



Deactivate Employees

Deactivating employees prevents them from logging in to their Zoho Shifts account. You can choose to reactivate their access after a certain time, or permanently remove them from Zoho Shifts.

1. Sign in to Zoho Shifts and navigate to the **Employees** tab.
2. Select the employee you want to deactivate.
3. Click **Deactivate** at the top of the page.

The screenshot shows the Zoho Shifts interface with the 'Employees' tab selected. At the top, there are navigation tabs: Shifts, Dashboard, Employees (selected), Schedule, Time Off, Timesheets, Reports, and Messages. On the right, there's a user profile 'P' and a 'Standard - Trial Upgrade' button. Below the navigation, there's a summary '1 Employee selected' and buttons for 'Invite', 'Activate', 'Deactivate' (highlighted with a red box), and 'More'. The main area is a table of employees with columns: Employee, Mobile, Email, Schedules, Positions, and Status. The employee 'Martin Tyler' is selected with a checkmark. The status for most employees is 'Joined', while 'Sarah Jackson' is 'Not Invited'. At the bottom left, it says 'Showing: 1 - 9 of 9'.

<input type="checkbox"/>	Employee	Mobile	Email	Schedules	Positions	Status	
<input type="checkbox"/>	BH Brad Harper		bradharper@zylker.com	Zylker Group of Restaurants, HQ	Chef	Joined	...
<input type="checkbox"/>	GL Gabriel Lewis		gabriellewis@zylker.com	Zylker Group of Restaurants, HQ	Sous Chef	Joined	...
<input type="checkbox"/>	JF James Felch		jamesfelch@zylker.com	Zylker Group of Restaurants, HQ	Waiter	Joined	...
<input type="checkbox"/>	MJ Maria Joseph		mariajoseph@zylker.com	Zylker Group of Restaurants, HQ	Bartender	Joined	...
<input checked="" type="checkbox"/>	MT Martin Tyler		martintyler@zylker.com	Zylker Group of Restaurants, HQ	Senior Chef	Joined	...
<input type="checkbox"/>	P Patricia Roberts		patriciaroberts@zylker.com	Zylker Group of Restaurants, HQ	Owner and General Manager	Joined	...
<input type="checkbox"/>	SJ Sarah Jackson		sarahjackson@zylker.com	Zylker Group of Restaurants, HQ	General and Kitchen Manager	Not Invited	...
<input type="checkbox"/>	SB Susan Bones		susanbones@zylker.com	Zylker Group of Restaurants, HQ	Sous Chef	Joined	...

4. Select your future shifts preferences in the *Deactivate Employees* pop-up and then click **Deactivate** to finish deactivating your employee.

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If there are any future shifts for these employees then

- Move future shifts to open shifts
- Delete future shifts

Cancel

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