

# Inactive Employees

Employees are typically set to inactive when an employee is terminated from the company. The employee will not be purged from the timekeeping system but will be hidden from areas of the system such as Time Cards.

**Step 1.** Select the appropriate employee from the “Employee Setup page.”

**Step 2.** Click “Edit” from the “Identity” section.

**Step 3.** Populate the “Separation Date” field with the effective date.

**Step 4.** Click, “Save and Exit” or “Save and Remain.”

**Online Timekeeping** ←

**Employee Setup** ?

**MAIN MENU**

Timekeeping Demo

Dashboard

Time Off Requests (1)

Employee Setup

**Time Cards**

Yesterday's Entries

Today's Entries

Current Period - Start: 7/27

Previous Period - End: 7/26

Select Other Periods

**Maintenance Menu**

**Reports Menu**

**Settings Menu**

**Identity** Edit

**Employee Code**

**First Name** Frank

**Middle Name**

**Last Name** Forgetful

**Designation**

**Phone**

**E-mail** frank@forgetful.com

**Start Date** 2012-10-01

**Separation Date**

**Export Block** Not blocked

**Web Clock Enabled** Yes

**Mobile Punch Enabled** Yes

**Mobile Enabled** Yes

**Options** TIMEZONE=EST

**Identifiers for punching the clock (card numbers, Web logins, PINs) - NOTE: Only the first three are usable as Web logins.** Edit

**Logins / Numbers** 1001

The employee will no longer be visible in the “Employee Setup” list. **Note:** to reactivate an employee, simply remove the “Separation Date.”

## View inactive employees:

**Step 1.** Select “Employee Setup” in the “Main Menu” section.

**Step 2.** “Click to show the employee list filter” found at the top of the employee list.

**Step 3.** Choose “All employees (including inactive).”

**Step 4.** Select “Apply filter.”

**Online Timekeeping** ◀

**MAIN MENU**

Timekeeping Demo

🏠 Dashboard

📁 Time Off Requests (0)

👤 Employee Setup **1**

**Time Cards**

📅 Yesterday's Entries

📅 Today's Entries

📅 Current Period - Start: 4/6

📅 Previous Period - End: 4/5

🕒 Select Other Periods

🔧 Maintenance Menu

📊 Reports Menu

⚙️ Settings Menu

**HELP & SUPPORT**

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Help

Use this page to add an employee, or edit one or multiple employees. ?

- Click an employee's name to edit that employee or check one or more checkboxes to select multiple employees to edit.
- Use the employee list filter to filter the visible list of employees.

Click to hide the employee list filter **2**

All active employees

All employees (including inactive) **3**

Specific employees

All employees in group(s)

Select by criteria

Apply filter **4**

**Total Employees:** (Active: 5, Inactive: 2)

Employee Setup Options ▶

<input type="checkbox"/>	Employee Name	Department	Location	Start Date
<input type="checkbox"/>	Accruals, Austin	DPT 300	MajesticStar	10/1/2012
<input type="checkbox"/>	Forgetful, Frank	DPT 300	GivingTree	10/1/2012
<input type="checkbox"/>	Groups, Gavin	DPT 500	MajesticStar	10/1/2012
<input type="checkbox"/>	PTO, Paige	DPT 300	GreenFields	10/1/2012
<input type="checkbox"/>	Simple, Susie	DPT 300	GivingTree	10/1/2012