

How to Rehire Terminated Employees

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

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.

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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.



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