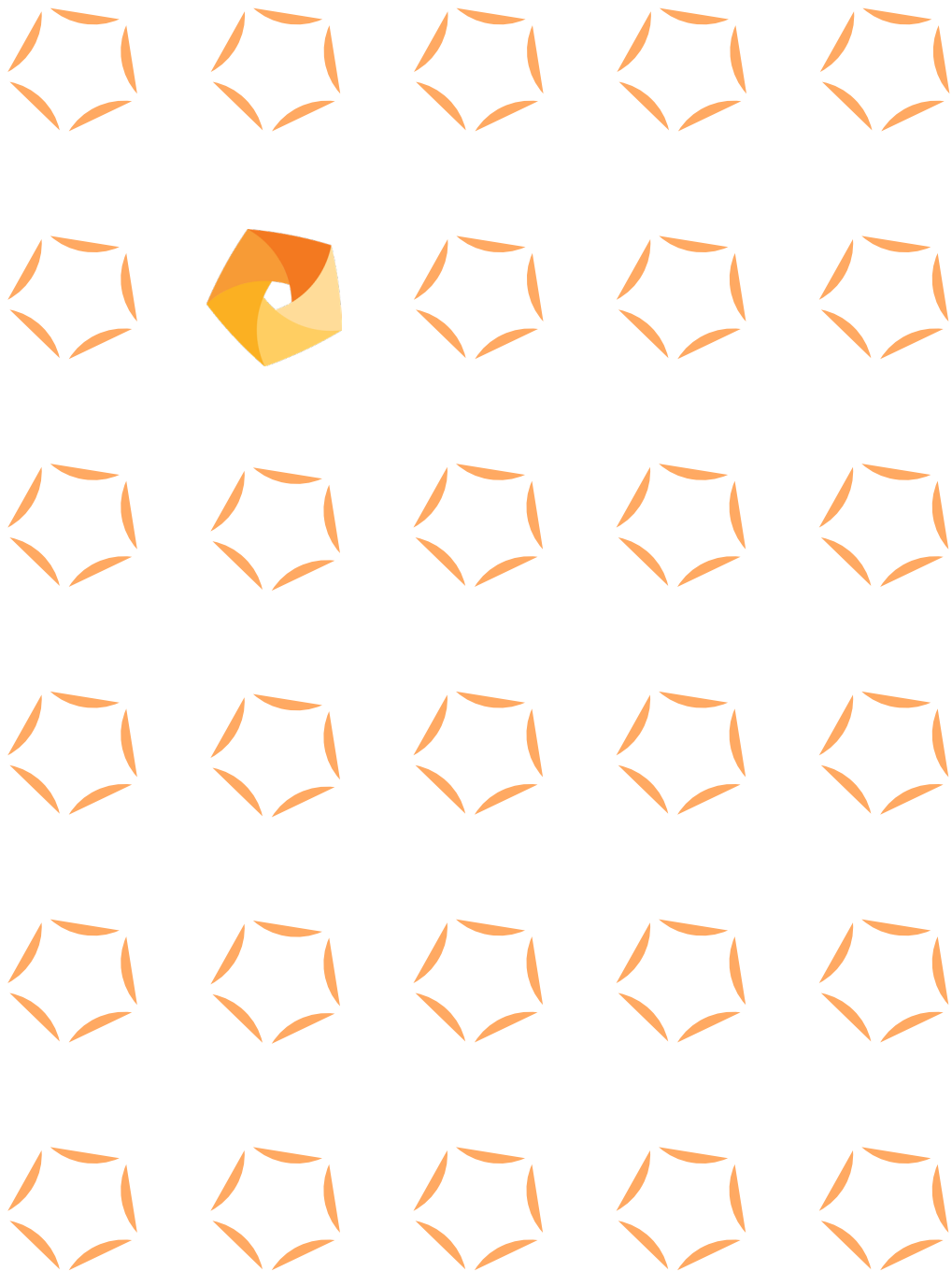


How to restore or rehire employee profiles

FOLLOW THESE STEPS TO FIND TEAM MEMBERS IN YOUR EMPLOYEE ONBOARDING DIRECTORY



Topics

This instructional presentation covers the two topics below. To skip ahead, click the button.

How to restore an employee profile

How to rehire an employee





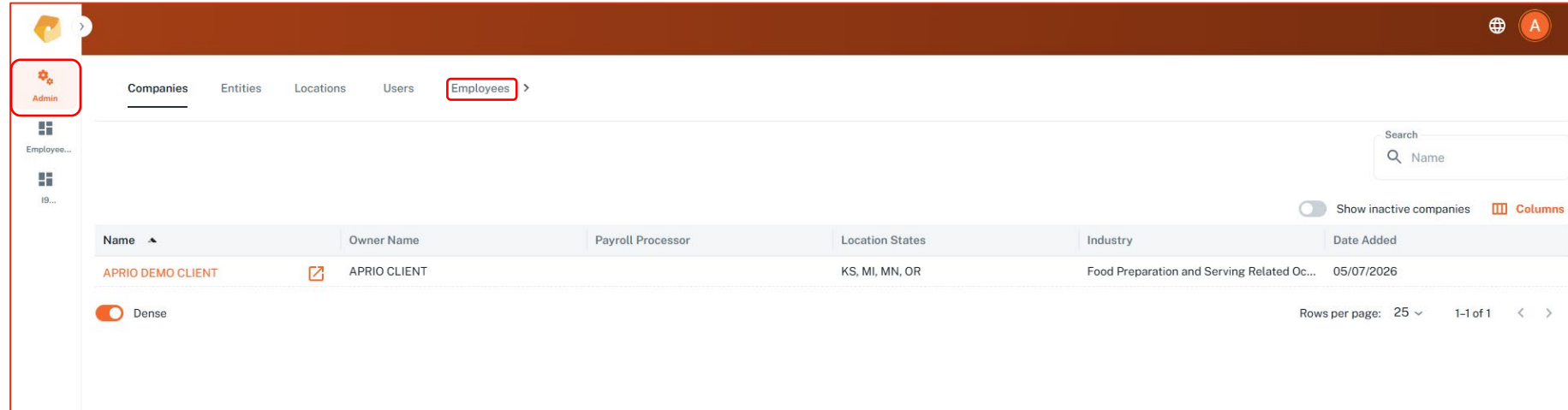
Restoring an Employee Profile

THAT HAS BEEN TERMINATED BY MISTAKE

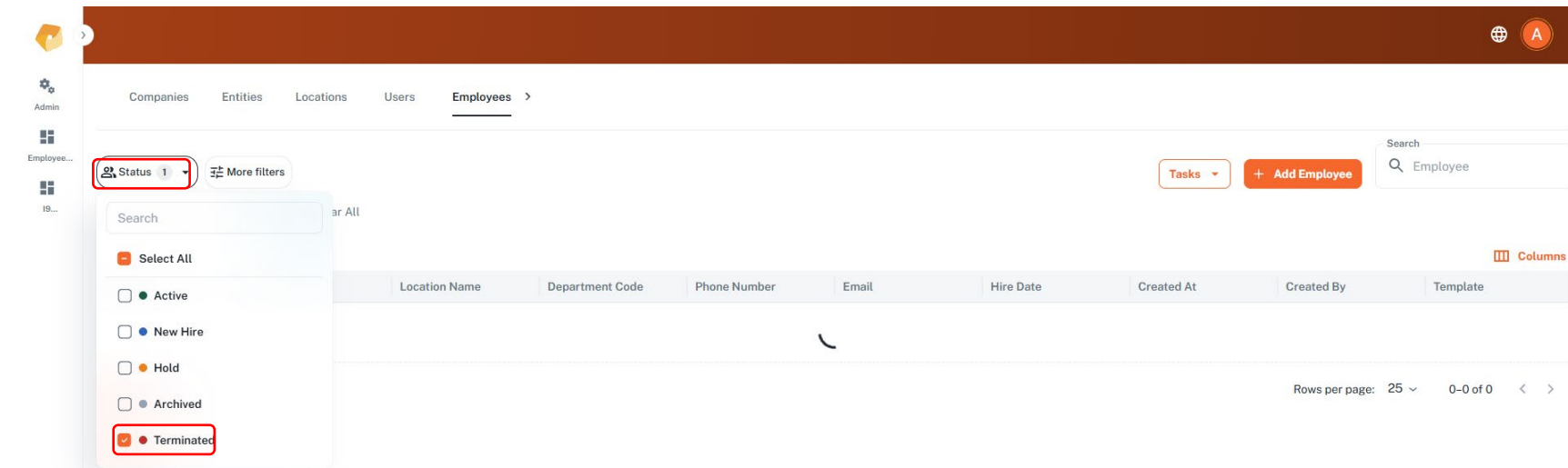
Restoring an employee profile



In the **Admin** section, select the **Employees** tab.



Select **Terminated** in the **Status** filter.



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NOT DISTRIBUTE

Restoring an employee profile



Use any of the optional additional filters, including the **Search** or **More filters**, to refine your results.

The screenshot shows the 'Employees' management interface. The top navigation bar includes 'Companies', 'Entities', 'Locations', 'Users', and 'Employees'. The 'Employees' section is active. On the left sidebar, there are icons for 'Admin', 'Employee...', and 'IS...'. The main area shows a filter bar with 'Status: 1' and 'More filters'. The 'More filters' modal is open, showing date range filters for 'Hire Date' and 'Created At'. The 'Active filters' section shows 'Status: Terminated'. The 'Search' bar is also visible.

Select the employee's name to access their profile.

The screenshot shows the 'Employees' management interface with a table of employee data. The top navigation bar includes 'Companies', 'Entities', 'Locations', 'Users', and 'Employees'. The 'Employees' section is active. On the left sidebar, there are icons for 'Admin', 'Employee...', and 'IS...'. The main area shows a filter bar with 'Status: 1' and 'More filters'. The 'Active filters' section shows 'Status: Terminated'. The 'Search' bar is also visible. The table lists employee details including Name, Status, Location Name, Department Code, Phone Number, Email, Hire Date, Created At, Created By, and Template.

Employee	Status	Location Name	Department Code	Phone Number	Email	Hire Date	Created At	Created By	Template
MEMBER, TEAM	Terminated	MINNESOTA FLASH FRY 55155	600	+17372419244	CRISTY.SINGLETON+...	05/07/2026 7:00 PM	05/07/2026 11:34 PM	SARAH MITCHELL	

Restoring an employee profile



Scroll to the bottom of the employee's profile and select the **Restore Employee** option.

A screenshot of the bottom of an employee's profile settings page. It features two expandable sections: "Emergency Contact Info" with a phone icon and the subtitle "Person to contact in case of emergency", and "Notification Preferences" with a bell icon and the subtitle "How the employee prefers to receive updates". Below these is a light orange bar containing a "Restore Employee" button with a circular arrow icon, highlighted with a red border. To the right of this bar are "Cancel" and "Save Changes" buttons.

Select **Confirm** to complete the profile restoration.

A confirmation dialog box titled "Restore Employee". The text inside asks, "Are you sure you want to restore this employee?" and adds, "Management will be notified." At the bottom right, there are two buttons: a "Cancel" button and a "Confirm" button, which is highlighted with a red border.



Rehiring a Previously Terminated Employee

Rehiring a Previously Terminated Employee



In the **Admin** section, select the **Employees** tab.

The screenshot shows the Aprio Admin interface. On the left sidebar, the 'Admin' icon (a gear) is highlighted with a red box. The main content area has a top navigation bar with tabs: 'Companies', 'Entities', 'Locations', 'Users', and 'Employees'. The 'Employees' tab is selected and highlighted with a red box. Below the tabs, there is a search bar with the placeholder text 'Name'. To the right of the search bar, there is a toggle switch for 'Show inactive companies' and a 'Columns' button. Below these, there is a table with the following columns: 'Name', 'Owner Name', 'Payroll Processor', 'Location States', 'Industry', and 'Date Added'. The table contains one row with the following data: 'APRIO DEMO CLIENT', 'APRIO CLIENT', an icon, 'KS, MI, MN, OR', 'Food Preparation and Serving Related Oc...', and '05/07/2026'. Below the table, there is a 'Dense' toggle switch and a 'Rows per page: 25' dropdown menu.

Select **Terminated** in the **Status** filter.

The screenshot shows the Aprio Admin interface with the 'Employees' tab selected. The 'Status' filter is open, showing a list of status options: 'Select All', 'Active', 'New Hire', 'Hold', 'Archived', and 'Terminated'. The 'Terminated' option is selected and highlighted with a red box. The main content area shows a table with the following columns: 'Location Name', 'Department Code', 'Phone Number', 'Email', 'Hire Date', 'Created At', 'Created By', and 'Template'. The table is currently empty. Below the table, there is a 'Rows per page: 25' dropdown menu.

Rehiring a Previously Terminated Employee



Use any of the optional additional filters, including the **Search** or **More filters**, to refine your results.

The screenshot shows the 'Employees' section of the Aprio interface. The top navigation bar includes 'Companies', 'Entities', 'Locations', 'Users', and 'Employees'. The left sidebar has 'Admin', 'Employee...', and 'IS...'. The main area has a 'Status' dropdown set to '1' and a 'More filters' button. A search bar is on the right. Below the search bar, there are buttons for 'Tasks', '+ Add Employee', and a search input field containing 'Employee'. The 'Active filters' section shows 'Status: Terminated' and a 'Clear All' link. A red arrow points from the 'More filters' button to a modal window titled 'More filters'.

More filters

Hire Date (start of range) Hire Date (end of range)

Created At (start of range) Created At (end of range)

Cancel Apply

Select the employee's name to access their profile.

The screenshot shows the 'Employees' section of the Aprio interface. The top navigation bar includes 'Companies', 'Entities', 'Locations', 'Users', and 'Employees'. The left sidebar has 'Admin', 'Employee...', and 'IS...'. The main area has a 'Status' dropdown set to '1' and a 'More filters' button. A search bar is on the right. Below the search bar, there are buttons for 'Tasks', '+ Add Employee', and a search input field containing 'Employee'. The 'Active filters' section shows 'Status: Terminated' and a 'Clear All' link. Below the filters, there is a table of employees.

Employee	Status	Location Name	Department Code	Phone Number	Email	Hire Date	Created At	Created By	Template
MEMBER, TEAM	Terminated	MINNESOTA FLASH FRY 55155	600	+17372419244	CRISTY.SINGLETON+...	05/07/2026 7:00 PM	05/07/2026 11:34 PM	SARAH MITCHELL	

Columns

Dense

Rows per page: 25 1-1 of 1

Rehiring a Previously Terminated Employee



In the Termination details at the top of the page, select the **Rehire Employee** option.

Edit Employee JOHN MILLER

View History

Employee Terminated

This employee has been terminated. Most profile information is now read-only. Status changed on 05/16/2026.

Termination Details

TERMINATION DATE
May 16, 2026

Rehire Employee

In the field, **Rehire Date**, add the date the employee was rehired.

Rehire Employee

Rehire Date *

MM/DD/YYYY

Select the **Rehire** option.

Cancel

Rehire

Rehiring a Previously Terminated Employee



The date the employee was rehired will now be available in the **Date of Rehire** field in the **Employment Information** section of the employee's profile.

Employment Information
Job details, pay rate, and work preferences

Date of Hire *

05/12/2026

Start Date

MM/DD/YYYY

Hourly Pay Rate *

10

hourly

OR

Salary *

annually

Employment Status

Select Option

Language Preference *

English (EN)

Payroll Software ID

Date of Rehire

05/16/2026

How Did You Hear About Us

Select Option

If needed, follow the instructions on how to complete Supplement B of the I-9 in our **I-9 Management** section.