

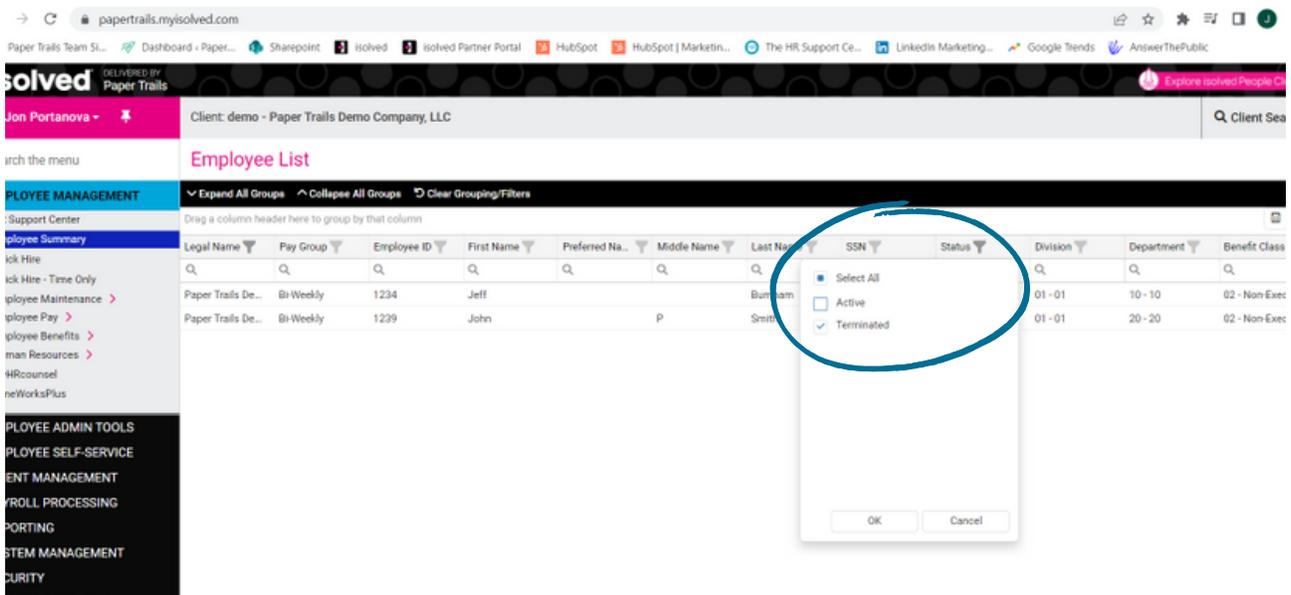


How to Rehire Terminated Employees

DID YOU KNOW YOU CAN REHIRE YOUR TERMINATED EMPLOYEES IN ISOLVED?

1

Navigate to [Employee Management > Employee Summary](#). In the Status column, select the filter symbol and choose terminated. This will bring up a list of all employees that have been terminated in the system.



2

Once you have found the employee you need to rehire, click the employee's name. In the Left Menu bar navigate to [Employee Management > Employee Maintenance > General](#). Then hit the Rehire button in the top black menu bar and enter the effective date of rehire.

