

## **Reactivate Employees**

You can reactivate an employee at any time.

- 1. Sign in to Zoho Shifts and navigate to the **Employees** tab.
- 2. Select the employee you want to reactivate.
- 3. Click **Activate** at the top of the page.
- 4. Select **Activate** in the *Activation* pop-up.
- 5. Click **Invite** to send the employee an invitation to join your organization and view the schedule.

Activate Employees		×
Once activated, the employees will regain access to Zoho Shifts.		
	Cancel	Activate