peregrine ticket and the Technical Staff will delete the rows identified. A memorandum or e-mail will be required from the HR Center Director as documentation that the request complies with an EEO Settlement or Court Order. If the memorandum is faxed, it should be faxed to 301-504-3030. If an e-mail is sent, it should be sent to HRS HelpDesk. The documented request will be maintained for one year from the date of the request. The rows will not be deleted until this documentation has been received by the HelpDesk.**
- **Any erroneously processed actions should be cancelled or corrected, as appropriate, in accordance with OPM instructions.**

Enterprise Human Resources and Payroll

Deleting Rows in EHRP



- **For actions that are in a pending WIP status, the action should be returned, denied or disapproved as appropriate.**