

Employee Start Date Modification

Last Modified on 06/23/2020 2:14 pm MDT

If an employee's Start Date needs to be moved back, in order to add shifts or time punches prior to the Start Date, take the following steps:

1. Go to an Employee's Time off & Availability
2. Click the **Work Active / Inactive** tab, and remove the existing Start date by clicking the **X** as shown below

Availability and Days Off for Kevin Schofield

Edit Profile for Kevin Schofield

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

Inactivate Employee on: Reason: Terms: Exclude from Payroll Export

Toast (Pizzeria Beddia) SYNC - Toast (Pizzeria Beddia)

Started: Tuesday Jun 23, 2020	Changed by: [User]	Reason: Manual Activate-Inactivate	X
Inactivated: Tuesday Sep 3, 2019, Available for Rehire	Changed by: [User]	Reason: Manual Activate-Inactivate	

Save

3. Enter a new, back-dated Start Date, and Save

Availability and Days Off for Kevin Schofield

Edit Profile for Kevin Schofield

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

Start Date: Reason:

Inactivated: Tuesday Sep 3, 2019, Available for Rehire **Changed by:** Dan Britt

Save