## **Archive Employees**

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Archive an Individual Employee

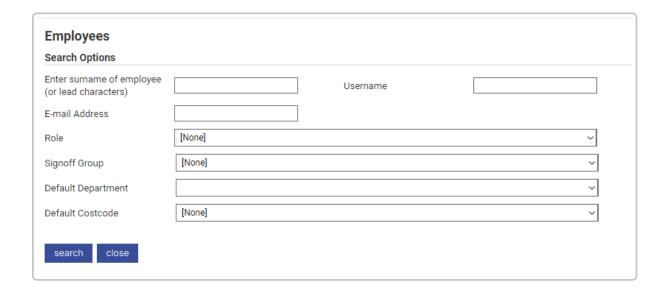
Automatically Archive an Employee

Archive Employees in Bulk

## **Permissions**

You will require an Access Role with the following permissions:

- Employees
- Import Data Wizard
- Reports
- 1. Navigate from the Home page to Administrative Settings | User Management | Employees.



- 2. Use the available search filters and click **Search** to find the required employee.
- 3. Click A to archive the selected employee.

