

THE PURPOSE OF INACTIVATING EMPLOYEES

You can inactivate an employee at any time in NCR Console's Employee Management module. Making an employee inactive will remove them from the work schedule, employee availability schedule, time card view and all labor reports. However, you will still have access to the employee's information and historical data.

There are two reasons you may choose to inactivate an employee:

1. They have been terminated
2. They do not work in your location but support your business and therefore need access to your account(s)
 - Inactive employees can still access their Console account, if created. You can modify or remove access at any time. See the **User Permissions** help.

To make an employee inactive:

1. Log into NCR Console, go to the **Labor** tab and click **Employees**
2. Select the employee you wish to inactivate from the list of employees.
3. Click **Edit Employee Information**

Employee: Aaron Go Back More Options

Employee Information

Name: Aaron Department:

Location: PTC Concierge Support Position:

Task:

[Edit Employee Information](#)

4. Click the dropdown arrow under **Status** and Select **Inactive**

Dashboard Store Reports Resources

Store: PTC Concierge Support Search Help Shortcuts Settings Log Out

Edit Employee: Aaron

Employee Information Additional Information Site Access

First Name (Required): Aaron Department: Concierge Position: GM Task: Chat MGMT

Last Name (Required): Support Position: Host Task: Supervisor

Status: Active Inactive Position: Level 1 Task: Technician

PTC Concierge Support Position: Level 2 Task: [Create New Task]

One Stop Silver Shop Position: Level 3 Task: [Create New Position]

PTC Concierge Support Position: Server

Silver Café & Deli (Store 1)

Silver Café & Deli (Store 2)

Silver Gift Shoppe

Silver Shopping

Save Cancel

5. Click **Save**