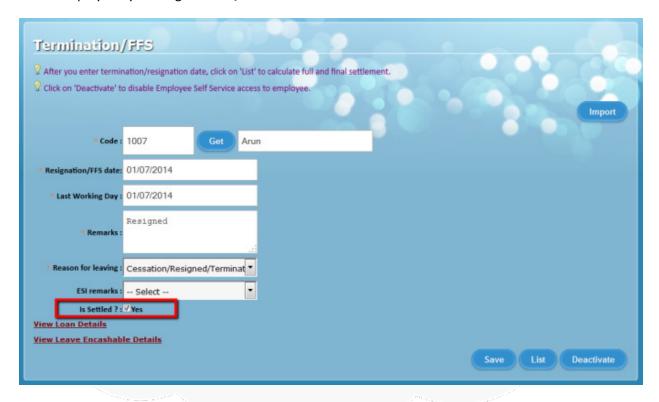


Retrieve Employee to Active

Go to **Transactions** menu → Termination/FFS

Select employee by clicking on View/Edit and deselect Is settled? check box and Save.



In the list of Resigned employees click on **CANCEL** link in cancel column for selected employee.

