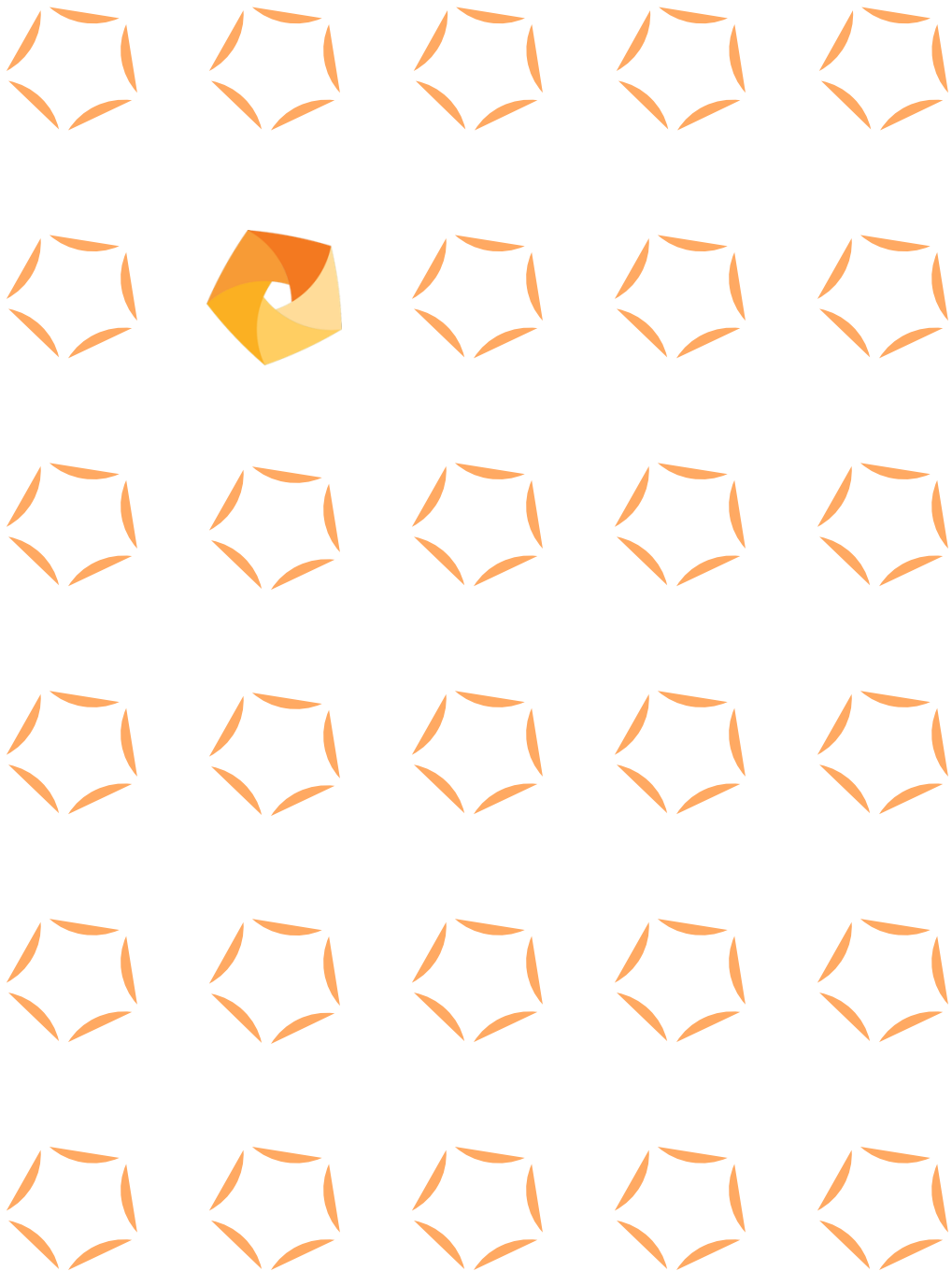


How to restore or rehire employee profiles

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





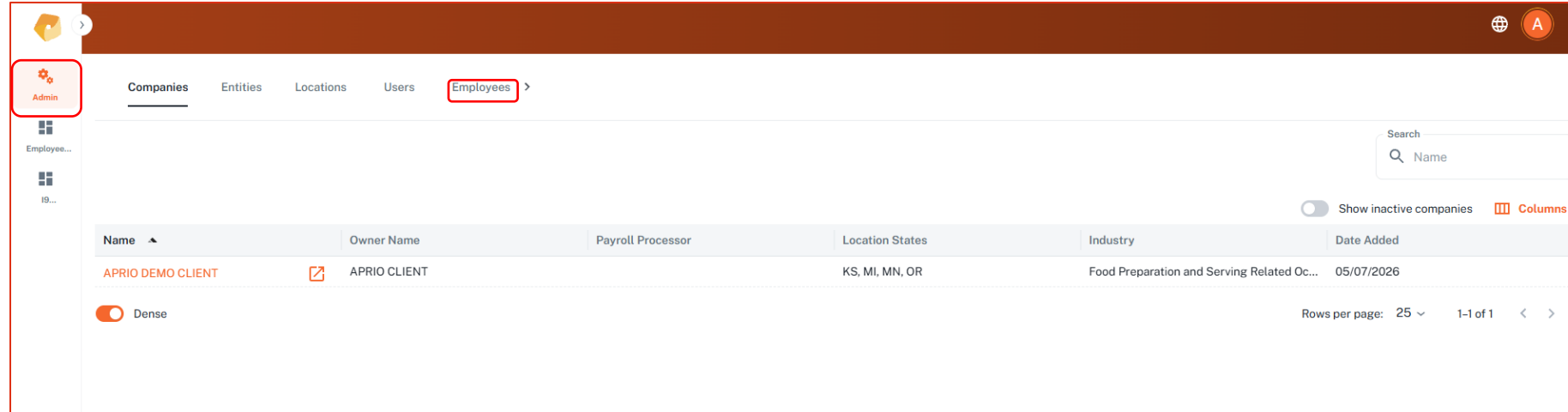
Restoring an Employee Profile

THAT HAS BEEN TERMINATED BY MISTAKE

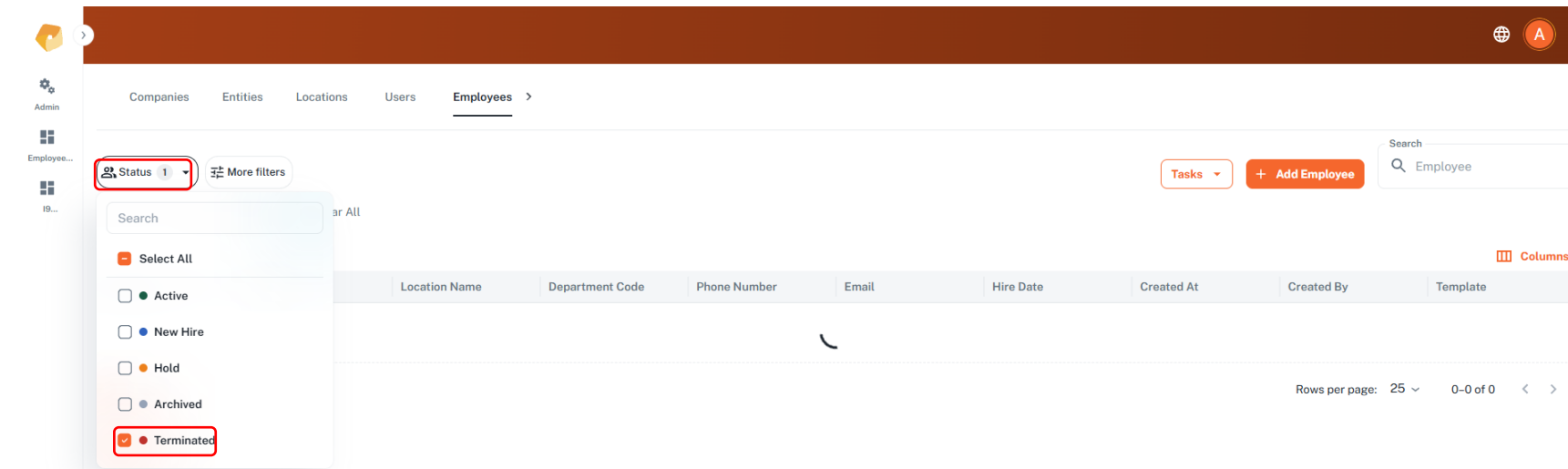
Restoring an employee profile



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

A screenshot of the Aprio Admin interface. The left sidebar shows the "Admin" menu with a red box around the "Admin" icon. The top navigation bar has tabs for "Companies", "Entities", "Locations", "Users", and "Employees", with "Employees" highlighted and boxed in red. The main content area shows a table with columns: Name, Owner Name, Payroll Processor, Location States, Industry, and Date Added. The first row shows "APRIO DEMO CLIENT" as the owner name. There is a search bar at the top right and a "Show inactive companies" toggle.

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

A screenshot of the Aprio Admin interface, similar to the previous one, but with the "Status" filter dropdown open. The "Status" dropdown is highlighted with a red box, and the "Terminated" option is selected and also highlighted with a red box. The dropdown menu lists options: "Select All", "Active", "New Hire", "Hold", "Archived", and "Terminated". The main table is currently empty, and the "Rows per page" is set to 25.

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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' section of the Aprio interface. The 'Status' dropdown is set to 'Terminated'. The 'More filters' button is highlighted with a red box. A red arrow points from the 'More filters' button to a modal window titled 'More filters' which contains date range filters for 'Hire Date' and 'Created At'.

Select the employee's name to access their profile.

The screenshot shows the 'Employees' section of the Aprio interface. The 'Status' dropdown is set to 'Terminated'. The 'More filters' button is highlighted with a red box. The table shows one employee: MEMBER, TEAM, with status Terminated, location MINNESOTA FLASH FRY 55155, department 600, phone number +17372419244, email CRISTY.SINGLETON+..., hire date 05/07/2026 7:00 PM, created at 05/07/2026 11:34 PM, and created by SARAH MITCHELL.

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 telephone 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, which is highlighted with a red rectangle. 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 states, "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 rectangle.



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 header has tabs for 'Companies', 'Entities', 'Locations', 'Users', and 'Employees', with 'Employees' selected and also highlighted with a red box. Below the tabs, there is a search bar with the placeholder 'Name'. A table lists employee data with columns: Name, Owner Name, Payroll Processor, Location States, Industry, and Date Added. The first row shows 'APRIO DEMO CLIENT' as the Name and 'APRIO CLIENT' as the Owner Name. Below the table, there is a 'Dense' view toggle and a 'Rows per page' dropdown set to 25.

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

This screenshot shows the same Aprio Admin interface, but with the 'Status' filter dropdown open. The 'Status' filter is located on the left sidebar and is highlighted with a red box. The dropdown menu shows several status options: 'Active', 'New Hire', 'Hold', 'Archived', and 'Terminated'. The 'Terminated' option is selected and highlighted with a red box. The main header still shows the 'Employees' tab selected. The table below the filter is empty, and the 'Rows per page' dropdown is set to 25.

Rehiring a Previously Terminated Employee



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

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.

Columns

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	

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

Hourly Pay Rate *

10

hourly

OR

Start Date

MM/DD/YYYY

Employment Status

Select Option

Language Preference *

English (EN)

Salary *

annually

How Did You Hear About Us

Select Option

Date of Rehire

05/16/2026

Payroll Software ID

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