Inactivate & Reactivate Employees

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Three methods to inactivate an employee

1. From the **Employees** Page: Uncheck the Active checkbox

2. From an employee's Profile tab: Toggle the **Active** switch to **OFF**

3. From employee's **Availability & Preferences** settings: Click the **Work Active / Inactive Dates** tab

The **Work Active / Inactive Dates** tab allows you to set a custom calendar date for inactivation in the future. You can also add a *Reason* and *Terms* of the inactivation. Click **Save** at the bottom of this page to save the inactivation.

Reactivating Employees

From the **Employees** page, select the **Inactive** roster as shown below, and check the

Active Checkbox for the employee you wish to activate.

NOTE: If your settings look to Payroll or POS for activation / inactivation, the preceding selections may not apply