

# Inactivate & Reactivate Employees

Last Modified on 09/24/2023 2:18 pm MDT

## Three methods to inactivate an employee

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

Name	Email <a href="#">Send Verify</a>	Phone <a href="#">Send Verify</a>	Language	Permissions	Active	<a href="#">Invite All Unactivated</a>
<b>Unassigned</b> (employee place holder)						
<b>Crandall, [redacted]</b> 11m 3d since hired		[redacted] <small>Unverified: No Txts</small>	English	Admin	<input checked="" type="checkbox"/>	<a href="#">Invite (Activated)</a>

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

### Edit Profile for benny sparrow

[Edit Availability, Days Off and Activate/inactivate](#) [Back to Employee Lis](#)

Profile Schedules / Roles Salary / Wages Permissions Alerts Reminders, Certs & Custom Input Manager Notes

Contact Information  **Active**

Merge: Move Shifts, Punches, Wages, Roles, Tips and PTO from  find an employee To this Employee Merge

Preferred Gender Pronouns

First Name (or nickname)

Legal First Name (payroll)

Notification Methods

Push Notifications: No Device Detected  
Download the DolceClock App for Apple or Android phones to get notifications

Unverified: No Emails  
Email Address

Verification Key

Employee Login

Employee Login

New Password

Confirm New Password

Need Email or Phone to Invite

[Send Password Reset](#)

Password must contain at least: 6 characters, 1

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.

### Availability and Days Off for Asher Pantherson

[Edit Profile for Asher Pantherson](#)

Availability Requested Days Off **Work Active / Inactive Dates** PTO / Policies

Inactivate Employee on:  Reason:  Terms:   Exclude from Payroll Export (Select this if you are paying the employee prior to the regular payroll run, and want the employee to be excluded from the regular payroll run)

Created in SpotOn Teamwork:  Source: manually by Tech Support

[Save](#)

## 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.

The screenshot shows a user interface for managing employee schedules. At the top left, there is a dropdown menu labeled "2 of 26 Schedules". To the right, there are two buttons: "Active" and "Inactive", with an orange arrow pointing to the "Inactive" button. Further right are icons for "Working Show" and a list icon. Below this is a header for "Brooks" with a location pin icon. Underneath, "FOH" is listed, followed by a dropdown arrow and "FOH" with a sub-note: "Vrfy Txt / Email - 43% Only One, 21% Both". Below this is a table with columns: "Name", "Email", "Phone", "Language", "Permissions", and "Active". The "Active" column contains a checkbox, which is highlighted by an orange arrow. The table row shows "ADMIN, ADMIN" in the "Name" column, a calendar icon in "Email", three dashes in "Phone", "English" in "Language", "Admin" in "Permissions", and the checkbox in "Active". A red note "Stopped on Dec 19, 2018" is visible below the name.

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